

Robert's Rules of Order, 12th Edition							
Table II: "Table of Rules Relating to Motions"							
Explanation of Motions Likely to be Applicable to GBNTCC Board Meetings*						(*26 are highlighted; see "cheat sheet")	
6-Dec-22							
More in-depth explanations and details are available in Table II of the 12th Edition.							
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Motion #	Motion Name	Type	Must be Seconded?	Debatable?	Amendable?	Vote	Can be Reconsidered?
1	Main motion or question	M	Yes	Yes	Yes	Majority unless bylaws say otherwise or it suspends a rule of order or a member's rights (then, 2/3rds)	Yes
2	Adjourn	P	Yes	No	No	Majority	No
3	Adjourn at another time	M	Yes	Yes	Yes	Majority	No
4	Adopt a report	M	Yes	Yes	Yes	Majority	Yes
5	Adopt initial bylaws	M	Yes (a second is not required if the motion is made by the reporting member of a committee)	Yes	Yes	Majority	Neg. vote only
6	Adopt revised bylaws	M/B	Yes (a second is not required if the motion is made by the reporting member of a committee)	Yes	Yes	Per existing bylaws; if not mentioned, same as Motion 7	Neg. vote only
7	Adopt special rules of order	M	Yes	Yes	Yes	Prior notice & 2/3rds	Neg. vote only
8	Adopt ordinary standing rules	M	Yes	Yes	Yes	Majority	Yes
9	Adopt standing rules at a convention	M	Yes (a second is not required if the motion is made by the reporting member of a committee)	Yes	Yes	2/3rds	Neg. vote only
10	Adopt agenda	M	Yes (a second is not required if the motion is made by the reporting member of a committee)	Yes	Yes	Majority, generally. See chart.	Neg. vote only
11	Amend a pending motion	S	Yes	If orig motion is debatable	Yes	Majority	Yes
12	Amend an amendment of a pending motion	S	Yes	If orig motion is debatable	No	Majority	Yes

13	Amend something previously adopted	M/B	Yes	Yes	Yes	Majority if notice; 2/3rds otherwise	Neg. vote only
14	Amend rules in a convention	M/B	Yes	Yes	Yes	2/3rds in most cases. See chart.	Neg. vote only
15	Amend adopted agenda with ref to items not yet reached	M/B	Yes (a second is not required if the motion is made by the reporting member of a committee)	Yes	Yes	2/3rds in most cases. See chart.	Neg. vote only
16	Amend bylaws when not pending	M/B	Yes	Yes	Yes	Per existing bylaws; if absence, prior notice and 2/3rds.	Neg. vote only
17	Amend special rules when not pending	M/B	Yes	Yes	Yes	Prior notice & 2/3rds	Neg. vote only
18	Appeal, generally	I	Yes	Yes, under special rule 24:3.	No	Majority in neg. required to reverse chair's decision	Yes
19	Appeal in re: indecorum or breaking rules	I	Yes	No	No	Majority in neg. required to reverse chair's decision	Yes
20	Ballot - order the vote	I	Yes	No	Yes	Majority	Yes
21	Blank - to create by striking out	I	Yes	No	No	Majority	No
22	Blanks - proposals for filling	--	No	Only if filling a blank in a debatable motion	No	Majority	Yes
23	Rearrange bylaws amendments	I	Yes	No	Yes	Majority	Neg. vote only
24	Chair, declare vacant (replacing the chair in the moment)	M	Yes	Yes, if put to a vote by the maker	Yes	Majority	Neg. vote only
25	Depart from adopted agenda	I	Yes	No	No	2/3rds in most cases	No
26	Commit, refer or recommit a pending question	S	Yes	Yes	Yes	Majority	If committee has not begun consideration of the question

27	Refer a matter not pending to a committee	M	Yes	Yes	Yes	Majority	If committee has not begun work on the matter
28	Consider informally	S	Yes	Yes	Yes	Majority	Neg. vote only
29	Consider by paragraph	I	Yes	No	Yes	Majority	No
30	Grant permission to speak after indecorum (as long as no further breaches of decorum)	I	Yes, if in the form of a motion	No	No	Majority	Yes
31	Obtain immediate closing of debate		(see #70)				
32	Limit or extend limits of debate on a pending question	S	Yes	No	Yes	2/3rds	Yes, generally
33	Limit or extend limits of debate for the duration of the meeting	M	Yes	Yes	Yes	2/3rds	Yes
34	Discharge a committee	B	Yes	Yes	Yes	Majority with notice - otherwise 2/3rds	Neg. vote only
35	Discharge a committee, failed to report	B	Yes	Yes	Yes	Majority	Neg. vote only
36	Division of an assembly	I	No	No	No	Demand by any member	No
37	Order count of division of the assembly (if chair does not do so)	I	Yes	No	Yes	Majority	No
38	Division of a question (if a pending motion or amendment has parts that can stand alone)	I	Yes	No	Yes	Majority	No
39	Call for a separate vote on a resolution (on a series of different subjects for example)	I	No	No	No	Demand by any member	No

40	To be excused from duty	I	Yes if by the member	Yes	Yes	Majority	Neg. vote only
41	Fix a time to take effect	M, S or I	Yes	Yes	Yes	Majority	Yes, generally
42	Extend time to considering the pending question	I	Yes	No	No	2/3rds	No
43	Fix a time to adjourn while a question is pending	P	Yes	No	Yes	Majority	Yes
44	Fix a time to adjourn, no question pending	M	Yes	Yes	Yes	Majority	Yes
45	Request information (or "point of information")	I	No	No	No	Not voted upon	No
46	Lay on the table	S	Yes	No	No	Majority	Neg. vote only
47	Approve minutes when presented as a motion	M	Yes	Yes	Yes	Not voted upon	Yes
48	To correct before adoption	S	Yes	Yes	Yes	Majority	Yes
49	Correct minutes after approval		(see #13)				
50	Dispense with reading of the minutes	I	Yes	No	No	Majority	Neg. vote only
51	Take up minutes after reading is dispensed with (can happen later in the meeting)	B	Yes	No	No	Majority	No
52	Order the reading of a subordinate board's minutes	M	Yes	Yes	Yes	Majority with notice - otherwise 2/3rds	Yes
53	Make a nomination	--	No	Yes	No	Majority unless bylaws say otherwise	Can't be reconsidered once the person elected is notified and doesn't decline
54	Close nominations	I	Yes	No	Yes	2/3rds	No
55	Reopen nominations	I	Yes	No	Yes	Majority	Neg. vote only

56	Motions relating to nominations while the election is pending	I	Yes	No	Yes	Majority	Yes
57	Motions relating to nominations while the election is not pending	M	Yes	Yes	Yes	Majority	Yes
58	Object to authorize motion outside of scope	I	Yes	No	No	2/3rds	Neg. vote only
59	Objection to a consideration of a question	I	No	No	No	2/3rds against sustains the objection	Neg. vote (on sustaining the objection) only
60	To make a special order, when question is not pending	M	Yes	Yes	Yes	2/3rds	Yes
61	To call for orders of the day	P	No	No	No	Demand by one member unless set aside by 2/3rds	No
62	To proceed to orders of the day	--	(at chair's discretion)	No	No	2/3rds required to refuse to proceed	No
63	Orders of the day, when pending	M		Yes	Yes	Ruled upon by the chair	Yes
64	Point of Order	I	No	No, generally	No	Ruled upon by the chair	No
65	Parliamentary inquiry	I	No	No	No	Responded to by the chair	--
66	Postpone indefinitely	S	Yes	Yes	No	Majority	Affirmative vote only
67	Postpone to a certain time	S	Yes	Yes	Yes	Majority unless it becomes a special order	Yes
68	Postpone - to a certain time and make it a special order	S	Yes	Yes	Yes	2/3rds	Yes
69	Postpone an event or action previously scheduled	M/B	Yes	Yes	Yes	Majority with notice - otherwise 2/3rds	Neg. vote only

70	Previous question (to close debate and making of subs motions except for laying on the table)	S	Yes	No	No	2/3rds	Yes, generally
71	Proviso (bylaw) - changes implementation	M, S or I	Yes	Yes	Yes	Majority	Yes
72	Question on privilege	P	No, generally	No	No	Ruled upon by the chair	No
73	Question on privilege as a main motion	M	Yes	Yes	Yes	Majority	Yes
74	To take measures to obtain a quorum while a question is pending	P	Yes	No	Yes	Majority	Yes
75	To take measures to obtain a quorum while no question is pending	M	Yes	Yes	Yes	Majority	Yes
76	Ratify or confirm	M	Yes	Yes	Yes	Majority, generally	Yes
77	To grant permission to read papers	I	Yes, if made by the person requesting permission	No	No	Majority	Yes
78	Order recapitulation of roll call	I	Yes	No	Yes	Majority	Yes
79	Recess while business is pending	P	Yes	No	Yes	Majority	No
80	Recess - no business pending	M	Yes	Yes	Yes	Majority	No
81	Reconsider (American origin; enables a majority to bring something back to consider further)	B	Yes	If motion to reconsider is debatable	No	Majority	No
82	Reconsider to a committee	B	No	If motion to reconsider is debatable	No	2/3rds, but majority if committee members are present or was notified	No

83	Call up motion to reconsider	--	No	--	--	--	--
84	Order a recount	I	Yes	No	Yes	Majority	If recount has not begun
85	To receive report when no time has been set aside	I	Yes	No	No	Majority	If report has not begun
86	Rescind and expunge from the minutes	M/B	Yes	Yes	Yes	Majority of entire membership	Neg. vote only
87	Rescind, repeal or annul	M/B	Yes	Yes	Yes	Majority with notice - otherwise 2/3rds	Neg. vote only
88	Refer		(see #26 and #28)				
89	Rise, or rise and report in a special committee (ends the committee)	M	No	Yes	Yes	Majority	No
90	Rise, or rise and report in committee of the whole (legislatures only)	P	Yes	No	No	Majority	No
91	Substitute		(see #11)				
92	Suspend the rules	I	Yes	No	No	2/3rds generally	No
93	Suspend ordinary standing rules	I	Yes	No	No	Majority	No
94	Take from the table	B	Yes	No	No	Majority	No
95	Take up the question out of proper order		(see #92)				
96	Motions made to vote while subject is pending	I	Yes	No	Yes	Majority, generally	To close polls - no; to reopen polls, neg. vote only. All others, yes
97	Motions made to vote while no subject is pending	M	Yes	Yes	Yes	Majority	Yes
98	Withdraw or modify a motion after motion has been stated by the chair	I	Yes, if motion is made by person requesting permission	No	No	Majority	Withdrawal - neg. vote only; as to modification, yes.



ROBERT'S RULES OF ORDER CHEAT SHEET

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
Propose a motion (Main motion)	M	"I move to..."	No	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely (Kills a motion under debate.)	S	"I move to postpone the question indefinitely."	No	Yes	Yes	No	Majority	Affirmative vote only
Amend a motion (The assembly must agree to amend the motion and then agree on the amendment before the amendment can be the main motion.)	S	"I move to amend the motion by..."	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes
Commit or refer	S	"I move to commit/refer the matter to a committee..."	No	Yes	Yes	Yes	Majority	If committee has not begun consideration of the question
Postpone definitely (Question is put off until an expressed time.)	S	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority	Yes
Debate, Limit or extend (Give a reasonable length of time for consideration of the question.)	S	"I move to limit discussion to two minutes per speaker."	No	Yes	No	Yes	2/3	Yes
Debate, Close (Previous question: immediately closes debate and brings the assembly to vote on motion.)	S	"I move the previous question"	No	Yes	No	No	2/3	Yes
Lay on the table (Interrupts the current business to introduce urgent business immediately.)	S	"I move that the motion be laid on the table."	No	Yes	No	No	Majority	Negative vote only
Call for the orders of the day (Demand to take up the proper business in order.)	P	"I move for the orders of the day."	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a 2/3 vote	No
Raise a question of privilege (Permits an urgent motion dealing with the rights and privilege of the members - e.g. complain about noise, room)	P	"Point of privilege!"	Yes	No, but if raised as a motion, then must be	No	No	Chair Decides	No

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
temp., intro of a confidential subject, etc.)				seconded				
Recess, if moved while business is pending (Gives the assembly a short break.)	P	"I move for a recess until..."	No	Yes	No	Yes	Majority	No
Adjourn (Closes the meeting.)	P	"I move to adjourn"	No	Yes	No	No	Majority	No
Fix the time to adjourn (Sets the time for the meeting to end.)	M	"I move to fix the time to adjourn at..."	No	Yes	Yes	Yes	Majority	Yes
Point of order (Meeting is not following proper rules.)	I	"I rise to a point of order," or "Point of order!"	Yes	No	No	No	Chair	No
Appeal (Overrule the chair's ruling.)	I	"I appeal from the decision of the chair."	Yes	Yes	Yes	No	Majority	Yes
Suspend the rules (Rules of order)	I	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3	No
Objection to consideration of a question (Avoids a main motion if the assembly agrees that the motion should have never come before it.)	I	"I object to the consideration of the question."	Yes	No	No	No	2/3	Negative vote only
Division of a question (Separates different parts of a motion that can stand on their own.)	I	"I move to divide the question"	No	Yes	No	Yes	Majority	No
Division of the assembly (Requires the chair to take a vote by each member rising to give her/his vote.)	I	"Division!"	Yes	No	No	No	Demand of single member compels Division	No
Parliamentary inquiry (Question on parliamentary procedure or the organization's rules to the chair.)	I	"A parliamentary inquiry, please."	Yes	No	No	No	Not voted on, but is responded by the chair	NA
Point of information (Request information from the chair about the matter at hand, need not be seconded.)	I	Without recognition, "Point of information."	Yes	No	No	No	No	No
Request for permission to withdraw or modify a motion	I	"I request for permission to withdraw/modify the	If not granted by	Yes, if motion is	No	No	Majority	As to withdrawal,

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
(Asks the chair for permission to withdraw or modify a motion already stated by the chair.)		motion ..."	unanimous consent, can be moved by person requesting permission, or by another while the former has the floor	made by person requesting permission; no if, made by another member				negative vote only, as to modification, yes
Take from the table (Takes up a motion or an order of business that was earlier laid on the table.)	B	"I move to take from the table ..."	No	Yes	No	No	Majority	No
Rescind (Takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to rescind the motion relating to ..."	No	Yes	Yes	Yes	Majority	Negative vote only
Amend something previously adopted (Modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to amend ..."	No	Yes	Yes	Yes	Majority	Negative vote only
Reconsider (Assembly to reconsider a motion that was adopted <i>earlier that day</i> , but new information or a changed situation makes it appear that a different result might reflect the true will of the assembly.)	B	"I move that we now (or later) reconsider our action relative to..." Note: motion can only be made by member who voted on the winning side (be it for/against) and must be made on the same day action was taken.	Yes, when another has been assigned the floor, but not after they have begun to speak	Yes	Only if original motion was debatable	No	Majority	No

Key to classification symbols:

- M Main motion: brings a question to the assembly for debate and action.
- S Subsidiary motions: deal with the original main motion.
- P Privileged motions: do not relate to any business but take precedence over everything else in the assembly.
- I Incidental motions: deal with the procedure of the assembly at which point they take precedence over any other pending motions. These motions must be decided before business can continue.
- B Motions that bring a question again before the assembly.
- M/B Incidental main motions classed with motions that bring a question again before the assembly.

Table of Rules Relating to Motions was extracted from the [Robert's Rules of Order Newly Revised \(RONR\) 12th Edition](#). Table above is NOT inclusive of all motions.

PROCEDURE FOR HANDLING MAIN MOTIONS

1. Obtaining and Assigning the Floor

- 1.1. Member raises hand when no one else has the floor.
- 1.2. The chair recognizes the member by name or title.

2. How the Motion Gets Before the Assembly

- 2.1. The member makes the motion after obtaining the floor by saying, "*I move that (or to) ...*" and they clearly describes the proposal. After making the motion, member immediately takes seat.
- 2.2. When a member has made a main motion, another member must second to be considered by the assembly by calling out, "*Second!*"
- 2.3. When a motion has been moved and seconded, the chair then states the question on the motion by saying, "*It was moved and seconded that ...*" and then repeats the exact words of the motion made.

3. Consideration of the Motion

- 3.1. When a main motion has been stated by the chair, it is said to be "*on the floor*" and can be debated for action.
- 3.2. Right after stating the question, the chair usually acknowledges the maker of the motion to see if they wishes to be assigned the floor.
- 3.3. Before speaking in debate, members must obtain the floor as designated by the chair.
- 3.4. Debate is held on the merits of the question – whether the proposed action should be taken or not. See the Rules for Debate below.
- 3.5. During debate, other motions, as listed in the cheat sheet, may be made.

4. The Chair "Puts" the Question

- 4.1. When no one seeks the floor for debate, the chair may ask, "*Are you ready for the question?*"
- 4.2. The, if no one else seeks the floor for further debate, the chair says, "*The question is on the adoption of the motion that ...*"
- 4.3. The chair then gives direction for the assembly to vote on the motion, most commonly by voice vote. The chair says, "*Those in favor of the motion say, 'aye.'* (Pause for responses.) *Those opposed, say 'no.'* (Pause for responses.) *Those abstained, say 'aye.'*"

5. The Chair Announces the Result of the vote

- 5.1. Reports which side "has it";
- 5.2. Declares that the motion is either adopted or lost; and
- 5.3. Indicates the effect of the vote, if necessary.
- 5.4. For example: the chair says, "*The ayes/noes have it, the motion is adopted/fails, and (indicates the effect of the vote).*"

6. Unanimous Consent

- 6.1. When there seems to be 'no opposition,' unanimous consent may be used to adopt or take some action without the necessity of having the chair state the question on a motion and put it to a vote.
- 6.2. The chair asks the assembly if there is any objection to taking the desired action, if no objections, the chair declares that the action has been agreed

- to.
- 6.3. If any objections are expressed, the chair must then state the question on the motion and follow the formal process for handling a motion.

NOTE: There should be no debate on any matter without a motion being on the floor.

THE RULES FOR DEBATE

1. **Speech Limits in Debate:** members may speak in debate twice on any debatable motion on the same day for ten minutes each time (unless they obtained the consent of the assembly by 2/3 vote (see Debate, Limit or extend in cheat sheet above)). Debate time cannot be transferred.
2. **Preference in Recognition to Debate:**
 - 2.1. The chair designates/recognizes the speaker.
 - 2.2. Members must wait until another member who is speaking finishes.
 - 2.3. Exceptions to the rule –
 - 2.3.1. Make of the motion has a one-time right to preference in speaking about the motion; normally they is the first to speak after the chair states the question.
 - 2.3.2. A member who has not yet spoken on a motion has preference over anyone who has already spoken on the motion.
 - 2.3.3. The chair should try to alternate between speakers who favor and those who oppose a motion.
3. **Stick to the Subject:** debate should be held on the merits of the question – whether the proposed action should be taken or not.
4. **Debate Issues, Not Personalities:** under no circumstance can a member attack or question the motives of another member.
5. **Members must always abide by LACBA's [Code of Civility](#)** (NOT RONR).

EXECUTIVE SESSION

1. A motion to go into (or out of) executive session is a *question of privilege* and is adopted by a majority vote.
2. Only members of the assembly that is meeting, special guests, and designated staff as the body can remain in the meeting (as designated by the assembly).
3. The assembly may lift secrecy of action taken in an executive session by adopting a motion to do so, which is a motion to *Amend Something Previously Adopted* (see further details in cheat sheet above).
4. Approval of minutes of an executive session must be held only in executive session, unless what was reported in the minutes is not secret.
5. See LACBA's [Standing Rules of Procedure Regarding Executive Session](#) (NOT RONR).

For additional RONR resources, see [RONR FAQs](#) for commonly asked questions.