Robert's R	ules of Order, 12th	n Editio	on				1
	Table of Rules Rela						
			Applicable to GBNTCC	<b>Board Meeti</b>	ngs*	(*26 are highlig	hted; see "cheat sheet")
6-Dec-22							
			ails are available in Tab				
			es only and subject to co				
Motion #	Motion Name	Туре	Must be Seconded?	Debatabe?	Amendable?	Vote	Can be Reconsidered?
						Majority	
						unless bylaws	
						say otherwise	
						or it suspends	
						a rule of order	
	Nain matian an					or a member's	
1	Main motion or question	М	Yes	Yes	Yes	rights (then, 2/3rds)	Yes
2	Adjourn	P	Yes	No	No	Majority	No
-	Adjourn at			0			
3	another time	M	Yes	Yes	Yes	Majority	No
4	Adopt a report	М	Yes	Yes	Yes	Majority	Yes
			Yes (a second is not				
			required if the motion is made by the				
	Adopt initial		reporting member of				
5	bylaws	М	a committee)	Yes	Yes	Majority	Neg. vote only
						,	
			Yes (a second is not			Per existing	
			required if the motion			bylaws; if not	
			is made by the			mentioned,	
	Adopt revised	/ 5	reporting member of	V	V	same as	Name water and
6	bylaws Adopt special	M/B	a committee)	Yes	Yes	Motion 7 Prior notice &	Neg. vote only
7	rules of order	М	Yes	Yes	Yes	2/3rds	Neg. vote only
,	Adopt ordinary			. 65	. 65	2,0.00	riegi rece e,
8	standing rules	М	Yes	Yes	Yes	Majority	Yes
			Yes (a second is not				
	Adams -t !!		required if the motion				
	Adopt standing rules at a		is made by the reporting member of				
9	convention	М	a committee)	Yes	Yes	2/3rds	Neg. vote only
	23276.011		<u> </u>	100	103	_/ 5.43	
			Yes (a second is not				
			required if the motion				
			is made by the			Majority,	
40	A days		reporting member of	,,		generally. See	No.
10	Adopt agenda	M	a committee)	Yes If orig	Yes	chart.	Neg. vote only
	Amend a			motion is			
11	pending motion	S	Yes	debatable	Yes	Majority	Yes
						, , ,	
	Amend an			If orig			
	amendment of a			motion is			
12	pending motion	S	Yes	debatable	No	Majority	Yes

something previously  13 adopted  Amend rules in a convention  Amend adopted agenda with ref to terms not yet reached  Amend bylaws when not 16 pending M/B  Amend bylaws when not 17 pending M/B  Amend bylaws when not 18 Appeal in re: indecorum or 29 breaking rules  Appeal in re: indecorum or 20 br		Amend						
previously  Amend rules in a convention  Amend dopted agenda with ref to items not yet or its made by the reporting member of a committee)  Amend bylaws when on to pending  Amend special rules when not pending  Amend special rules when not pending  Appeal in re: indecorum or a by striking out  Appeal in create by striking out  Blank - to create 21 by striking out  Blanks - proposals for filling a bylaws of the reporting member of a committee)  Blanks - proposals for Large and policy and proposals for Chair, declare vacant (replacing the moment)  Chair, declare vacant (replacing the moment)  M/B Yes Yes Yes Yes Yes Chart.  Neg. vote only  Yes, under the committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in the reporting member of a committee and policy in a case. See that.  Neg. vote only  M/B Yes Yes Yes Yes Per existing bylaws; if absence, prior notice & pri							Majority if	
Amend rules in a convention		_						
Amend adopted agenda with ref to items not yet when not 16 pending when not pending when not 17 pending when not 18 Appeal in re: indiccorum or 19 breaking rules vote only 19 breaking rules when not 29 breaking rules when not 29 breaking rules when not 20 vote 19 breaking rules 10 vote 19 breaking rules 10 vote 10 pending with respectable 10 vote 10 pending with respectable with reporting member of a committee) 10 vote 10 pending with respectable with reporting member of a committee) 10 vote 10 pending with reporting member of a committee) 10 vote 10 pending with reporting member of a committee) 11 ves 10 pending when not 2/3rds in most cases. See chart. Neg. vote only 2/3rds in most	13		M/B	Yes	Yes	Yes		Neg. vote only
Amend rules in a convention M/B Yes Yes Yes Cases. See chart. Neg. vote only  Yes (a second is not required if the motion is made by the reporting member of a committee)  Amend bylaws when not pending M/B Yes Yes Yes Yes Cases. See Cahart. Neg. vote only  Amend bylaws when not pending M/B Yes Yes Yes Yes Chart. Neg. vote only  Amend special rules when not required to reverse chair's decision Yes  Appeal in re: Indecorum or I Yes No No No Majority in neg. required to reverse chair's rules when not rules when not rules when not required to reverse chair's rules when not required to reverse chair's rules when not required to reverse chair's rules when not rules		adopted	141/15	. 55		. 55		
Amend adopted agenda with ref to tolems not yet reached with ref to telems not yet reached M/B		Amend rules in a						
Amend adopted agenda with ref to tolems not yet reached with ref to telems not yet reached M/B	14		M/B	Yes	Yes	Yes	chart.	Neg. vote only
Amend adopted agenda with ref to Items not yet to Items not yet reporting member of a committee)  Amend bylaws when not pending M/B Yes Yes Yes Yes Yes 2/3rds. Neg. vote only  Amend bylaws when not pending M/B Yes Yes Yes Yes 2/3rds. Neg. vote only  Amend special rules when not rules when not rules when not pending N/B Yes Yes Yes Yes 2/3rds. Neg. vote only  Amend special rules when not rules			, =					.0
agenda with ref to items not yet yes when not items in the pending items of t				Yes (a second is not				
to items not yet reached M//B reporting member of a committee)    The provided reached M//B and committee)   The provided reached M//B and committee)   The provided reached M//B and committee in the proposals for reached M//B and committee in the moment of the proposals for reached M//B and committee in the moment of the proposals for reached M//B and committee in the moment of the proposals of		Amend adopted		required if the motion				
Amend bylaws when not labeled in recommitted in the proposals for earange bylaws over a manner of the proposals for earange bylaws amendments a manner of the proposals for earange bylaws amendments and earange bylaws amendments and the proposals for earange bylaws amendment and the proposals for earange bylaws and the proposals for earange bylaws and the proposals for earange bylaws and t		agenda with ref		is made by the			2/3rds in most	
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Amend bylaws when not pending M/B Yes Yes Yes Yes 2/3rds. Neg. vote only  Amend special rules when not 17 pending M/B Yes Yes Yes Yes 2/3rds. Neg. vote only  Amend special rules when not 18 Appeal generally I Yes Yes Yes 2/3rds Neg. vote only  Appeal in re: indecorum or 19 breaking rules I Yes No No decision Yes  Ballot - order the 20 vote I Yes No No Yes Majority Yes  Blank - to create by striking out I Yes No No Majority No  Blank - to create by striking out I Yes No No Majority No  Commit, refer or recommt a  Rearrange bylaws 23 amendments I Yes No Yes Majority Neg. vote only  Local Rearrange Appeal in the Majority No Yes No No Majority No No Majority No Yes No Yes No Yes Majority No No Yes No Yes Majority No No Yes No Yes No Yes Majority No No Yes Yes No Yes No Yes No Y	15	reached	M/B	a committee)	Yes	Yes	chart.	Neg. vote only
Amend bylaws when not pending M/B Yes Yes Yes Yes 2/3rds. Neg. vote only  Amend special rules when not pending M/B Yes Yes Yes Yes 2/3rds Neg. vote only  M/B Yes Yes Yes 2/3rds Neg. vote only  Amend special rule when not pending M/B Yes Yes Yes 2/3rds Neg. vote only  Majority in neg. required to reverse chair's yes clair's Appeal in re: indecorum or beating rules in yes indecorum or beating rules in yes No No decision Yes  Ballot - order the 20 vote I Yes No No Yes Majority Yes  Blank - to create by striking out I Yes No No Majority No  Blanks - proposals for filling a blank in a proposals for filling a proposals for filli							Per existing	
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rules when not pending M/B Yes Yes Yes Prior notice & 2/3rds Neg. vote only    Prior notice & 2/3rds Neg. vote only	16	pending	M/B	Yes	Yes	Yes	2/3rds.	Neg. vote only
17 pending M/B Yes Yes Yes 2/3rds Neg. vote only    Majority in neg. required to reverse chair's decision		Amend special						
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21 by striking out I Yes No No Majority No    Blanks -	20	vote	I	Yes	No	Yes	Majority	Yes
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bylaws amendments I Yes No Yes Majority Neg. vote only  Chair, declare vacant (replacing the chair in the moment) M Yes In Majority Neg. vote only  Depart from adopted agenda I Yes No No No Commit, refer or recommit a If committee has not begun			<del></del>	INO	motion	110	ινιαμυτιτή	162
23 amendments I Yes No Yes Majority Neg. vote only  Chair, declare vacant (replacing the chair in the moment) M Yes the maker Yes Majority Neg. vote only  Depart from adopted agenda I Yes No No No Cases No  Commit, refer or recommit a		_						
Chair, declare vacant (replacing the chair in the moment)  Depart from adopted agenda  Commit, refer or recommit a  Yes, if put to a vote by the maker  Yes  No  No  No  No  If committee has not begun	23	7		Yes	Nο	Yes	Majority	Neg vote only
vacant (replacing the chair in the moment)  Depart from adopted agenda  I Yes No No Sommit, refer or recommit a  Yes, if put to a vote by the maker Yes Majority Neg. vote only  2/3rds in most cases No  If committee has not begun		amenaments	<del></del>	103	140	103	iviajority	reg. vote omy
vacant (replacing the chair in the moment)  Depart from adopted agenda  I Yes No No Sommit, refer or recommit a  Yes, if put to a vote by the maker Yes Majority Neg. vote only  2/3rds in most cases No  If committee has not begun		Chair, declare						
the chair in the moment)  M Yes to a vote by the maker Yes Majority Neg. vote only  Depart from adopted agenda I Yes No No No Commit, refer or recommit a  If committee has not begun					Yes. if put		1	
24     moment)     M     Yes     the maker     Yes     Majority     Neg. vote only       Depart from adopted agenda     I     Yes     No     No     2/3rds in most cases     No       Commit, refer or recommit a     If committee has not begun								
Depart from adopted agenda I Yes No No No Cases No If committee has not begun	24		М	Yes	-	Yes	Majority	Neg. vote only
25 adopted agenda I Yes No No cases No  Commit, refer or recommit a I Yes No No I If committee has not begun		,					.,,	3
25 adopted agenda I Yes No No cases No  Commit, refer or recommit a I Yes No No I If committee has not begun		Depart from					2/3rds in most	
Commit, refer or recommit a If committee has not begun	25		1	Yes	No	No		No
recommit a If committee has not begun								
recommit a If committee has not begun		Commit, refer or						
26 pending question S Yes Yes Yes Majority consideration of the question		recommit a						If committee has not begun
	26	pending question	S	Yes	Yes	Yes	Majority	consideration of the question

	D-f		1				
	Refer a matter						
	not pending to a				.,		If committee has not begun
27	committee	M	Yes	Yes	Yes	Majority	work on the matter
	Consider						
28	informally	S	Yes	Yes	Yes	Majority	Neg. vote only
	Consider by						
29	paragraph	ı	Yes	No	Yes	Majority	No
	<b>Grant permission</b>						
	to speak after						
	indecorum (as						
	long as no						
	further breaches		Yes, if in the form of a				
30	of decorum)	I	motion	No	No	Majority	Yes
	Obtain						
	immediate						
31	closing of debate		(see #70)				
	Limit or extend						
	limits of debate						
	on a pending						
32	question	S	Yes	No	Yes	2/3rds	Yes, generally
	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			_		, -	, 8
	Limit or extend						
	limits of debate						
	for the duration						
33	of the meeting	М	Yes	Yes	Yes	2/3rds	Yes
	0					Majority with	
						notice -	
	Discharge a					otherwise	
34	committee	В	Yes	Yes	Yes	2/3rds	Neg. vote only
	Discharge a		163	1.03	1.03	275145	rteg. vote omy
	committee,						
35	failed to report	В	Yes	Yes	Yes	Majority	Neg. vote only
33	Division of an		103	103	165	Demand by	iveg. vote only
36	assembly	1	No	No	No	any member	No
30	assembly		110	140	140	arry member	140
	Order count of						
	division of the						
	assembly (if chair						
37	does not do so)	ı	Yes	No	Yes	Majority	No
37	4003110140307		163	110	1.03	iviajority	110
	Division of a						
	question (if a						
	pending motion						
	or amendment						
	has parts that						
38	can stand alone)	1	Yes	No	Yes	Majority	No
						,	
	Call for a						
	separate vote on						
	a resolution (on a						
	series of						
	different subjects					Demand by	
39	for example)	- 1	No	No	No	any member	No

	To be excused						
40		١.	Vac if by the member	Voc	Voc	Majority	Nog voto only
40	from duty Fix a time to take	M, S	Yes if by the member	Yes	Yes	Majority	Neg. vote only
44			Voc	Voc	Voc	Majority	Vos gonorally
41	effect	or I	Yes	Yes	Yes	Majority	Yes, generally
	Extend time to						
	Extend time to						
42	considering the		Voc	No	No	2/2×ds	No
42	pending question Fix a time to	I	Yes	No	No	2/3rds	NO NO
	adjourn while a						
	question is						
43	pending	Р	Yes	No	Yes	Majority	Yes
43	pending	Г	165	NO	163	iviajority	163
	Fix a time to						
	adjourn, no						
44	question pending	М	Yes	Yes	Yes	Majority	Yes
44	Request	IVI	res	162	res	Majority	res
	information (or						
	"point of					Not voted	
45	information")		No	No	No		No
45	iniormation )	- 1	INU	INU	INO	upon	INO
46	Lay on the table	S	Yes	No	No	Majority	Nog voto only
40	Lay on the table	3	165	INO	INO	Majority	Neg. vote only
	Annroya minutas						
	Approve minutes					Not voted	
47	when presented	N 4	Voc	Voc	Voc	Not voted	Voc
47	as a motion	M	Yes	Yes	Yes	upon	Yes
	To correct before						
40	To correct before		Voc	Voc	Voc	Majority	Vos
48	adoption	S	Yes	Yes	Yes	Majority	Yes
	Correct minutes						
49	after approval		(see #13)				
49	Dispense with		(366 #13)				
	reading of the						
50	minutes	ı	Yes	No	No	Majority	Neg. vote only
30	illillutes	-	163	NO	NO	iviajority	iveg. vote only
	Take up minutes						
	· ·						
	after reading is dispensed with						
	(can happen						
	later in the						
E1		В	Voc	Ma	No	Majority	No
51	meeting)	В	Yes	No	No	Majority	No
	Order the					Majority with	
						notice -	
	reading of a						
F2	subordinate board's minutes	N 4	Voc	Vos	Vac	otherwise	Vos
52	poard's minutes	M	Yes	Yes	Yes	2/3rds	Yes
	1					Main with .	Coult be reconsidered and the
	Make					Majority	Can't be reconsidered once the
F2	Make a		No	Vos	No	unless bylaws	person elected is notified and
53	nomination		No	Yes	No	say otherwise	doesn't decline
F /	Close		Voc	Ma	Voc	2/254-	No
54	nominations	I	Yes	No	Yes	2/3rds	No
	Reopen	١.	We -	N	V	NAS terr	Nan veta sete
55	nominations	ı	Yes	No	Yes	Majority	Neg. vote only

						1	
56	Motions relating to nominations while the election is pending	I	Yes	No	Yes	Majority	Yes
	Motions relating to nominations while the election is not						
57	pending	М	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	ı	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		v	,,	,,		
60	not pending	M	Yes	Yes	Yes	2/3rds	Yes
	To call for orders					Demand by one member unless set aside by	
61	of the day	Р	No	No	No	2/3rds	No
62	To proceed to			Na	No	2/3rds required to refuse to	Ne
62	orders of the day		(at chair's discretion)	No	No	proceed	No
	Orders of the					Ruled upon by	
63	day, when	N 4		Voc	Voc	. ,	
03	pending	M		Yes No,	Yes	the chair Ruled upon by	Yes
64	Point of Order		No	generally	No	the chair	No
	Parliamentary					Responded to	110
65	inquiry	I	No	No	No	by the chair	
66	Postpone indefinitely	S	Yes	Yes	No	Majority	Affirmative vote only
	Postpone to a					Majority unless it becomes a	
67	certain time	S	Yes	Yes	Yes	special order	Yes
	Postpone - to a certain time and make it a special						
68	order	S	Yes	Yes	Yes	2/3rds	Yes
	Postpone an event or action					Majority with notice -	
	previously	N 2 / 2	.,	.,		otherwise	NI-
69	scheduled	M/B	Yes	Yes	Yes	2/3rds	Neg. vote only

	1						
	Draviava						
	Previous						
	question (to						
	close debate and						
	making of subs						
	motions except						
	for laying on the		.,			0 /0 1	
70	table)	S	Yes	No	No	2/3rds	Yes, generally
	Proviso (bylaw) -						
	changes	M, S					
71	implementation	or I	Yes	Yes	Yes	Majority	Yes
, 1	Question on	01.1	163	163	1.03	Ruled upon by	103
72	privilege	Р	No, generally	No	No	the chair	No
	Question on		, ,				
	privilege as a						
73	main motion	М	Yes	Yes	Yes	Majority	Yes
	To take						
	measures to						
	obtain a quorum						
	while a question						
74	is pending	Р	Yes	No	Yes	Majority	Yes
	To take						
	measures to						
	obtain a quorum						
	while no						
	question is		.,	.,	.,		v
75	pending	M	Yes	Yes	Yes	Majority	Yes
76	Ratify or confirm	М	Yes	Yes	Yes	Majority, generally	Yes
70	To grant		Yes, if made by the	103	1.03	generally	163
	permission to		person requesting				
77	read papers	ı	permission	No	No	Majority	Yes
	Order					, ,	
	recapitulation of						
78	roll call	ı	Yes	No	Yes	Majority	Yes
	Recess while						
	business is						
79	pending	Р	Yes	No	Yes	Majority	No
	Dagge 12.5						
90	Recess - no	N #	Voc	Voc	Voc	Maiarita	No
80	business pending	M	Yes	Yes	Yes	Majority	No
	Reconsider						
	(American origin;						
	enables a						
	majority to bring						
	something back			If motion to			
	to consider			reconsider			
81	further)	В	Yes	is debatable	No	Majority	No
						2/3rds, but	
						majority if	
						committee	
				If motion to		members are	
	Reconsider to a			reconsider		present or was	
82	committee	В	No	is debatable	No	notified	No

	Call up motion to						
83	reconsider		No				
84	Order a recount	1	Yes	No	Yes	Majority	If recount has not begun
	To receive report						
	when no time						
	has been set						
85	aside	ı	Yes	No	No	Majority	If report has not begun
	Rescind and					Majority of	
	expunge from					entire	
86	the minutes	M/B	Yes	Yes	Yes	membership	Neg. vote only
						Majority with	
						notice -	
	Rescind, repeal	/ 5	.,	.,	v	otherwise	
87	or annul	M/B	Yes	Yes	Yes	2/3rds	Neg. vote only
88	Refer		(see #26 and #28)				
	Diag an size and						
	Rise, or rise and report in a						
	· ·						
	special committee (ends						
89	the committee)	М	No	Yes	Yes	Majority	No
89	Rise, or rise and	IVI	INO	163	163	iviajority	NO
	report in						
	committee of the						
	whole						
	(legislatures						
90	only)	Р	Yes	No	No	Majority	No
91	Substitute	•	(see #11)				0
V =	Suspend the		(222)			2/3rds	
92	rules	- 1	Yes	No	No	generally	No
	Suspend ordinary						
93	standing rules	I	Yes	No	No	Majority	No
	Take from the						
94	table	В	Yes	No	No	Majority	No
	Take up the						
	question out of						
95	proper order		(see #92)				
	Motions made to						
	vote while						To close polls - no; to reopen
	subject is					Majority,	polls, neg. vote only. All
96	pending	ı	Yes	No	Yes	generally	others, yes
	Motions made to						
	vote while no						
07	subject is		V	V	V	NA=:==:	V
97	pending	М	Yes	Yes	Yes	Majority	Yes
	Withdraw or						
	modify a motion						
	after motion has		Yes, if motion is made				
	been stated by		by person requesting				Withdrawal - neg. vote only; as
98	the chair	1	permission	No	No	Majority	to modification, yes.
			p 0			,0	10 111 2 111 1 2 1 1 1 1 1 1 1 1 1 1 1 1



COMMON ACTIONS	CLASS	YOU SAY	INTERRUPT	MUST BE	DEBATABLE	AMENDABLE		CAN BE
Propose a motion	М	"I move to"	SPEAKER No	Yes	Yes	Yes	REQUIRED Majority	<b>RECONSIDERED</b> Yes
(Main motion)								
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"		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.)		"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	Р	"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.)	Р	"I move for a recess until"	No	Yes	No	Yes	Majority	No
Adjourn (Closes the meeting.)	Р	"I move to adjourn"	No	Yes	No	No	Majority	No
Fix the time to adjourn (Sets the time for the meeting to end.)	М	"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	
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 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			REQUIRED	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.)	В	"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 earlier that day, but new information or a changed situation makes it appear that a different result might reflect the true will of the assembly.)	В	"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:

- o M Main motion: brings a question to the assembly for debate and action.
- o S Subsidiary motions: deal with the original main motion.
- o P Privileged motions: do not relate to any business but take precedence over everything else in the assembly.
- o 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.
- o 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 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.