

# ROBERT'S RULES OF ORDER

Parliamentary Procedure for Motions

# WHAT IS A MOTION?

A motion is a proposal to take action or adopt a position.

- Motions can be:

1. **Amended**
2. **Challenged**
3. **Debated**
4. **Voted on**

1. **Amending a Motion:** change some of the wording that is being discussed
  - Inserting or striking words
2. **Challenging a Motion**
  - **Motion to Table:** temporarily set aside from consideration until a majority votes to take it up again
  - **Motion to Call the Question:** terminates debate and vote pending motion
    - Requires 2/3 vote
    - Cannot be used to terminate public participation
3. **Debating a Motion:** subjected to time limits and should be conducted in order\* (*next slide*)
4. **Voting on a Motion**
  - Voice vote, roll-call, ballot, unanimous consent

# PROCEDURE OF HANDLING A MOTION

## I. Obtaining and Assigning the Floor

- Member raises hand when no one else has the floor
- Chair recognizes the member by name

## 2. How Motion is brought before the assembly

- Member makes the motion: *I move that (or “to”)*..and resumes his seat
- Another member seconds the motion: *I second*
- Chair states the motion: *It is moved and seconded that...Are you ready for the question?*

# PROCEDURE OF HANDLING A MOTION

## 3. Consideration of the Motion

- a) Members can debate the motion
- b) Before speaking in debate, members obtain the floor
- c) The maker of the motion has first right to the floor if claimed properly
- d) Debate must be confined to the merits of the motion
- e) Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate

## 4. Chair puts the motion to vote

## 5. Chair announces the result of the vote

# ORDER OF MOTIONS

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

- The actions above are listed in the established order of precedence.
  - If an action is pending:
    - a. Actions listed above it may be introduced
    - b. Actions listed below it may not be introduced

# ORDER OF MOTIONS

<b>To:</b>	<b>You say:</b>	<b>Interrupt Speaker</b>	<b>Second Needed</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Needed</b>
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

- There is no established order of preference for the actions above
- Any of these actions may be introduced at any time except when the meeting is considering a Motion to Adjourn, Recess or Point of Privilege