

Robert's Rules of Order Quick Reference Sheet

Robert's Rules can be confusing to people who have never encountered it before. However, it is the most efficient way to handle business at a large meeting. Robert's Rules of Order protects the rights of the majority, of the minority, of individual members, of absentees, and all of these together.

The following points and chart should cover all you need to know to effectively participate during a meeting.

- Only voting delegates may make motions or vote on motions.
- Non-voting delegates may participate in the debate on a motion.
- State your name and the Chapter you represent (also add that you are a non-voting delegate, if necessary) when speaking or making a motion.
- Stand in line at one of the microphones to obtain the floor.
- You do not need to obtain the floor to second a motion or to make one of the motions that allow you to interrupt the speaker (although the chair may ask you to go to a microphone).
- Attempts to use point of order, point of information, or parliamentary inquiry to participate in the debate will be ruled out of order.
- Address your comments to the chair and not to another member (don't directly engage in debate with another member).
- An amendment to a motion may be amended, but an amendment to an amendment to a motion may not!

| | You want to... | You say... | Can you interrupt a speaker? | Does your motion need a second? | Is your motion debatable? | Can someone amend your motion? | Applies to which motions? | Vote Required |
|---|--|---|-------------------------------------|--|----------------------------------|---------------------------------------|----------------------------------|----------------------|
| D | alert the chair to an urgent matter affecting the assembly or of personal privilege. | I rise to a question of {privilege affecting the assembly, personal privilege}. | Yes | No | No | No | None | None |
| E | have the Convention follow the agenda. | I call for the orders of the day. | Yes | No | No | No | None | No vote |
| G | end debate and vote on the motion. | I move the Previous Question. | No | Yes | No | No | Any debatable or amendable | 2/3 |
| J | send a matter to committee. | I move to commit the motion... | No | Yes | Yes | Yes | No subsidiary motion | Majority |
| K | modify a pending motion. | I move to amend... | No | Yes | Yes (usually) | Yes | All amendable | Majority |
| M | bring business before the Convention. | I move... | No | Yes | Yes | Yes | None | Majority |
| S | alert the chair to some error. | Point of order. | Yes | No | No | No | Any error | No vote |
| T | disagree with the ruling of the chair. | I appeal from the decision of the chair. | Yes | Yes | Yes (usually) | No | Decision of the chair | Majority or tie |
| X | have the vote counted using a rising vote. | I call for a division. | Yes | No | No | No | Voice or hand vote | None |
| Y | obtain information on parliamentary law or rules of the organization. | A parliamentary inquiry, please. | Yes (if urgent) | No | No | No | Any motion | No vote |
| Z | request information relating to the business at hand. | A point of information, please. | Yes (if urgent) | No | No | No | Any motion | No vote |