

# Robert's Rules of Order: Common Actions, Simplified

Action	What to say	Can I interrupt the speaker?	Need a seconder?	Can be debated?	Can be amended?	Votes required to pass
Introduce a main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Refer an item to a committee	"I move that we refer the matter to a committee" & describe the committee structure	No	Yes	Yes	Yes	Majority
End the debate or discussion and start the vote	"I move the previous question"	No	Yes	Yes	No	2/3 vote
Extend the allotted time for a discussion	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3 vote
Ask for a break	"I move that we recess until..."	No	Yes	No	No	Majority
Get clarity on what is happening	"Point of information."	Yes	No	No	No	No vote
Object with the procedure	"Point of order"	Yes	No	No	No	Chair Decision
Ask the chair to enforce the rules	"Point of order."	Yes	No	No	No	No vote
Suspend Robert's Rules of Order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3 vote

## GENERAL

- When you would like to make a comment, you will need to queue to the floor. When the chair recognizes you, you may begin your discussion points.
- The person who made the motion will have the first opportunity to discuss in favour of the motion, followed by a person who is opposed to the motion. The person who made the motion will have an opportunity to respond.
- Each turn on the floor will be limited to three minutes.
- A person can have a second turn on the floor if (a) all others have had a turn, and (b) there is time remaining.
- Please do not interrupt others while they are speaking.
- Speak only to the topic currently being discussed.

## STEPS OF A MOTION

1. After taking the floor, state the motion.
2. Another member seconds the motion.
3. The chairperson restates the motion.
4. The members debate/discuss the motion.
5. The chairperson restates the motion, then asks members to vote.
6. The chairperson announces the result of the vote and instructions.

## WHY ROBERT'S RULES?

Robert's Rules of Order are one way to manage meetings to give everyone an opportunity to share information, save time, and add structure to the meeting.