

Introduction to Robert’s Rules of Order (Parliamentary Procedure)¹

The motions listed below are in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	2 ND REQUIRED?	DEBATE?	VOTE?
Close meeting	I move to adjourn	Yes	No	Majority
Take break	I move to recess for	Yes	No	Majority
Lay aside temporarily (or until a future meeting)	I move to table the matter/ motion OR I move to lay the question on the table	Yes	No	Majority
Close debate	I move the previous question	Yes	No	2/3
Limit or extend debate on a matter/ motion	I move that the debate be limited to...	Yes	No	2/3
Refer to committee	I move to refer the motion to ...	Yes	Yes	Majority
Modify the wording of a motion	I move to amend the motion by...	Yes	Yes	Majority
Bring business before the Board for consideration	I move that [or “to”]	Yes	Yes	Majority

¹ Robert’s Rules of Order Newly Revised (10th Edition)

Incidental Motions – no order of precedence.

YOU WANT TO:	YOU SAY:	2 ND REQUIRED?	DEBATE?	VOTE?
Enforce rules	Point of order	No	No	None
Suspend rules	I move to suspend the rules which	Yes	No	2/3
Avoid consideration of the motion altogether	I object to consideration of the question	No	No	2/3
Parliamentary law question	Parliamentary inquiry	No	No	None
Request information about the motion or matter on the table	Point of information	No	No	None

Motions that Bring a Question/ Matter Before the Board (introduce only when nothing else is pending.)

YOU WANT TO:	YOU SAY:	2 ND REQUIRED?	DEBATE?	VOTE?
Take motion or matter from table	I move to take from the table OR I move to untable	Yes	NO	Majority
Reconsider motion	I move to reconsider the vote	Yes	Depends	Majority