

Summary of Robert's Rules

MOTION	REMARKS	PHRASING	SECOND	DEBATABLE	AMENDABLE	VOTE
Main		I move that the Technical Activities Board ...note specific action	Yes	Yes	Yes	Majority*
Amendment		I move to amend the pending Motion by striking out or inserting the following words	Yes	Yes, if motion to be amended is debatable	Yes	Majority*
Amendment to an Amendment		I move to amend the pending Amendment by striking out or inserting the following words	Yes	Yes, if motion to be amended is debatable	No	Majority*
Substitute		I move to substitute the following for the Motion pending	Yes	Yes	Yes	Majority*
Postpone to a Definite Time	Should be used to readdress Motion at a specific time	I move that the pending Motion be postponed until (note time)	Yes	Yes	Yes	Majority*
Postpone Indefinitely	Can be used to "kill" a Motion	I move to postpone indefinitely	Yes	Yes	No	Majority*
Refer to a Committee	Standing or Ad Hoc (can be appointed at any time)	I move to refer the issue to a committee	Yes	Yes	Yes	Majority*
Leave to Withdraw	Only used by maker of Motion	I ask permission to withdraw the Motion	Yes	No	No	Majority*
Division of Question	Used to consider multiple aspects of a Motion one at a time or in seriatim	I call for a division of the question	Yes	No	Yes	Majority*
Division of Assembly	Request for verification of a voting result	I call for a Division	No	No	No	None required
Secret Ballot		I move we take this vote by secret ballot	Yes	No	Yes	Majority*

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Lay on the Table (Table)	This places on the table – that is, in the care of the secretary – the pending question and everything adhering to it. Thus, if a resolution with a proposed amendment and a motion to commit are pending and the resolution is laid on the table, all of these questions go to the table at the same time and, if taken from the table, all will return together. But a proposed amendment to anything previously adopted is a main motion and when laid on the table does not carry with it what it proposes to amend. In cases in which the next regular business session will be held before a quarterly time interval has elapsed, a question laid on the table remains there until taken from the table or until the close of the next regular session; if not taken up by that time, the question dies. Note: This applies to all TAB Meetings.	I move to table the Motion	Yes	No	No	Majority*
Take from the Table	At current or next meeting only	I move to take from the table the Motion relating to...	Yes	No	No	Majority*
Call the Question or Previous Question	Used to stop debate	I call the question or I move to previous question	Yes	No	No	Two-thirds
Parliamentary Inquiry	Response from Chair or Parliamentarian	I rise for Parliamentary inquiry...note reason	No	No	No	None required
Point of Order	Used to remind or question Chair on Bylaws, rules of order, etc. Chair may seek advice	I rise to a point of order (await recognition from Chair, state reasoning)	Yes	No	No	Chair rules
Appeal	Chair should state reason for decision. Vote is to uphold Chair's decision	I appeal from the decision of the Chair	Yes	Yes	No	Majority* (of neg. votes to overturn decision)
Open/Close Nominations	Second is not required when nominations come from a committee	I move we open/close nominations. I nominate...note reason	Yes	No	Yes, in terms of time only	Majority*

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Reconsider	At same meeting only	Having voted on the prevailing side, I move to reconsider...	Yes	Yes, if Motion is debatable	No	Majority*
Rescind	Used a subsequent meeting	Note reason... Therefore, I move to rescind the Motion	Yes	Yes	Yes	Two-thirds
Adjourn		Note reason...I move to adjourn	Yes	No	No	Majority*

* Majority refers to those present

19-Jun-2009