



**ROBERT'S RULES
FOR BEGINNERS:
THE ART OF PRESIDING**

Rasheeda Cleveland, ESQ., Staff Attorney, SC School Boards Association

ROBERTS RULES CHEAT SHEET

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 above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
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

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PRESIDING OVER CONSIDERATION OF MAIN MOTIONS

Steps in Presiding Over Main Motions

Instruction	Form	Example
<i>State the Motion</i>		
1. State the question	It is moved and seconded <i>[to/that]</i>	"That we hold a fundraising dinner on October 20."
2. Invite debate	Are you ready for the question?	
<i>Debate, if Any</i>		
<i>Put the Motion to a Vote</i>		
3. Ensure there is no further debate	Are you ready for the question?	
4. Put the question, repeating the motion	The question is on the adoption of the motion <i>[to/that]</i>	"That we hold a fundraising dinner on October 20."
5. Take the vote	Those in favor of the motion say <i>aye</i>	
	Those opposed, say <i>no</i>	
<i>Announce the Result</i>		
6. Announce which side "has it"	The <i>[ayes/noes]</i> have it	
7. Announce the effect on the motion	and the motion is <i>[adopted/lost]</i> .	
8. <i>If the main motion was adopted, give the consequence</i>		"We will hold a fundraising dinner on October 20."
<i>Announce the Business That Follows</i>		
9. Explain or inquire what is next	The question is now on . . . OR Is there further New Business?	

Matching Exercise #1

Rearrange, in the proper sequence, the six steps in handling a motion after a member rises and addresses the chair, and is recognized by the chair.

- | | |
|-------------|--|
| 1. [____] | A. The chair states the motion. |
| 2. [____] | B. Another member seconds the motion. |
| 3. [____] | C. The member makes the motion. |
| 4. [____] | D. The chair announces the result of the vote. |
| 5. [____] | E. Members debate the motion. |
| 6. [____] | F. The chair takes the vote. |

Study Questions

1. In what cases may a motion come up automatically?
2. List the eight steps for handling a motion.
3. How does the chair assign a member the floor?
4. Who has the right to speak first in debate on a motion?
5. What four points should be covered in the chair's announcement of the result of the vote?
6. What does *Are you ready for the question?* mean?
7. What does *putting the question* mean?
8. What statement does the chair make if the motion is adopted?
9. What statement does the chair make if the motion is lost?