



ROBERT'S RULES FOR BEGINNERS

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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).

Matching Exercise #2

Place the appropriate letter in the parentheses beside the number. Use each letter only once.

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|-----------------------------------|---|
| 1. [____] Addressing the chair | A. Taking the vote on a motion |
| 2. [____] Announcing the vote | B. Formal proposal that a certain action be taken |
| 3. [____] Assigning the floor | C. The steps necessary to seek and secure permission to speak |
| 4. [____] Chair | D. A member introduces a motion |
| 5. [____] Debating the question | E. A member's verbal agreement that a motion should come before the meeting |
| 6. [____] Handling a motion | F. Formally placing a motion before the assembly |
| 7. [____] Making the motion | G. A formal expression of the will, opinion, or preference of the members in regard to a submitted matter |
| 8. [____] Motion | H. The person chosen to conduct business, usually the president |
| 9. [____] Obtaining the floor | I. The discussion of a motion by members |
| 10. [____] President | J. A declaration by the chair of the results of the vote |
| 11. [____] Presiding officer | K. The eight steps necessary for consideration of a motion |
| 12. [____] Putting the question | L. The presiding officer |
| 13. [____] Second | M. The recognition of a member by the chair granting the right to speak |
| 14. [____] Stating the question | N. A member seeks permission from the presiding officer to speak |
| 15. [____] Vote | O. The officer elected or appointed to lead the organization |