Putting Robert’s Rules to Work

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FOREWORD

This simplified guide is intended to help you wade through the waters of Robert's Rules of Order.

It does not suggest that Robert's Rules is the most effective way of conducting meetings in every situation. It is a guide for those meetings which of necessity are run by Robert's Rules of Order.

Based on the Handbooks
"The How in Parliamentary Procedure"
and
"Parliamentary Procedure in Action"
with special references to
'Robert's Rules of Order'

The large type statement indicates the action being taken. The smaller type statements indicate examples of what might be stated during the action.
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THE HOW IN PARLIAMENTARY PROCEDURE

Parliamentary Procedure is based on
TWO DEMOCRATIC PRINCIPLES
It recognizes majority rule.
It protects the rights and privileges of the individual.
GETTING READY FOR THE MEETING

"Last week we didn't have enough chairs."

THE MEMBERS RESPONSIBLE PREPARE THE MEETING ROOM.

"Our new president really expects us to be on time with our reports."

THE OFFICERS AND COMMITTEE CHAIRMEN SHOULD HAVE THEIR REPORTS READY BY MEETING TIME.
"Hi, Joe."

"Hi, Mary."

THE ROLL MAY BE CHECKED BY THE SECRETARY AS THE MEMBERS ENTER THE ROOM.

"One, two, three"

"Bill, Jane, Ted,"

COUNT THE MEMBERS IF ONLY THE TOTAL NUMBER PRESENT IS IMPORTANT.

CALL THE ROLL IF IT IS IMPORTANT TO KNOW WHO IS PRESENT.
“Let’s see. I don’t believe Henry and Ruth are on any committees at the present time.”

THE PRESIDENT SHOULD HAVE A LIST OF THE MEMBERS OF ALL COMMITTEES BEFORE HIM TO SERVE AS A GUIDE IN APPOINTING A NEW COMMITTEE.

BANG

tap tap

USE THE GAVEL WITH DISCRETION. A FEW LIGHT TAPS SHOULD BE SUFFICIENT.
"I'm sorry but the members in the back of the room are making too much noise."

THE GAVEL CAN'T TALK, SAY WHAT YOU WANT WHEN YOU USE THE GAVEL.

"Can you hear me in the back of the room?"

TONES YOUR VOICE TO THE SIZE OF THE ROOM. DON'T SHOUT. DON'T WHISPER. SPEAK DISTINCTLY.
THE ORDER OF BUSINESS

"The meeting will please come to order."

THE CHAIRMAN CALLS THE MEETING TO ORDER AT THE APPOINTED TIME.

"This afternoon we are fortunate to have as our guest speaker a man who . . ."

SPECIAL PROGRAMS OF A SERIOUS NATURE MAY BE SCHEDULED EARLY IN THE MEETING.
“We will have the reading of the minutes of the last meeting.”

THE CHAIRMAN CALLS FOR THE REPORT OF THE SECRETARY.

“The regular meeting of the Huntsville High School Senior Class was held . . .”

THE MINUTES OF THE LAST MEETING ARE READ BY THE SECRETARY.
"Are there any corrections needed on the report?"

THE CHAIRMAN ASKS THE MEMBERS IF THE REPORT IS CORRECT.

"If not, they stand approved as read."

THE MEMBERS APPROVE THE SECRETARY'S REPORT BY GENERAL CONSENT, OR...
"Mr. President, I believe the amount voted for the Junior-Senior dance was one hundred dollars, not two hundred."

IF A MEMBER FINDS A MISTAKE IN THE MINUTES . . .

"If there are no further corrections or additions, the minutes are approved as corrected."

THE MEMBERS APPROVE THE CORRECTED REPORT.
"Our treasurer, Bill Jones, will now submit his report."

THE CHAIRMAN CALLS FOR THE REPORT OF THE TREASURER.

"The treasurer wishes to submit the following report."

THE TREASURER SUBMITS HIS REPORT OF RECEIPTS AND EXPENSES.
“Are there any questions concerning the report of the treasurer?”

“Thank you, Bill, for your report.”

THE TREASURER’S REPORT IS SUBJECT TO AUDIT. IT IS NOT APPROVED UNTIL THE AUDITING COMMITTEE MAKES ITS REGULAR REPORT.

“Fred Brown will now report for the publicity committee.”

THE CHAIRMAN CALLS FOR STANDING COMMITTEE REPORTS.
"The publicity committee wishes to report that. . ."

STANDING COMMITTEES MAKE THEIR REPORTS.

"We will now have the report of the Halloween Party Committee."

THE CHAIRMAN CALLS FOR SPECIAL COMMITTEE REPORTS.
"The Halloween Party Committee wishes to submit the following report:"

WHEN ADVISABLE, A COPY OF THE REPORT IS PROVIDED FOR THE SECRETARY.

"Old unfinished business is now in order."

IF THE MINUTES DO NOT INDICATE ITEMS OF OLD UNFINISHED BUSINESS, THERE IS NO REASON TO ASK FOR UNFINISHED BUSINESS.
"The meeting is now open for the consideration of new business."

THE CHAIRMAN CALLS FOR NEW BUSINESS.

"If there is no further business, we will be entertained by the High School Hill-Billy Band."

SPECIAL PROGRAMS OF ENTERTAINMENT SHOULD BE AFTER THE BUSINESS OF THE MEETING HAS BEEN COMPLETED.
"I move we adjourn."

"I second the motion."

A MOTION IS OFFERED AND SECONDED TO ADJOURN THE MEETING.

"Aye" is pronounced "I".

"Those in favor of the motion to adjourn the meeting say 'Aye'."

"Those opposed to the motion say 'No'."

THE CHAIRMAN CALLS FOR THE VOTE ON ADJOURNMENT, OR . . .
“If there is no further business, the meeting is adjourned.”

... IF THE BUSINESS IS OBVIOUSLY COMPLETE, THE CHAIRMAN MAY ADJOURN THE MEETING BY GENERAL CONSENT.

“We will now meet in the cafeteria for games and refreshments.”

RECREATION AND REFRESHMENTS SHOULD COME AFTER THE MEETING IS ADJOURNED.
“THE PRESIDING OFFICER”

“Will the Vice-President please come to the chair?”

THE CHAIRMAN MAY LEAVE THE CHAIR BY CALLING UPON ANOTHER OFFICER.

DON’T LEAVE THE CHAIR TO PARTICIPATE IN THE DISCUSSION.

“THERE IS NOTHING TO JUSTIFY THE UNFORTUNATE HABIT SOME CHAIRMEN HAVE OF CONSTANTLY SPEAKING ON QUESTIONS BEFORE THE ASSEMBLY...”

Robert’s Rules of Order
p. 240
"Madam Chairman."

"Jim."

IF THE PRESIDENT IS NOT PRESIDING, THE MEMBERS ADDRESS THE PRESIDING OFFICER AS MR. CHAIRMAN OR MADAM CHAIRMAN.

"Will the President please resume the chair?"

WHEN THE PRESIDENT RETURNS TO THE MEETING, THE TEMPORARY CHAIRMAN, AT THE FIRST OPPORTUNITY, SHOULD ASK THE PRESIDENT TO RESUME HIS STATION.
"THE INTRODUCTION OF NEW BUSINESS"

"Mr. President."

"John."

A MEMBER RISES, ADDRESSES THE CHAIR, AND IS RECOGNIZED BY THE CHAIRMAN.

"I move that our club purchase a new U.S. flag."

THE MEMBER MAY STATE HIS PROPOSED PLAN OF ACTION BY COMING DIRECTLY TO THE POINT, OR . . .
"Several members of the club have been discussing our old flag. I believe we should buy a new one since there are now more than 48 states."

"I move that our club buy a new U.S. flag."

... HE MAY GIVE A REASON OR EXPLAIN WHY HE IS INTRODUCING A MOTION BEFORE HE ACTUALLY STATES THE MOTION.

DON'T MAKE A MOTION AND DISCUSS IT ALL IN THE SAME SENTENCE

"A LITTLE INFORMAL CONSULTATION BEFORE THE QUESTION IS STATED OFTEN SAVES MUCH TIME."

Robert's Rules of Order
p. 26
"I second the motion."

ANOTHER MEMBER SECONDS THE MOTION, OR . . .

"The motion dies for the lack of a second."

"Is there any further business?"

. . .THE MOTION DIES FOR THE LACK OF A SECOND WHEN NONE IS OFFERED.
SECOND THE MOTION PROMPTLY

DO NOT WASTE TIME BY PERMITTING THE CHAIRMAN TO ASK THE TRITE QUESTION

"DO I HEAR A SECOND?"

DO NOT SAY

"I make a motion . . ."

"I move you . . ."

DO SAY

"I move . . ."
"It is moved and seconded that our club purchase a new U.S. flag."

THE CHAIRMAN REPEATS THE MOTION.

"The motion is now open for discussion."

THE CHAIRMAN CALLS FOR DISCUSSION OF THE PROPOSED ACTION.
AVOID BEING MONOTONOUS

THE CHAIRMAN MAY VARY HIS TERMINOLOGY IN MANY WAYS:

"The motion is now open for discussion."

"Are there any remarks on the motion?"

"Is there any discussion?"

"I, too, believe that we need a new flag. Our old 48 star flag is definitely out of date.

A MEMBER MUST RISE AND BE RECOGNIZED BY THE CHAIRMAN BEFORE DISCUSSING THE PROPOSED MOTION.
"It is not our responsibility to provide a new flag. I believe the school should buy the flag."

EACH MEMBER HAS THE RIGHT TO EXPRESS HIS OPINION.

"... and in conclusion I wish to say."

THE CHAIRMAN MAY BE SEATED DURING LENGTHY PERIODS OF DISCUSSION.
THE REQUEST FOR INFORMATION

"Mr. Chairman, may I ask how much a new flag will cost?"

PROCEED WITH THE MEETING
WHEN THE QUESTION IS ANSWERED.

"The last flag we bought cost fifteen dollars."

THE CHAIRMAN CANNOT PARTICIPATE IN THE DISCUSSION. HE MAY, HOWEVER, PRESENT FACTS NOT KNOWN TO THE OTHER MEMBERS.
“I don’t like you.”

“I don’t like you either.”

MEMBERS DO NOT INDULGE IN PERSONALITIES.

“I suggest that the members secure recognition from the chair before they speak.”

THE CHAIRMAN MUST BE TACTFUL. HE SHOULD AVOID THE USE OF THE WORDS, “YOU ARE OUT OF ORDER.”
A Member may suggest that discussion stop and that the motion be voted upon by saying, "Question."

"The question has been called. If there is no further discussion on the motion to purchase a new flag, we shall proceed to vote."

Calling 'Question' does not stop discussion. It merely indicates that at least one person is ready to vote.
THE FORMAL MOTION TO CLOSE DEBATE MAY BE NECESSARY IF A FEW MEMBERS CONTINUE TO DISCUSS THE MOTION AFTER THE ISSUES HAVE BEEN PRESENTED.

THE MOTION TO CLOSE DEBATE
(The previous question)

"I move to close debate and vote on the motion."

"I second the motion."

IT REQUIRES A TWO-THIRDS VOTE TO STOP DEBATE.
"If there is no further information to be presented, we shall proceed to vote on the motion to purchase a new U.S. flag."

THE CHAIRMAN SHOULD BRING THE DISCUSSION TO A CLOSE WHEN IT IS OBVIOUS THAT DEBATE HAS SERVED ITS PURPOSE.

FOR CERTAIN AGE GROUPS OR SITUATIONS A SHOW OF HANDS MAY BE ADVISABLE, OR . . .
“AYE” IS PRONOUNCED “I”.

“Those in favor say ‘Aye’."

THE CHAIRMAN CALLS FOR THE AFFIRMATIVE VOTE.

“Those opposed say ‘No’.”

THE CHAIRMAN CALLS FOR THE NEGATIVE VOTE.
‘The ‘Ayes’ have it. The motion is carried.’

THE CHAIRMAN ANNOUNCES THE RESULT OF THE VOTING.

HOW TO SECURE A COUNTED VOTE

“I call for a division.”

WHEN THE VOTING IS BY CHOICE AND A MEMBER DOES NOT AGREE WITH THE ANNOUNCEMENT HE MAY ASK FOR A ‘DIVISION OF THE ASSEMBLY’.
WHEN A ‘DIVISION’ IS WANTED
DO NOT USE THE ‘APPEAL’.

"THE ANNOUNCEMENT OF A VOTE IS NOT A DECISION
OF THE CHAIR. IF A MEMBER DOUBTS THE
CORRECTNESS OF THE ANNOUNCEMENT HE CANNOT
APPEAL, BUT SHOULD CALL FOR A DIVISION."

Robert’s Rules of Order
p. 83

“A division is called for. We shall vote again. Those in
favor of the motion ‘to purchase a new U.S. flag’ please
stand.’

“Those opposed please stand.’

THE CHAIRMAN MUST IMMEDIATELY TAKE
A STANDING VOTE IF A DIVISION IS CALLED FOR.
THE MOTION TO REFER TO A COMMITTEE

"I move to refer the motion to a committee of three to be appointed by the president with the power to act for the club."

THE MOTION TO REFER TO A COMMITTEE MAY INCLUDE THE MANNER OF APPOINTMENT, THE NUMBER ON THE COMMITTEE, AND THE POWERS.

THE COMMITTEE APPOINTED TO ACT FOR THE ORGANIZATION

1. Reports what was done.

2. No motion is necessary as the work done by the committee was approved before the committee was appointed.

3. The chairman should thank the committee for its work.
THE COMMITTEE APPOINTED TO INVESTIGATE

1. Reports the facts it finds.

2. A motion or vote is not necessary for acceptance of the report.

3. The chairman should thank the committee for its report.

4. The facts are used in deciding upon appropriate action.

THE COMMITTEE APPOINTED TO INVESTIGATE AND PREPARE RECOMMENDATIONS

1. Gather facts.

2. Prepares recommendations.

3. Presents recommendations to the group in the form of a main motion.
REQUEST FOR PARLIAMENTARY INFORMATION

"Mr. President, I would like to know the proper procedure to follow in the case of . . ."

IF YOU DO NOT KNOW WHAT TO DO, ASK.

THE MOTION TO TABLE A MOTION

"I move to table the motion."

THE MOTION TO TABLE IS USED TO LAY ASIDE AN ITEM OF BUSINESS TEMPORARILY IN ORDER TO ATTEND TO MORE IMPORTANT BUSINESS.
DON'T LAY A MOTION ON THE TABLE FOR THE PURPOSE OF KILLING OR POSTPONING IT.

"THE OBJECT ... , IN ORDER TO ATTEND TO MORE IMPORTANT BUSINESS, ..."

Robert's Rules of Order
pp. 107-108

"I'm sorry, Bill, but the motion to lay on the table is undebatable."

IT IS THE RESPONSIBILITY OF THE CHAIRMAN TO INSIST UPON CORRECT PARLIAMENTARY PROCEDURE.
THE MOTION TO SUSPEND THE RULES

“I move to suspend the rule of this club that we hold a meeting every Tuesday night.”

SOMETIMES IT IS NECESSARY TO FOLLOW A PROCEDURE WHICH IS ORDINARILY AGAINST THE RULES OF THE CLUB.

THE MOTION TO TAKE FROM THE TABLE

“I move that ‘our club buy a motion picture machine’ be taken from the table.”

A TABLED MOTION CANNOT BE TAKEN FROM THE TABLE UNLESS ANOTHER ITEM OF BUSINESS HAS BEEN TRANSACTED SINCE THE MOTION WAS TABLED.
THE MOTION TO POSTPONE TO A CERTAIN TIME

"I move to postpone the question to our next meeting."

THIS MOTION IS USED TO DELAY ACTION TO ANOTHER DAY. THE MOTION TO TABLE IS OFTEN USED INCORRECTLY FOR THIS PURPOSE.

THE MOTION TO POSTPONE INDEFINITELY

"I move to postpone the motion indefinitely."

THIS MOTION IS USED TO KILL A MOTION WITHOUT BRINGING IT TO A VOTE. THE MOTION TO TABLE IS OFTEN USED INCORRECTLY FOR THIS PURPOSE.
THE MOTION TO AMEND
MOTIONS MAY BE AMENDED BY:

1. Adding words.
2. Striking out words.
3. Substituting words.

"I move to amend the motion by adding the words 'not to exceed ten dollars' after the word 'expense'."

"I second the motion."

AFTER THE MEMBER HAS SECURED RECOGNITION FROM THE CHAIR HE STATES THE PROPOSED AMENDMENT.
“It has been moved and seconded that the words ‘not to exceed ten dollars’ be added to the motion.”

“Is there any discussion concerning the amendment?”

THE CHAIRMAN RESTATE THE AMENDMENT AND CALLS FOR DISCUSSION.

“The amendment is necessary because our money is limited. We . . .”

“Well, it seems to me, you can’t take a trip on ten dollars. I . . .”

THE AMENDMENT MAY BE DISCUSSED BY THE MEMBERS.
"If there is no further discussion on the proposed amendment to add the words 'not to exceed ten dollars', we shall proceed to vote."

THE CHAIRMAN REPEATS THE AMENDMENT.

"Those in favor of the amendment say 'Aye'."

"Those opposed say 'No'."

"The Ayes have it. The amendment is carried."

THE CHAIRMAN CALLS FOR AND ANNOUNCES THE RESULT OF THE VOTE ON THE AMENDMENT.
"The motion now reads ‘...’"

"Is there any discussion on the amended motion?"

THE CHAIRMAN RESTATES THE MOTION AS AMENDED AND CALLS FOR DISCUSSION OF THE AMENDED MOTION.

"Those in favor of the amended motion say ‘Aye’.

"Those opposed say ‘No’.

"The motion is lost."

THE CHAIRMAN CALLS FOR AND ANNOUNCES THE RESULT OF THE VOTE ON THE AMENDED MOTION.
IF THE PROPOSED AMENDMENT DOES NOT CARRY, THE ORIGINAL MOTION IS STILL BEFORE THE GROUP AS IF NO AMENDMENT HAD BEEN OFFERED.

THE POINT OF ORDER

“'I rise to a point of order.'”

“'Please state your point.'”

A MEMBER MAY RISE TO A POINT OF ORDER WITHOUT WAITING TO BE RECOGNIZED.
"I'm sorry, but the motion to suspend the rules requires two-thirds majority vote."

THE MEMBER EXPLAINS THE NATURE OF THE VIOLATION.

"The speaker is correct. The motion does require a two-thirds majority."

"The motion is lost since there was not a two-thirds majority."

THE CHAIRMAN INDICATES HIS DECISION.
THE APPEAL

"I appeal from the decision of the chair."

THE MEMBER MAY APPEAL WHEN THE CHAIR DOES NOT CONVINCE HIM THAT THE RULING IS CORRECT.

"Those who agree with the decision of the chair please raise their right hands."

"Those who do not agree please raise their right hands."

THE GROUP DECIDES WHO IS CORRECT.
THE REQUEST TO WITHDRAW

"Mr. President, I wish to withdraw my motion."

"If there are no objections, the motion is withdrawn."

IF THERE IS AN OBJECTION, THE REQUEST TO WITHDRAW A MOTION MUST BE VOTED UPON.

THE MOTION TO RECONSIDER

"I move that we reconsider the question of sending a delegate to the national convention."

THIS MOTION MUST BE MADE BY A MEMBER WHO ORIGINALLY VOTED ON THE PREVAILING SIDE.
THE MOTION TO REPEAL

"I move we repeal the motion passed at our last meeting that we send a delegate to the national convention."

THE MOTION IS OUT OF ORDER IF SOMETHING HAS BEEN DONE WHICH THE CLUB CANNOT UNDO. (REQUIRES A TWO-THIRDS MAJORITY.)

HOW TO MAKE NOMINATIONS

"The nominating committee wishes to submit the following report:
  for President—George Russell
  for secretary—...."

THE CHAIRMAN OF THE NOMINATIONS COMMITTEE SUBMITS RECOMMENDATIONS.
DON'T VOTE TO ACCEPT THE REPORT OF NOMINATING COMMITTEE.

"... no vote should be taken, any more than if a member had made nominations."

Robert's Rules of Order
pp. 227, 263

"Are there further nominations for the office of President?"

THE CHAIRMAN MUST ALWAYS ASK IF THERE ARE FURTHER NOMINATIONS.
DON'T MOVE THAT "NOMINATIONS CEASE AND THAT WE ELECT BY ACCLAMATION."

The motion is not a good one because the motion to close nominations requires a two-thirds majority, and the motion to elect requires only a majority.

DO NOT MOVE THAT "NOMINATIONS CEASE" TO PREVENT A SECOND NAME FROM BEING OFFERED.

"... until a reasonable time has been given, this motion is out of order."

Robert's Rules of Order
p. 97
“If there are no further nominations, nominations are closed and we shall proceed to vote.”

THE CHAIRMAN MAY CLOSE NOMINATIONS BY GENERAL CONSENT.

DON’T WAIT FOR A MOTION TO CLOSE NOMINATIONS IF IT IS OBVIOUS THAT NO FURTHER NOMINATIONS ARE TO BE OFFERED.

“If there is no response he declares the nominations closed,” and he proceeds with the voting even when only one name has been offered for the office.

Robert’s Rules of Order
p. 97
"Those in favor of George Russell for President say ‘Aye’." "Those opposed say ‘No’.""
DO NOT VOTE ON NOMINATIONS
IN REVERSE ORDER.

"... vote is taken on each in the order
in which they were nominated."

Robert's Rules of Order
pp. 152, 263
Appendix

To further assist you in parliamentary procedure some useful tips have been extracted from the textbook, First Principles of Public Speaking, Loren Reid, p. 349-371.

Principles of Parliamentary Procedure
1. The majority rules.
2. Members have equal rights to speak and vote.
3. Only one matter should be discussed at any one time.
4. A courteous atmosphere must prevail.

- The By-laws for parliamentary organizations contain lesser details than the organization’s constitution. These are (1) dues (2) method of electing officers (3) duties of officers (4) standing committees and their duties (5) order of business (6) statement of quorum (7) statement of parliamentary authority (8) method of amending by-laws.

- The Constitution should include
  I. Name and Purpose of the Organization
  II. Membership
  III. Officers
  IV. Meetings
  V. Amendments

- Qualifications of Presiding Officer - he should be fair and impartial, firm, be able to supply information as to the status of a motion. He should be carefully chosen and elected to a term of office.

- Secretary and the minutes - the secretary is the record keeper. The minutes should at least show
  (1) time and place of meeting
  (2) name of presiding officer
  (3) name of those present
  (4) a record of all business transacted with names of movers and seconders.
  (5) other items that should go into the permanent record
  (6) time of adjournment
  (7) secretary’s signature

- Order of business
  1. call to order
  2. reading of the minutes - correction and approval
  3. officers reports
  4. standing committees reports
  5. special committees reports
  6. unfinished business
  7. new business
  8. special programs
  9. adjournment

- Quorum - no business can be transacted unless a legal minimum number of members, known as a quorum, is present.

- The main motion - business of a group is transacted through main (or principle) motions.
  o To get a main motion before the group
    A. The member addresses the chair
    B. The chair recognizes the member
    C. The member states his motion
    D. Another member second the motion
    E. The chairman states the motion
    F. The chairman puts the question
● Other motions
  o motions may be grouped as follows: privileged, subsidiary, incidental, unclassified.
  o a presiding officer must know:
    (1) What is the precedence of the motion?
    (2) Does the motion require a second?
    (3) Is the motion debatable?
    (4) Is the motion amendable?
    (5) What vote is required? (a) simple majority (b) 2/3 vote (c) no vote at all
    (6) Is the motion in order when another has the floor?
    (7) Can the motion be reconsidered?

A. Privileged motions - these are the five highest ranking motions
  1. Fix the time which to adjourn - requires a second, not debatable if made when another motion is before the assembly; amendable; majority vote, not in order when another has the floor, can be reconsidered.
  2. Adjourn - requires a second, not debatable, not amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
  3. Recess - requires a second, not debatable if made when another motion is before the assembly, amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
  4. Question of privilege - does not require a second, not debatable, not amendable, majority vote, in order when another has the floor, cannot be reconsidered.
  5. Call for the order of the day - does not require a second, not debatable, not amendable, majority vote, in order when another has the floor, cannot be reconsidered.

B. Subsidiary motions - next in order
  6. Lay on the table - requires a second, not debatable, not amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
  7. Previous question - requires a second, not debatable, not amendable, 2/3 vote, not in order when another has the floor, cannot be reconsidered after a vote has been taken on the motion to which it has been applied.
  8. Limit debate - requires a second, not debatable, amendable, 2/3 vote, not in order when another has the floor, can be reconsidered.
  9. Postpone to a definite time - requires a second, debatable, amendable, majority vote, not in order when another has the floor, can be reconsidered.
 10. Refer to a committee - requires a second, debatable, amendable, majority vote, in order when another has the floor, cannot be reconsidered after a committee has begun its work, committee can be discharged at any time by a 2/3 vote.
 11. Amend - you may amend in these ways:
      (1) by adding (2) by deleting (3) by inserting, (4) by striking out and inserting
      o amendments of the third degree are out of order.
      o requires a second, debatable, amendable, majority vote, not in order when another has the floor, can be reconsidered. (If a motion is non-debatable, an amendment to it is also non-debatable.)

C. Incidental motions - these have no precedence among themselves.
  ● Point of order - no second, not debatable, not amendable, majority vote (if needed), in order when another has the floor, cannot be reconsidered.
  ● Appeal - requires a second, debatable, not amendable, majority vote, in order when another has the floor, can be reconsidered.
  ● Parliamentary inquiry - no second, not debatable, not amendable, no vote, in order when another has the floor, can be reconsidered.
  ● Leave to withdraw a motion - no second, not debatable, general consent or majority vote, not in order when another has the floor, yes vote cannot be reconsidered.
  ● Division of the assembly - no second, not debatable, not amendable, no vote, in order when another has the floor, cannot be reconsidered.
  ● Division of the question - no second, not debatable, can be amended, in order when another has the floor, majority vote, cannot be reconsidered.
  ● Suspension of the rules - second, not debatable, not amendable, 2/3 vote, not in order when another has the floor, cannot be reconsidered.
  ● Object to reconsideration of the question - no second, not debatable, not amendable, 2/3 vote, in order when another has the floor, yes vote cannot be reconsidered.
D. Unclassified motions - no precedence.

- Take from the table - a second, not debatable, not amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
- Reconsider - requires a second, not debatable when motion to be reconsidered is not debatable, not amendable, majority vote, in order when another has the floor, cannot be reconsidered.
- Reconsider and have entered on the minutes - a second, not amendable, no vote, in order when another has the floor, cannot be reconsidered.
- Rescind - a second, debatable, amendable, 2/3 vote, not in order when another has the floor, yes vote cannot be reconsidered.

Precedence - (1) Main motion (2) Privileged motions (1-3) (3) Subsidiary motions (6-12) (4) Incidental motions - no order (5) Unclassified motions - no order.

Nominations - do not need a second, debatable, majority vote, not in order when another has the floor, cannot be reconsidered.

<table>
<thead>
<tr>
<th>Precedence</th>
<th>Name and type of motion</th>
<th>Requires a second</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privileged motions</td>
<td>Fix time to which to adjourn</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maj.</td>
</tr>
<tr>
<td></td>
<td>Adjourn (when privileged)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Maj.</td>
</tr>
<tr>
<td></td>
<td>Take a recess (when privileged)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maj.</td>
</tr>
<tr>
<td></td>
<td>Questions of privilege</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Call for orders of the day</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>Subsidiary motions</td>
<td>Lay on the table</td>
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<td>Previous question</td>
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<td>Limit debate</td>
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<td>Postpone to a definite date</td>
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<td>Refer to a committee</td>
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<td>Amend</td>
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<td>Postpone indefinitely</td>
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<td>Incidental motions</td>
<td>Appeal</td>
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<td>Division of assembly</td>
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<td>Leave to withdraw a motion</td>
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<td>Parliamentary inquiry</td>
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<td>Points of order</td>
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<td>Suspension of the rules</td>
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<td>Unclassified motions</td>
<td>Reconsider</td>
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<td>Reconsider and enter on minutes</td>
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<td>Rescind</td>
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<td>Main Motion</td>
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<td>Maj.</td>
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1If the motion relates to different subjects that are independent of each other.
2An amendment is not debatable if the motion being amended is not debatable. 3Not debatable when another motion is before the assembly. 4Not debatable when the motion being reconsidered is not debatable. 5But: a majority vote is sufficient if previous notice has been given to the membership. 6Usually debatable.
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