

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*
The Guerrilla's Guide to Robert's Rules

Nancy Sylvester, MA, PRP, CPP-T www.nancysylvester.com

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. <i>Fix the Time to Which to Adjourn</i>	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. <i>Adjourn</i>	Closes the meeting	No	Yes	No	No	Majority
3. <i>Recess</i>	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. <i>Raise a Question of Privilege</i>	Asks an urgent question regarding rights	Yes	No	No	No	Ruled by chair
5. <i>Call for Orders of the Day</i>	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. <i>Lay on the Table</i>	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. <i>Previous Question</i>	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. <i>Limit or Extend Limits of Debate</i>	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. <i>Postpone to a Certain Time</i>	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. <i>Commit or Refer</i>	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. <i>Amend an amendment</i> (<i>Secondary Amendment</i>)	Proposes a change to an amendment	No	Yes	Yes ⁴	No	Majority
12. <i>Amend a motion or resolution</i> (<i>Primary Amendment</i>)	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. <i>Postpone Indefinitely</i>	Kills the motion	No	Yes	Yes	No	Majority
14. MAIN MOTION	Brings business before the assembly	No	Yes	Yes	Yes	Majority

1 Is debatable if the motion is made while no question is pending

2 Unless no question is pending

3 Majority, unless it makes the question a special order

4 If the motion it is being applied to is debatable

Note: Motions above are in the Order of Precedence of Motions.

Based on *Robert's Rules of Order Newly Revised, 11th Edition*

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MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
<i>Point of Order</i>	Requests that the rules be followed	Yes	No	No	No	Ruled by chair
<i>Appeal from the Decision of the Chair</i>	Challenges a ruling of the chair	Yes	Yes	Depends ⁴	No	Majority ⁵
<i>Suspend the Rules</i>	Allows the group to violate the rules (not bylaws)	No	Yes	No	No	Two-thirds
<i>Objection to Consideration</i>	Keeps the motion from being considered	Yes ⁶	No	No	No	Two-thirds ⁷
<i>Division of the Question</i>	Separates consideration of the motion	No	Yes	No	Yes	Majority
<i>Division of the Assembly</i>	Requires a standing vote	Yes	No	No	No	One member
<i>Parliamentary Inquiry or Request for Information</i>	Allows a member to ask a question about the business at hand	Yes	No	No	No	Responded to by chair
<i>Withdraw a Motion (after stated by the chair)</i>	Removes a motion from consideration	Yes	Depends ⁸	No	No	Majority
<i>Take from the Table</i>	Resumes consideration of a motion that was laid on the table	No	Yes	No	No	Majority
<i>Reconsider</i>	Considers a motion again	Yes ⁹	Yes	Depends ¹⁰	No	Majority
<i>Rescind or Amend Something Previously Adopted</i>	Repeals a previously adopted motion or amends it after it has been adopted	No	Yes	Yes	Yes	Depends ¹¹

⁴ If the motion it is being applied to is debatable

⁵ Majority in negative required to reverse chair's decision

⁶ Yes, until debate has begun or a subsidiary motion other than Lay on the Table has been stated by the chair

⁷ Two-thirds against consideration sustains objection

⁸ Yes, if motion is made by the person requesting permission; no, if made by another member

⁹ When another member has been assigned the floor, but not after he or she has begun to speak

¹⁰ Only if the motion to be reconsidered is debatable

¹¹ Requires a) a majority with notice, b) two-thirds, OR c) majority of entire membership