



# **Rosenberg's Rules of Order at a Glance**

## **The Three Basic Motions**

Simple majority to pass / open to debate

Basic Motion: "I move that we..." Motion to Amend: suggests changes to the basic motion. Motion to Substitute: replaces the basic motion entirely.

#### **Special Motions**

Simple majority to pass / no debate, goes directly to vote

Motion to Adjourn: ends the meeting.Motion to Fix a Time to Adjourn: ends the meeting at a set time.Motion to Recess: break in the meeting. Chair sets length of the break.Motion to Table: defers the motion under discussion to a future date.

#### **Motions that Permanently Close Discussion**

2/3 majority to pass / no debate, goes directly to vote

Motion to Limit Debate: stops debate. "I move the question."
Motion to Close Nominations: stops new nominations for a position.
Motion to Object to the Consideration of a Question: rare, stronger form of tabling. Used before debate has begun.

Motion to Suspend the Rules: temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

#### **Meeting Interruptions**

May be used at any time. Chair responds by asking you to state your point.

- **Point of Privilege**: points out uncomfortable surroundings, like a cold room or being unable to hear a speaker.
- Point of Order: points out failure to follow correct meeting procedures.
- **Call for Orders of the Day**: points out that the discussion has strayed from the agenda.
- **Appeal**: reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.
- Withdraw a Motion: used by the person making the motion. Others may immediately reintroduce the motion if they wish.

## **Motion to Reconsider**

Simple majority to pass / open to debate

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

### Life of a Motion

- 1. Chair announces item subject and number
- 2. Sponsor introduces item
- Board asks technical questions for clarification purposes
- 4. Public comment on the item
- 5. Chair asks for motion
- 6. Chair asks for second
- 7. Board debates motion
- 8. Board votes
- 9. Chair announces result

#### Notes:

- All motions require a second before they can be voted upon.
- You must be recognized by the Chair before speaking.
- Chair may set limits on debate time or number of speakers.
- Abstentions don't count in vote tally.
- A tie vote fails to pass.
- To recuse, publicly state reason for recusal and leave room during debate and vote.