

Robert's Rules of Order Cheat Sheet

Action	What to Say	Can Interrupt Speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce a motion (to make a motion)	I move to... OR I make a motion to...	No	Yes	Yes	Yes	Majority
Amend a motion (make a minor change to the motion by adding or removing wording, or both)	I move to amend the motion by (add or strike words or both)	No	Yes	Yes	Yes	Majority
Substitute a motion (reword the motion while keeping the same idea)	I move to substitute the motion for...	No	Yes	Yes	Yes	Majority
Move item to committee (forward an item to a specific committee or the full Planning Council)	I move that we refer the matter/send the recommendations to the “_____ committee.”	No	Yes	Yes	No	Majority
Postpone item (until a later time or future meeting)	I move to postpone (the agenda item) until...	No	Yes	Yes	No	Majority
Close the debate (stop the discussion and vote on the topic being discussed)	I call the question. OR I move to close the debate.	No	Yes	Yes	No	Majority
Adjourn the meeting (to end the meeting)	I move to adjourn the meeting.	No	Yes	No	No	Majority

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Object to or call attention to a procedure or rules not being followed	Point of order.	Yes	No	No	No	Chair decision
Request information or clarification	Point of information.	Yes	No	No	No	No vote
Personal preference or comfort of a meeting room (noise, room temperature, distractions)	Point of privilege.	Yes	No	No	No	No vote
Extend the allotted time of the meeting (indicated on the agenda)	I move to extend the meeting by _____ minutes.	No	Yes	No	Yes	2/3
Table a motion (temporarily stop discussion on a topic, to be “taken from the table” at a later time)	I move to table...	No	Yes	No	No	Majority
Take up a previously tabled item	I move to take from the table...	No	Yes	No	No	Majority
Reconsider something already disposed of	I move to reconsider our action to...	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	I move to suspend the rules and consider...	No	Yes	No	No	2/3