

**Robert's Rules of Order Cheat Sheet
WHAT DO I SAY?**

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that"	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by" (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to"	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until" (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

Robert's Rules of Order

INFORMATION FOR CHAIRS

– Effective Presiding –

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
 - a. See that motions are worded clearly
 - b. Repeat wording of motions frequently
 - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

– Voting –

Types of Votes

1. Majority* = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Committee is taken, it is meant to be a majority of the quorum present.
2. Two-Thirds = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Committee is required, it is meant to be a majority of the entire Committee whether voting or not.
3. Majority of Entire Membership = a majority of the total number of those who are members of the voting body at the time of the vote.

*Note: A majority vote is different than a plurality vote. A plurality is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

– Voting Methods –

1. Voice Vote
2. Show of Hands Vote
3. Standing Vote
4. Counted Vote
5. Ballot Vote