

Summary of Robert's Rules on Commonly Used Motions

MOTION	REMARKS	PHRASING	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE NEEDED
Main	Generally, there cannot be debate or discussion without a motion. While a main motion is on the floor it must be concluded before the next main motion is considered.	I move that... (The exact wording of the motion should be recorded by the secretary.)	Yes	Yes	Yes	Majority
Amendment	Amends the Main Motion.	I move to amend the pending Motion by striking out or inserting the following words...	Yes	Yes, if motion to be amended is debatable	Yes	Majority
Amendment to an Amendment	This is the limit to the depth of Amendments. This motion cannot be amended.	I move to amend the pending Amendment by striking out or inserting the following words...	Yes	Same as above	No	Majority
Substitute	Handled like an amendment.	I move to substitute the following for the Motion pending...	Yes	Same as above	Yes	Majority
Parliamentary Inquiry	Ask a question about parliamentary or procedural rules. You don't have to wait to be recognized to rise for a Parliamentary Inquiry.	I rise for Parliamentary inquiry (When recognized, ask the question).	No	No	No	Chair answers
Point of Order	When you believe a parliamentary rule or procedure is being or is about to be broken. You don't have to wait to be recognized to rise to a Point of Order.	I rise to a point of order (Await recognition from Chair, then state reasoning).	No	No	No	Chair rules
Open/Close Nominations	Second is not required when nominations come from a committee. The Chair can close nominations without a vote if it is apparent (a period of silence) that no more nominations are forthcoming. "Hearing no further nominations I declare nominations are closed".	I move we open/close nominations.	Yes	No	Yes, in terms of time only	Majority to open, 2/3 to close
Division of Assembly	After a voice vote, the Chair rules whether the vote passed or failed. If a member does not agree with this ruling, a call for Division requires an actual count, such as by standing or raising hands. The Chair may also call for a Division, such as by saying "The Chair is in doubt. We will now have a Division on the question."	I call for a Division.	No	No	No	None required - proceed with the count
Previous Question, or Motion to end debate	Can be moved by someone who has the floor. The motion to end debate must be voted on separately, and then the motion being debated is voted on. The Chair may move to a vote without this motion. If the time set by the rules for debate expires, the Chair may state this and call for the vote. Or if no more people want to debate, the Chair may say "Is there any further debate?" (Pause) "Hearing none, we will now vote on the motion".	(After being recognized by the Chair) I Call the Question, or I move the Previous Question, or I move to end debate.	Yes	No	No	Two Thirds
Adjourn	End the meeting. If the time to end the meeting is fixed in the adopted agenda, the chair may adjourn at that time without a motion.	(Note reason...) I move to adjourn.	Yes	No	No	Majority