

Robert's Rules of Order

EMWNLAW



Goals for 2022 ABM

- I. Reasoned, respectful, inclusive debate
- II. Meaningful decisions on key issues
- III. Clear path forward with specific steps for the Commission
- IV. Provide information, invite discussion, take decisive action



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The logo for EMWNLAW features the letters 'EMWNLAW' in a bold, sans-serif font. The 'E', 'M', 'W', 'N', and 'L' are dark blue, while the 'A' and 'W' are orange. A small orange horizontal bar is positioned to the left of the 'E'.

Principles of Robert's Rules

- Confident decision making with robust debate
- Minority has the right to be heard
- Majority has the right to decide

Key Terms and Concepts

- Motions
- Assembly
- Meeting
- Quorum
- Parliamentarian
- Aye & No
- Recognition
- Precedence
- The Floor
- The Chair

Types of Motions

- Main
- Subsidiary
- Incidental
- Privileged

How to Make a Motion

- Get organized
- Get recognized
- State your motion
- Chair calls for a second
- Chair re-states motion to assembly
- Debate
- Chair calls the question upon motion by a member
- Vote
- Chair announces result and action to be taken by the organization

General Motions by Order of Precedence

Adjourn

Recess

Question of Privilege

Call for Orders of the Day

Table / Lay on the table

Call the previous question

Limit debate

Postpone definitely

Refer the motion

Amend the motion

Postpone indefinitely

Bring new business

Incidental Motions

Point of Order

Appeal from the Chair

Suspend Rules

Object to Consideration

Divide the Question

Call for Division / Rising Vote

Parliamentary Inquiry

Point of Information

Common Violations

Only address the
chair

Only speak from
the floor

Chair must
recognize valid
members

Only one motion
at a time

No discussion (or
action) without a
motion

Debate must
relate to the
active motion

Motions must be
voted on (when
required)

Points of Order or Information

- Calls on the chair to enforce the rules; or
- Calls on the chair to clarify information only
- Only applicable to parliamentary or informational concerns
- Chair must answer; no vote required

Reference Materials

- Meeting Overview. MIC3 Commissioner Handbook
- Robert's Rules of Order Cheat Sheet for Nonprofits
- Robert's Rules of Order, Newly Revised, 12th Edition

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ? ¹	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority or tie sustains
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3 against consideration
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	Varies
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Questions?

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