**Robert’s Rules: The Basics (and some highlights)**

The table below consists of a couple basic motions and other highlights that may be beneficial to the orderly conduct of your business in your chapter meetings. Remember that anything voted on with Robert’s Rules can not be changed retro-actively: for example, if you vote to extend a bid to a candidate, but then decide before the start of their candidate process that you do not want them as a candidate after all, you cannot rescind the bid you have delivered, because it has already been passed. For things like “point of order,” if you end the discussion, then you must vote on the motion at hand (this is used in cases where discussion is becoming circular or not helpful). There are many more Robert’s Rules than these, but these are some that can be used on a regular basis in your chapter (or committee) meetings.

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| TO: | Say this: | Can you interrupt the chair or current speaker? | Does it need a second? | Do you discuss it? | Can you amend it? | What kind of vote does it need to pass? |
| Introduce business | “I move to/that” | No | Yes | Yes | Yes | Majority |
| Amend a motion | “I move to amend the motion by” | No | Yes | Yes | Yes | Majority |
| Have something studied further | “I move we refer this matter to a committee” | No | Yes | Yes | Yes | Majority |
| End a discussion/debate | “I move the previous question” | No | Yes | No | No | 2/3 or Majority |
| Object to something offensive/error in procedure | “Point of Order” | Yes | No | No | No | None |
| Complain about too much noise | “Point of Privilege” | Yes | No | No | No | None |
| Need further information/missed description of current business | “Point of Information” | Yes | No | No | No | None |