

Roberts Rules Quick Guide

Action	Statement	2nd?	Amend?	Debate?	Vote?
Motion	"I move that..."	✓			
Second	"I second the motion" or "Second"				
Adjourn	"I move that we adjourn"	✓			✓
Recess	"I move that we recess until..."	✓		✓	✓
Postpone	"I move that we postpone the _____ until..."	✓	✓	✓	✓
Amend a motion	"I move that this motion be amended by..."	✓	✓	✓	✓
Introduce new business	"I move that..."	✓	✓	✓	✓
End debate	"Previous question" / "I call the vote"	✓			✓ 2/3 required

Ask for actual count of votes	"I call for a division of the house"				No w/o objection
Object to improper/undiplomatic...	"I object to consideration of this..."				✓ 2/3 required
To resume a tabled matter/topic	"I move we take from the table..."	✓			✓
Consider something out of order	"I move we suspend the rules and consider..."	✓			✓ 2/3 required
Vote on the ruling by the chair	"I appeal the chair's decision"	✓	✓		✓

Point of... Actions	Purpose NO RECOGNITION REQUIRED
Point of Order	If the meeting is not following proper rules
Point of Information	Requesting facts related to the discussion
Point of Parliamentary Inquiry	Clarification of parliamentary rules
Point of Personal Privilege	Unable to hear/understand the discussion



Parliamentary Procedure

Steps for Presenting a Motion

The process of presenting a motion (or "moving" a motion) begins when you give a notice of the motion to the chair. From the time the chair gives a nod to move the motion forward, to the time all members vote for or against it, **several important steps must be followed to ensure all the necessary parliamentary procedures are adhered to.**

1. Moving the Motion

Once the chair has called you to move your motion, you should state as follows, **"I move that we..."** Sometimes you'll be allowed to explain to the other members why you are proposing a certain action be taken, but in some cases, the explanation comes later during the debate.

2. Seconding the Motion

All motions in a deliberative assembly need to be seconded before they can be debated and voted on. So, once you've moved your motion, your seconder will be called upon by the chair to second it. The second will say, **"I second" or "I second the motion."** Seconding a motion means that the member wants the motion to proceed to the discussion stage. However, seconding a motion doesn't necessarily mean that the seconder supports it; it's just part of the procedure.

3. Discussing the Motion

The chair will officially place the motion before the body by reading the motion and proposing the question. Before proposing the motion to the body, the chair must verify the motion to ensure it meets all procedural requirements and contains no irregular wording. Every member willing to contribute to the debate will be given a chance to offer their opinion, either in support or against the motion.

4. Voting on the Motion

Once the members have deliberated on the motion, the chair will call a vote. A motion vote can either be a voice vote ("ayes" and "nays"), raising of hands, roll call, or a secret ballot. If a voice vote seems too close to call, the chair will propose a raise of hands or a secret ballot.

The chairperson will say:

"All in favor of... say aye or yea." {pause}

"All opposed say nay or no." {pause}



Helpful Tips

- *Listen*
- *Focus on the issues (not persons)*
- *Avoid questioning motives*
- *Always be polite*



Find more meeting management and parliamentary procedure resources at missourirealtor.org/meetingmanagement