

# Motions Quick Guide

Robert's Rules of Order Newly Revised, 12th ed.



ABBREVIATIONS		V VOTE NEEDED	
I	Can Interrupt	M	Majority Vote Required
S	Second Required	C	Chair Rules
D	Debatable	1	One Member Can Demand
A	Amendable	2/3	Two-thirds Vote Required

Ranking Motions	I	S	D	A	V
<b>Fix the Time to Which to Adjourn</b> <i>Set a time to continue the meeting</i>		S		A	M
<b>Adjourn</b> <i>Close the meeting</i>		S			M
<b>Recess</b> <i>Take a short break</i>		S		A	M
<b>Question of Privilege</b> <i>Raise an urgent issue</i>	I			A	C
<b>Call for the Orders of the Day</b> <i>Insist that the agenda be followed</i>	I				1
<b>Lay on the Table</b> <i>Set aside business temporarily</i>		S			M
<b>Previous Question</b> <i>Close debate</i>		S		A	2/3
<b>Limit/Extend Debate</b> <i>Control the amount of debate</i>		S		A	2/3
<b>Postpone to a Specific Time</b> <i>Set a later time for consideration</i>		S	D	A	M
<b>Refer to Committee</b> <i>Delegate the motion to a group</i>		S	D	A	M
<b>Amend</b> <i>Modify the wording of a motion</i>		S	D	A	M
<b>Postpone Indefinitely</b> <i>Kill a motion</i>		S	D		M
<b>Main Motion</b>		S	D	A	M

Incidental Motions	I	S	D	A	V
<b>Point of Order</b> <i>Question the proceedings</i>	I				C
<b>Appeal</b> <i>Challenge a decision of the chair</i>	I	S	I		M
<b>Request for Information</b> <i>Clarify substantive information</i>	I				C
<b>Parliamentary Inquiry</b> <i>Clarify a procedural rule</i>	I				C
<b>Division of the Assembly</b> <i>Challenge the accuracy of a vote</i>	I				1
<b>Suspend the Rules</b> <i>Permission to violate a rule</i>		S			2/3