Commonly Used Procedures Under Robert’s Rules

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| --- | --- | --- | --- | --- | --- | --- |
| Action | You Say | Interrupt Speaker? | Second needed? | Debat-able? | Amend-able? | Vote required |
| Introduce a motion | I move to… | No | Yes | Yes | Yes | Majority |
| Amend a motion | I move to amend the motion by (add words, strike words, or both) | No | Yes | Yes | Yes | Majority |
| Postpone an item | I move to postpone the matter until… | No | Yes | Yes | No | Majority |
| End debate | I move the previous question (Or I call the question) | No | Yes | No | No | 2/3 |
| Stop further consideration of something | I move that we table this issue (or I move we postpone this matter until…) | No | Yes | No | No | Majority |
| Consider something out of its scheduled order | I move we suspend the rules and consider… | No | Yes | No | No | 2/3 |
| Request to modify or withdraw a motion | I request permission to modify/withdraw the motion | No | Yes | No | No | Majority |
| Request information | I rise for information, (if granted, state question) | Yes | No | No | No | No (chair decides) |
| Complain about noise, distraction | Point of privilege | Yes | No | No | No | No (chair decides) |
| Enforce rules, point out incorrect procedure | Point of order | Yes | No | No | No | No (chair decides) |
| Overrule the chair’s ruling | I move to overrule the chair’s decision | Yes | Yes | Yes | No | Majority |
| Object to an undiplomatic or improper matter | I object to the consideration of this matter | Yes | No | No | No | 2/3 |