

**Robert's Rules of Order:**  
**FAQs and Basic Procedure**

**What are Robert's Rules?**

Robert's Rules of Order are a set of parliamentary procedure rules that are used to effectively run meetings and conduct business for non-legislative bodies. Robert's Rules also provide for consistency between meetings and organizations.

**Who uses Robert's Rules?**

Many organizations from small clubs to large assemblies are guided by Robert's Rules. AMTA uses Robert's Rules at both the Professional and Student levels for both National and Regional business.

**How do you use Robert's Rules?**

The basic use of Robert's Rules during meetings is to call for motions. A motion basically opens or closes an order of business. To make a motion, raise a hand and, when recognized by the chair (generally the president), say "I move to..." followed by what it is you would like to do (approve agenda, open discussion, close discussion, call for a vote, etc.). The motion must be seconded by someone else, done by a simple raise of the hand. If there is no objection, the motion passes.

Robert's Rules help meetings running smoothly and to provide everyone a fair voice. There are a variety of other types of motions (secondary, incidental, privileged) and rules which aid in this, but also rarely come up. It is also important to note that Robert's Rules do not supersede the organization's bylaws. When questions of procedure and how to properly do things, a Parliamentarian familiar with Robert's Rules should be available.

To learn more about Robert's Rules, see the attached graph which provides detailed information about the various motions. There are a variety of books and guides available as well as the following internet resources:

[www.robertsrules.com](http://www.robertsrules.com) - The Official Robert's Rules of Order Website including Frequently Asked Questions and Official Interpretations

[www.robertsrules.org](http://www.robertsrules.org) – Quick Reference and Summary

[www.rulesonline.com](http://www.rulesonline.com)- Full text of Robert's Rules

# Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	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	No	Yes	Yes	No	Majority

		postponed indefinitely					
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	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
§25	Suspend rules	I move to suspend the rules	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
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter	I move to	No	Yes	No	No	Majority

	from table	take from the table ...					
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority