

A GUIDE TO ROBERT'S RULES OF ORDER

This tool contains a summary of the most often-used parliamentary procedures. It explains how Robert's Rules of Order are applied in such cases as making a motion, amending a motion, or calling the question.¹

1. **Making a Motion:** A resolution, amendment to a resolution, or action by the Board may be proposed by any Board member (including the President, Vice President, and Committee Chairs). For example, a motion is made to adopt a matter on the discussion calendar.
 - **Second:** Required.
 - **Approval:** Normally a simple majority aye vote by Board.
 - **Debatable:** Generally, Yes.
 - **Reconsideration:** Yes, but motion must be made by member voting on the prevailing side at the same meeting of the original vote.

2. **Amending a Pending Motion:** A motion with a second may be amended at any time before adoption by an amendatory motion and may be in the form of a substitute motion (replaces original motion) or as an amendment to the original motion (in which case the amendment is first voted on and then the original motion as amended (if it is) is voted upon). If the amendatory motion fails, then the main (original) motion is voted upon.
 - **Second:** Required.
 - **Approval:** Normally a simple majority aye vote by Board.
 - **Debatable:** Yes.
 - **Reconsideration:** Yes, but motion must be made by member voting on the prevailing side at the same meeting of the original vote.

3. **Withdrawing a Motion:** The maker of a motion may withdraw his or her motion any time before a second or, after a second, with the consent of the second at any time prior to the Board acting on the motion. The second may withdraw his or her second at any time before the Board acts on the motion. If the second is withdrawn the motion will die unless the motion receives a new second.
 - **Second:** Not required.
 - **Approval:** Maker or maker and second.
 - **Debatable:** Generally not.
 - **Reconsideration:** No.

¹ The rules set forth in this document are derived from Robert's Rules of Order. A Board of Directors may modify the rules at any time by adopting a modification and incorporating them into the Board's policy on meeting procedures.

4. **Calling the Question (also known as "Previous Question")**: This motion takes precedence over all motions (except a motion to table) and, if successful, cuts off debate and moves directly to vote on the main motion. Under Robert's Rules of Order, Calling the Question requires a 2/3 majority. However, the Board may modify the rule to require a simple majority to Call the Question.

- **Second:** Required.
- **Approval:** 2/3 majority of members present.
- **Amendable:** No.
- **Debatable:** No.
- **Reconsideration:** Yes, but only before vote on the main motion and only by member voting on the prevailing side at the same meeting as the original vote.

5. **Motion to Limit Debate**: This motion is used to limit debate on an issue or motion (as contrasted with cutting off debate -- see Calling the Question). An example: during an extended discussion, a member moves to limit debate to 10 minutes more or to limiting debate to 5 minutes of comments per member.

- **Second:** Required.
- **Approval:** 2/3 majority of members present.
- **Amendable:** Yes, but without debate.
- **Debatable:** No.
- **Reconsideration:** Yes, but motion must be made by a member voting on the prevailing side at the same meeting of the original vote.

6. **Motion to Postpone**: At any time after a motion has been seconded a member may move to postpone an issue/matter to a future date/event.

- **Second:** Required.
- **Approval:** Majority.
- **Amendable:** Yes, but only to date or event certain.
- **Debatable:** Yes, but only as to the future date/event or the advisability of postponement.
- **Reconsideration:** Yes, but motion must be made by a member voting on the prevailing side at the same meeting of the original vote.

7. **Motion to Refer**: Used to refer an issue or motion to a Committee or an ad hoc Committee.

- **Second:** Required.
- **Approval:** Majority.
- **Amendable:** Yes, but only as to referral.
- **Debatable:** Yes, but only to the subject of referral.
- **Reconsideration:** Yes, but motion must be by a member voting on the prevailing side at the same meeting of the original vote.

8. **Motion to Table:** At any time after a motion has been made and seconded, a member may move to table the motion until the next Board meeting. At the subsequent meeting, the motion will be voted on unless again tabled. If again tabled, the original motion will die. The motion to table takes precedence over all other motions.

- **Second:** Required.
- **Approval:** Majority.
- **Amendable:** No.
- **Debatable:** No.
- **Reconsideration:** Yes, but only by a member voting on the prevailing side at the same meeting of the original vote.