

Roberts Rules Handout for NCPCA Use

p1

Key: ND = Not debatable; NA = Not amendable; N2nd = Doesn't need a second; 2/3 = two-thirds vote required

If You Want To:	Use:	Notes
Introduce a new subject	Main Motion: "I move that _____," or, "Resolved, that _____."	Only one main motion at a time.
Modify what is being discussed		
Change part of the motion	Amend: "I move to amend by adding ___ / deleting ___ / replacing ___ with ___."	Debate resumes on (possibly modified) main motion.
Completely replace a motion with another	Substitute: "I move to substitute the current motion with _____."	If passed, debate ends; if fails, debate continues on unmodified main motion.
Separate two or more subjects that you want discussed and voted separately	Division of Question: "I move to divide the question."	ND, N2nd (depends); results in multiple motions to be considered independently.
Withdraw a motion after it has been introduced and seconded	Leave To Withdraw the Motion: "I request permission to withdraw the motion." Also use this to modify a motion before debate starts.	ND, N2nd, NA, needs consent if debate has started; if not, seconder must agree.
Defer or resume discussion		
Put discussion on hold	Table: "I move to table this motion."	ND, NA; allows more important matters to be discussed; don't use to end debate.
Put discussion on hold until a specific later time or date	Postpone To Time Definite: "I move to postpone debate until _____."	Becomes Old Business item on the date specified.
Form a committee to discuss the matter	Commit To Committee: "I move to commit / refer to committee." Can also specify committee size, duration, composition, etc.	If passed, ends debate until committee reports.
Take a short break	Recess: "I move to recess for (time)."	When return from recess, same motion is active.
Resume discussing a held motion	Take From Table: "I move to take (name the motion) from the table."	ND, NA
Change your vote on a motion after the vote has been taken, or have assembly think about it again	Reconsider: "I move to reconsider the previous motion."	NA, N2nd, must be moved by one voting with the prevailing side of the question; can only be done once.
Cancel the effect of a motion	Rescind: "I move to rescind (name of motion)."	2/3 if no notice; majority if given notice; if at same meeting, use Reconsider ; applies only to main motion.
Limit debate, end discussion or suppress a question		
End debate at a specific time after an amount of time, limit speakers to an amount of time, or limit to speak only once	Limit Debate: "I move to limit debate on this motion to (time)," or "I move to limit each speaker to (time)," or, "I move to permit members to speak only once."	NA, ND, 2/3. To change a limit, use Extend Limits of Debate .
End debate on current motion and vote on it	Move The Previous Question: "I move the previous question."	NA, ND, 2/3
End debate and not go to a vote	Postpone Indefinitely: "I move to postpone debate indefinitely."	NA, 2/3, can use only on main motion.
Prevent discussion from even starting	Object To Consideration of the Question: "I object to consideration of the question."	NA, ND, N2nd, 2/3; can use only on main motion, cannot use once debate has started.

If You Want To:	Use:	Notes
Interrupt during debate		
Ask an informational question of the current speaker or the Chair	Point of Information: Rise and state, "I have a question of the speaker / Chair."	NA, ND, N2nd; when recognized, ask question.
Ask a question about procedure; object to or point out that something is out of order	Point of Order: Rise and state, "Point of order, Mr. President."	NA, ND, N2nd; when recognized, state question, objection, or point of order.
Conduct the business of the organization		
Approve minutes	Adopt Minutes: "I move to adopt the minutes of (date)."	For corrections to draft minutes, state them as part of the motion.
Amend minutes already adopted	Amend Minutes: "I move to amend the minutes of (date) in the following manner:"	2/3; must have been present at earlier meeting to vote on this.
End the meeting immediately	Adjourn: "I move to adjourn the meeting."	ND, NA
End the meeting at a specific time, or change the time to end	Adjourn: "I move to adjourn at (time)."	ND, NA, except as to the time to adjourn.

Discussion Protocol

- Signal that you wish to speak.
- Wait until you are recognized; do not interrupt others.
- When recognized, rise and identify yourself.
- State your remarks.
- Address remarks to the Chair or the assembly, not a specific person.
- Stay on subject.
- Speak to the issue, do not get personal.
- Try not to repeat arguments already made.
- Conclude and be seated.

Counting Votes

The only votes are Aye and Nay.

Abstaining is the same as not voting at all.

Unanimous means all votes are the same; abstentions do not count.

Quorum means a legal minimum of members is present, even if they do not vote.

Example voting:

Total membership:	70
Members present:	20
Members voting:	14
Majority:	8
Majority of members present:	11
Majority of members:	36
Two-thirds vote:	10
Two-thirds vote of the members present:	14
Vote of two-thirds of the members:	47