

Robert's Rules of Order Cheat-Sheet

In Order To_	You Say_	May The Person Be Interrupted?	Must Be There A Seconder	Is The Motion Debatable?	Is This Motion Amendable?	What Vote is Required?
Adjourn the meeting	"I move to adjourn the meeting"	NO	YES	NO	NO	Majority
Recess the meeting	"I move that we recess until_"	NO	YES	NO	YES	Majority
Complain about noise etc	Point of privilege	YES	NO	NO	NO	None (Chair Decides)
Suspend considerati on of something	"I move we table it"	NO	YES	NO	NO	Majority
End debate	Call the question.	NO	YES	YES	YES	Two-thirds
Postpone considerati on of something	"I move we postpone this matter until_"	NO	YES	YES	YES	Two-thirds

Roberts Rules Of Order Guide

Judd E. Hollander

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