

A Quick Guide to Robert's Rules of Order

Points (Incidental Motions)

Points are motions that refer to parliamentary process or other incidental issues. They must always be addressed immediately by the president.

- **Point of Clarification**—used to clear up confusion, to ask to reword a motion, to ask a question about the motion or to inquire as to the correct motion.
- **Point of Information**—used to ask a question of the speaker holding the floor during debate.
- **Point of Order**—used to question a process, improper decorum, or to raise an issue regarding an infraction of the rules. Must be raised immediately after the error is made.



10 Basic Rules for RRO

1. The rights of the organization supersede the rights of individual members.
2. All members are equal and their rights are equal.
3. A quorum must be present to do business.
4. The majority rules.
5. Silence means consent.
6. Two-thirds vote rules.
7. One question and one speaker at a time.
8. Motions must receive full debate.
9. Once a decision is made, an identical motion must not be brought forward at the same meeting.
10. Personal remarks are always out of order.

| Motion | Purpose | To Enact |
|------------------------------|--|--|
| Main | Take action on behalf of the assembly | Debatable; requires majority vote |
| Adjourn | End the meeting | Not Debatable; immediately voted upon and requires majority vote |
| Appeal Decision of the Chair | Appeal for the assembly to make the decision instead of the president; must be made before other business is resumed | Not Debatable; use only if relates to decorum, violation of rules, or order of business |
| Call for Orders of the Day | Ask to stick to the agenda (orders of the day) - deviation from agenda requires a rules suspension | Not Debatable; requires one-third majority vote |
| Call to Question | Close debate and force a vote | Not Debatable; requires two-thirds majority vote |
| Divide the Question | Divide a motion into two or more separate questions | Not Debatable; requires majority vote |
| Extend Debate | Extend debate on a question for a certain period of time; applies only to the pending question | Not Debatable; requires two-thirds majority vote |
| Object to Consideration | Avoid a motion when it would be undesirable for question to come before the assembly; must be stated before discussion or another motion is made | Not Debatable; requires two-thirds majority vote |
| Rescind | Change the results of a vote | Debatable; requires two-thirds majority vote |
| Refer to Committee | Send question to a committee to resolve; if no committee exists, motion must include size of committee desired and method of selecting the members (election or appointment) | Debatable; requires majority vote |
| Suspend the Rules | Suspend formal process for a short period of time; the object of the suspension must be specified | Debatable; requires two-thirds majority vote |
| Table | To kill a motion or temporarily suspend further consideration/ action on pending question | Not Debatable; requires majority vote |
| Withdraw/Modify Motion | Request to withdraw or modify a motion before debate; after question is stated, mover can accept amendment without obtaining the floor | Not Debatable; president grants request, or if objection, member of assembly can grant request |