

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