

Roberts Rules Cheat Sheet

Types of Motions

1. **Main motion:** introduce a new item
2. **Subsidiary motion:** changes the main motion, such as through amendment (must be voted on before the main motion)
3. **Motion to postpone:** delays a vote on the main motion
4. **Motion to table:** kills a motion

Steps for Motions

1. **Motion:** a member reads or makes a motion
2. **Second:** another member seconds the motion
3. **Consideration:** any debate, presentation or other discussion about the motion (all comments and questions must be directed to or through the Chair)
4. **Vote:** the chairperson restates the motion, then takes a vote
 - a. Voice – ask for affirmative and then negative votes.
 - b. Roll call – each member answers “yes” or “no” as their name is called; this is required by statute if any member is participating via phone.
 - c. General consent – if the board is in obvious unanimous agreement, the chairperson may state, “If there is no objection...” and the board shows agreement by silence. If a member objects, the item shall be put to a vote. If no objection, the chairperson will state, “Hearing no objections, the motion is adopted.”
5. **Announce the vote:** the chairperson announces the results of the vote and any instructions.

ACTION	WHAT TO SAY	CAN THE SPEAKER BE INTERRUPTED?	NEEDS A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	“I move to...”	No	Yes	Yes	Yes	Majority
Introduce a motion referred by committee	“I move to...”	No	No	Yes	Yes	Majority
Amend a motion	“I move to amend the motion by...”	No	Yes	Yes	Yes	Majority
Postpone decision	“I move to postpone the matter until...”	No	Yes	Yes	No	Majority
Suspend consideration	“I move to table the motion.”	No	Yes	No	No	Majority
End debate and vote on the motion	“I move the previous question.”	No	Yes	No	No	Majority
Point out incorrect procedure	“Point of order.”	Yes	No	No	No	No vote
Adjourn the meeting	“I move to adjourn.”	No	Yes	No	No	Majority