

Rosenberg's Rules of Order at a Glance

The Three Basic Motions

Simple Majority to pass/open to debate

Basic Motion: "I move that we..."

Motion to Amend: Suggests changes to the basic motion

Motion to Substitute: Replaces the basic motion entirely

Special Motions

Simple majority to pass/ no debate, goes directly to vote

Motion to Adjourn: Ends the meeting

Motion to Fix a Time to Adjourn: Ends the meeting at a set time

Motion to Recess: Break in the meeting. Chair sets length of break

Motion to Table: Defers the motion under discussion to a future date

Motions that Permanently Close Discussion

2/3 majority to pass/ no debate, goes directly to vote

Motion to Limit Debate: Stops debate. "I move the question."

Motion to Close Nominations: Stops new nominations for a position

Motion to Suspend the Rules: Temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

Meeting Interruptions

Simple majority to pass/ open to debate

Point of Privilege: Points out uncomfortable surroundings, like a cold room or being unable to hear a speaker

Point of Order: Points out failure to follow correct meeting procedures

Appeal: Reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated

Withdraw a Motion: Used by the person making the motion. Others may immediately reintroduce the motion if they wish.

Motion to Reconsider

Simple majority to pass/ open to debate

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

Voting

Public comment must be heard before votes are cast.

Life of a Motion

1. Chair announces agenda item and number
2. Sponsor introduces item
3. Council/Commission asks technical questions for clarification purposes
4. Public comment on the item
5. Chair asks for motion
6. Chair asks for second
7. Council/Commission debates the motion
8. Council/Commission votes
9. Chair announces result

NOTES:

- All motions require a second before they can be voted upon.
- You must be recognized by the Chair before speaking.
- Chair may set limits on debate time or number of speakers.
- Abstentions don't count in vote tally.
- A tie vote fails to pass.
- To recuse, publicly state reason for recusal and leave room during debate and vote