

Robert's Rules Cheat Sheet

<u>Action</u>	<u>Words</u>	<u>Rank</u>	<u>Interrupt</u>	<u>Second</u>	<u>Debate</u>	<u>Amend</u>	<u>Vote</u>
Adjourn	"I move that we adjourn"	12	No	Yes	No	No	Majority
Recess	"I move to recess until... "	11	No	Yes	No	Yes	Majority
Table motion	"I move to table this motion..."	8	No	Yes	No	No	Majority
Close debate	"I move to the previous question"	7	NO	Yes	No	No	2/3
Postpone decision	"I move to postpone this motion until... "	5	No	Yes	Yes	Yes	Majority
To alter motion	"I move to amend this motion by..."	3	No	Yes	Yes	Yes	Majority
Object to procedure	"Point of Order"		Yes	No	No	No	Chair Ruling
Request Information	"Point of Information"		Yes	No	No	No	Chair Answers
Demand Physical Vote	"I call Division"		Yes	No	No	No	Chair Calls
Divide the Question	"I move to divide the motion up into multiple parts..."		Yes	No	No	No	Majority
Resume Table Motion	"I move we pick up..."		Yes	Yes	No	No	Majority
Take action out of order	"I move to suspend the rules..."		No	Yes	No	No	2/3
Disagree with chair	"I appeal the decision of the chair..."		Yes	Yes	Yes	No	Majority
Make Complaint	"Point of Privilege"		Yes	No	No	No	Chair Ruling