

Summary of Robert's Rules and Other Parliamentary Guidelines
for GSR Committee Meetings

1. Motions – General Rules

Before you speak, address the Chair, state your name and ask to speak.

The motion is presented by a member other than the acting chair.

The motion is seconded by a member other than the acting chair.

The floor is then opened for discussion, including clarification questions, pros and cons, offering of friendly amendments and motions for regular amendments. (See GSR Committee Standing Rules on rules on discussion). At the end of discussion, the motion is read again and voted on.

Voting:

Chair asks "All in favor, please say your name and a consecutive number."

Chair then asks "All opposed, please say your name and a consecutive number."

Simple majority is sufficient for the motion to pass. Simple majority is more than half of the votes. (e.g. 23 votes. 12 vote in favor and 11 vote against.) Abstentions are not included in the vote.

Chair has the right to vote, per the instructions of our Professional Registered Parliamentarian, Jackie Marazzi. It is good practice for the chair vote last so that s/he does not sway the opinion of the members.

The Chair then announces the voting results. (e.g. Motion passed. 23 in favor; 3 opposed)

2. Motion to Call the Question

"Motion to call the question" is a motion to end debate on a pending motion or amendment and bring it to an immediate vote.

This motion needs to be passed by a 2/3 majority vote because Robert's Rules wants to encourage open communication by members.

"Call for the Question" does NOT mean "Let's go to the vote." It means a NEW motion to end the debate of pros and cons. It is an official motion which requires a second, clarifying questions, pros and cons, then a vote to end debate.

Note that it is often more efficient for the meeting if there is no motion to call for the question, and instead the Chair ends discussion based on the time allotted for discussion and voting.

PLEASE do NOT use "I call the question" casually or impulsively, as it will use up a lot of time. We saw this in action at WSC 2018 and it caused undue frustration.

3. Friendly Amendments

(These guidelines come from the motion passed at the WSC 2018 on Voting and Procedural Guidelines for Convocation Sessions)

During the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I would like to suggest a friendly amendment to the motion." These friendly amendments will be allowed.

These are the rules we have agreed to regarding friendly amendments:

- (1) A voting member asks to be recognized by the chair and states that they have a friendly amendment.
- (2) After being recognized by the chair, the person states the friendly amendment. (Note that our WSC 2018 parliamentarian, Jackie Marazzi, said that if the friendly amendment is more than the addition or deletion of a phrase or short sentence, then it becomes a new regular amendment to be considered by the whole voting body following the standard procedures for motions. Also, note that if the friendly amendment could properly be made as a separate motion, then it probably should be voted on as a regular amendment.)
- (3) The Chair then asks the motion maker if they will accept the friendly amendment.
- (4) If the maker of the motion accepts the friendly amendment, it becomes part of the motion.
- (5) If the maker of the motion does not accept the friendly amendment, the maker of the friendly amendment has the option to make a motion as a regular amendment to be considered by the whole voting body following the standard procedures for motions.

4. Motion to Postpone v. Motion to Table

A "motion to postpone" is used if there is a definite date or time stated. It is debatable, requires a second and majority vote in favor to pass.

A "motion to table" is used when a motion is set aside temporarily, and there is no certain time or date stated. It is not debatable, requires a second and a majority vote to pass.

5. Point of Order

This is used to enforce a rule or procedure

6. Point of Information

This is used if information is requested.

Robert's Rules of Order Cheat Sheet for Nonprofits

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

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Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

Thanks go to Nick Price for posting this chart at

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>