

Robert's Rules of Order at a Glance – Kwantlen Polytechnic University

Name	Example	Requires Second?	Can Interrupt?	Debat-able?	Amend-able?	Vote Required?	Notes	
Main Motions	Main motion	Be it resolved that Senate approve the Bachelor of Interior Design Program Revision Rollout and Transition Plan.	Yes	No	Yes	Yes	Majority, unless bylaws require otherwise	Most ordinary business is a Main Motion.
	Adopt / Amend / Repeal Bylaws	I move that the "Jellybean Bylaw" be adopted	Yes	No	Yes	Yes	Previous notice, 2/3 of members present and voting	
	Amend / Repeal Previously Adopted Motion	I move that the motion adopted on February 13, 2013 which declared Kwantlen a nuclear-free zone be repealed	Yes	No	Yes	Yes	2/3 Vote, or majority of the entire membership, or simple majority with previous notice	A motion that required a two-thirds vote to be adopted in the first place would require a two-thirds vote to be amended or repealed
Subsidiary Motions	Lay on the Table	I move that we table the main motion.	Yes	No	No	No	Majority	Interrupts the pending business so as to permit doing something else immediately. Cannot be used in place of a motion to Postpone Indefinitely or Definitely.
	Postpone Indefinitely	I move that the motion be postponed indefinitely	Yes	No	Yes	No	Majority	Disposes of a controversial motion without formally having to approve or reject them
	Amend	I move that the motion be amended by striking the words "December 1, 2013" and inserting "December 31, 2013"	Yes	No	Yes	Yes	Majority	Second most common type of motion, changes the Main Motion on the floor.
	Refer to Committee	I move that the motion be referred to the Finance and Audit Committee	Yes	No	Yes	Yes (which committee)	Majority	A committee to which a motion has been referred will study the motion and report back with recommendations
	Postpone Definitely	I move that the motion be postponed to the next regular meeting	Yes	No	Yes	Yes	Majority	A postponement cannot extend beyond the next regular meeting
	Limit or Extend Limits of Debate	I move that members be allowed to speak a third time in debate on the main motion	Yes	No	No	Yes	2/3 Vote	
	Call the Question	I call the question	Yes	No	No	No	2/3 Vote	Ends debate on a motion and proceeds to a vote. Sometimes "moving the previous question"

This table is derived from *Robert's Rules of Order Newly Revised* and excludes a few classes of obscure motions that are rarely used.

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Privileged Motions	Call for the Orders of the Day	I call for the orders of the day	No	Yes	No	No	No vote taken; chair rules	Calls the Speaker to ensure that the agenda is being followed.
	Point of Personal Privilege	Point of Personal Privilege!	No	Yes	No	No	No vote taken; chair rules	Only use if something is happening that prevents your continued participation in the meeting.
	Recess	I move that we recess for 15 minutes	Yes	No	No	Yes (as to length)	Majority	
	Adjourn	I move that we adjourn	Yes	No	No	No	Majority	Ends the meeting
Incidental Motions	Point of Order	Point of Order!	No	Yes	No	No	No vote taken; chair rules	Alleges a violation of the rules.
	Appeal	I appeal the decision of the chair	Yes	Only just after ruling	Someti mes	No	Majority	Appeals a ruling of the Chair on a Point of Order
	Suspend the Rules	I move that the rules be suspended relating to X for the duration of this meeting	Yes	No	No	No	Usually 2/3 for rules of order	Some rules, such as those that come from legislation, can't be suspended. The Rules must provide for a suspension or this motion is out of order.
	Object to the Consideration of the Question	I object to the consideration of the question!	No	Only just after the motion is moved	No	No	2/3 Vote	Causes the main motion to be dropped immediately
	Division of a Question	I move that the motion be divided into its two separate paragraphs	Yes	No	No	Yes	Majority	If adopted, a motion is 'split' into separate sections, with each section being voted on separately
	Request for Information	Request for Information!	No	Yes	No	No	No vote taken	Used to obtain brief factual information on any question related to the motion under consideration.
	Point of Parliamentary Inquiry	Point of Parliamentary Inquiry!	No	Yes	No	No	No vote taken	Used to obtain brief information concerning the bylaws or parliamentary procedure.
	Amend the Agenda	I move that the agenda be amended by switching items 5 & 6	Yes	No	Yes	Yes	2/3 Vote	
	Set terms of voting	I move that the vote be taken by secret ballot	Yes	No	No	Yes	Majority, except for a motion to close polls	Any variation from the usual method of voting, typically either to secret ballot or to roll call, which is where each member's vote is recorded in the minutes.

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