

## Roberts Rules of Order GA Cheat Sheet

If you want to:	You say:	Can you interrupt?	Needs a 2nd?	Can you debate it?	Can you amend it?	Votes needed
Close debate or ask for a vote	I move the previous question OR I move to end debate.	NO	YES	NO	NO	2/3
Extend time (as in let a debate or speaker continue)	I move to extend time by __ minutes.	NO	YES	NO	YES	2/3
Kill a resolution (AKA get rid of it - can also apply to killing a motion)	I move that the resolution be tabled indefinitely.	NO	YES	YES	NO	majority
Modify the wording of a motion or resolution	I move to amend the resolution (or motion) by...	NO	YES	YES	YES	majority
Over rule or challenge the Chair's ruling	I appeal from the decision of the chair OR I move to appeal the decision of the chair	YES	YES	varies	YES	majority
Enforce the rules or point out an incorrect procedure	Point of order (and then wait to be addressed by chair before stating point)	YES	NO	NO	NO	none
Separate parts of a resolution or motion being discussed or voted on	I move to divide the question (and then you have to say how you want to divide it so you can vote separately on it)	NO	YES	NO	YES	majority
Request information or have a question that is immediate	Point of information (and then wait to be addressed)	YES	NO	NO	NO	none
Reconsider a vote or decision by the delegates	I move to reconsider the vote on ...	NO	YES	varies	NO	majority
Ask for a personal preference request (like opening the windows or turn off lights)	Point of personal privilege (and then wait to be addressed)	YES	NO	NO	NO	none
Ask for a hand vote (instead of voice)	I call for division (or just say "division" at voting start)	YES	NO	NO	NO	none
Ask for a roll call vote (where votes are recorded by name)	I call for a roll call vote (or just say "roll call" during actual voting)	YES	NO	NO	NO	none
Take a break	I move to recess for __ minutes.	NO	YES	NO	YES	majority
End the meeting	I move to adjourn	NO	YES	NO	NO	majority
Close the meeting to non GA members	I move to go into closed session.	NO	YES	NO	NO	majority
Table a motion (temporarily)	I move to table ...	NO	YES	NO	NO	majority