

Robert's Rules of Order Quick Guide

The actions in this chart are listed in order of precedence. This means that, when any one of them is pending, you may not introduce another item that is listed below it, but you may introduce another item that is listed above it.

To do this	You say	May Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed
Adjourn	"I move that we adjourn."	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temperature, etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend consideration of one matter to handle another matter	"I move that we table this matter."	No	Yes	No	No	Majority
End debate	"I move the previous question" (or "I call the question")	No	Yes	No	No	2/3
Postpone consideration of something	"I move that we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Suggest an action (make a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The actions in this chart have no order of precedence, so any of them may be introduced at any time except when the meeting is considering one of the top three items in the first chart: adjourn, recess, or point of privilege.

To do this	You say	May Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before a new motion	No	No	No	None unless someone objects
Object to consideration of an undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up a matter previously tabled	"I move that we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move that we now (or later) reconsider our action relative to..."	Yes	Yes	Only if the original motion is debatable	No	Majority
Consider something out of its scheduled order	"I move that we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority