



Kiwanis®

ROBERTS RULES OF ORDER – CHEAT SHEET

Adapted from Board Effect

TYPES OF MOTIONS

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to ... " Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

PARLIAMENTARY MOTIONS GUIDE

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

	YOU WANT TO:	WHAT TO SAY:	CAN I INTERRUPT?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
§23	Enforce rules	Point of order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3

Incidental motions: No order of precedence. Arise incidentally and decided immediately.

	YOU WANT TO:	WHAT TO SAY:	CAN I INTERRUPT?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand rising vote	I call for a division	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33	Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions that bring a question again before the assembly: No order of precedence. Introduce only when nothing else pending.

	YOU WANT TO:	WHAT TO SAY:	CAN I INTERRUPT?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or majority with notice
§37	Reconsider motion	I move to reconsider the vote...	No	Yes	Varies	No	Majority

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving towards its goals
- Let the group do its own work; don't over command
- Control the flow of the meeting by recognizing members who ask to speak
- Let all members speak once before allowing anyone to speak a second time
- When discussions get off-track, gently guide the group back to the agenda
- Model courtesy and respect, and insist that others do the same
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order
- Give each speaker your undivided attention
- Keep an emotional pulse on the discussions
- Allow a consensus to have the final authority of the group

SAMPLE BOARD MEETING AGENDAS

SAMPLE FORMAT: OPTION 1

Roll call confirming quorum is present

Secretary's report

- Minutes from previous meeting (board to vote on approval after review)
- Official correspondence

Treasurer's report *(board vote on approval after review)*

- Administrative and service accounts
- Approval for payments not within the approved annual budget

Membership committee report

- Applications for membership
- Resignations or changes in club roster

Other reports and club matters

- Unfinished business from a previous board meeting
- New business
- Strategic discussion about areas of concern
- Division business
- District business
- Kiwanis International business

SAMPLE FORMAT: OPTION 2

Confirm quorum is present

Consent agenda

Non-controversial items that require board action but not discussion or debate. If any board member wants to discuss something on the consent agenda, he or she asks for it to be moved to the action agenda. After any requested items are moved from consent to action, the consent agenda is voted on as a whole:

- Secretary's report and minutes
- Treasurer's report

Action agenda

Items expected to require normal discussion and deliberation. Each item is discussed and voted on individually:

- Committee reports that require action
- Funding requests outside of the approved budget

Information agenda

Items and committee reports that are provided to inform board members but do not require action. Board members may request topics be moved from the information agenda to the action agenda

Future business