

## Summary of *Robert's Rules of Order* CWCAC Handout

Motion to...	Purpose	Stated as...	Interrupt Speaker?	Second?	Debatable?	Vote
Suspend the rules	Usually to skip a step or change procedure.	"I move to suspend the rules interfering with..."	No	Yes	No	Two-Thirds
Move the previous question	To stop debating and immediately take a vote.	"I motion to move the previous question." <i>Chair: "Shall the main question be now put?"</i>	No	Yes	No	Two-Thirds
Limit Debate	To set a limit on the amount of debate.	"I move to adopt an order limiting debate upon...to (either a number of speeches or length of time)."	No	Yes	Yes, how long?	Two-Thirds
Commit or Refer	To form a committee to decide a question	"I move to refer the subject to a committee."	No	Yes	Yes	Majority
Amend	To modify a main motion or resolution.	"I move to add/strike-out," certain words or paragraphs, "divide the question", or "substitute" another resolution for the one now pending.	No	Yes	Yes	Majority
Recess	To fix the time at which the assembly adjourns.	"I move to adjourn to..." <i>Chair: "When this assembly adjourns, it agrees to meet at such a time."</i>	No	Yes	Yes, how long?	Majority
Adjourn	To dismiss the meeting.	"I move to adjourn."	No	Yes	No	Majority
Rise to a point of "Order"	To identify an error in procedure.	"I rise to point of order...(state error)."	Yes	No	No	Chair Decides
Rise to a point of "Privilege" or "Parliamentary Inquiry"	To ask a question to clarify procedures and rules.	"I rise to a question of privilege relating to the rights and privileges of the assembly and its members."	Yes	No	No	Chair Decides or answers

### Types of voting:

**Normal**—When debate is finished, the Chairman puts the question to vote by stating, "As many as are in favor say aye," and, "As many as are opposed say no." The Chairman then announces the outcome by stating, "The ayes/noes have it—the resolution is/is not adopted."

**Division**—If someone doubts the results of a normal vote, they can request a division. At this time the Chairman says; "a division is called for; those in favor of the motion will rise." These people are counted and the same is then said to count those opposed to the motion.

**Ballot**—If the council requests a ballot vote, the chairman appoints a teller to pass out pieces of paper upon which everyone, including the chairman, writes down his or her vote. The chairman cannot vote after the results have been obtained, only before. In voting by ballot members are not restricted to persons who have been nominated. (The CWCAC Constitution, however, forbids the chairman from voting except in a tie.)

**Yeas and Nays**—By a majority vote the council can order this roll call vote. In a roll call vote the Chairman states both sides of the question at once. The Recorder then calls roll, and as each person hears their name, they rise and announce their vote. The Recorder then reads the names of all those who voted affirmatively and all those who voted negatively to correct any mistakes. These names must be recorded in the minutes.

\* *The Chairman can vote whenever his vote will affect the outcome (This contradicts the CWCAC Constitution which holds precedence).*