

## **GCHS POLICY 3.1 - Part 1 of 2 - ROBERT'S RULES OF ORDER CHEAT SHEET**

<b>To:</b>	<b>Say:</b>	<b>Interrupt Speaker?</b>	<b>Second Needed?</b>	<b>Debateable?</b>	<b>Amendable?</b>	<b>Decided By:</b>
Adjourn	"I move to adjourn"	No	Yes	No	No	Majority Vote
Recess	"I move to recess for/until"	No	Yes	No	Yes	Majority Vote
Complain about hearing discomfort, etc	"Point of privelege"	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question"	No	Yes	No	No	Majority Vote
Suspend further consideration of something	"I move to table this matter"	No	Yes	No	No	2/3 Majority
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority Vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority Vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority Vote
The motions and points above are in order of preference. When a motion or point of inquiry is pending, only those listed above the pending point may be raised.						
Redress any violation of the body's rules	"Point of order"	Yes	No	No	No	Chair
Request information	"Point of inquiry"	Yes	No	No	No	n/a
Verify a recent voice vote by actual count (before next motion only)	"I call for division"	Yes	No	No	No	Majority Vote
Prevent body from considering a matter	"I object to considering this question"	Yes	No	No	No	2/3 Majority
Consider a suspended matter	"I move to take from the table"	Yes	Yes	No	No	Majority Vote
Reconsider a previous motion	"I move to recondier'	Yes	Yes	No	No	2/3 Majority
Consider something out of schedule	"I move to suspend the rules to consider"	No	Yes	No	No	2/3 Majority
Vote on the Chair's decision	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority Vote
The motions and points above have no precedence. Any of them may be raised in response to any motion or question with the exception of the three items in gray.						