

Kappa Psi Quick Reference - Robert's Rules Chart

Legend:  requires >1/2 to pass  requires >2/3 to pass  requires a second  debatable  not debatable  amendable  chair determines if in order				
MEMBERS				
The motion	Characteristics	What it does	What is said	What I'd say normally
(Main)		Introduces business/idea	"I move that...."	"I think that..."/"We should..."
Example: I move that the Chapter host a Kappa Psi formal on May 30 th , 2014 as a fundraiser.				
Amend		Changes wording of the motion	"I move to amend the motion by..."	"I think we should change the words to say..."
Examples: I move to amend the motion by adding "for the American Red Cross" after the word fundraiser. I move to amend the motion by adding "and have a bake sale that morning" after the word fundraiser.				
Commit		Sent to committee	"I move that the motion be referred to..."	"Let the (committee) get back to us on..."
Example: I move that the motion be referred to a committee consisting of the members of the Social Committee and the Fundraising Committee.				
Postpone		Postpones to a definite time period	"I move that the motion be postponed to..."	"Let's talk about this later at/on..."
Example: I move that the motion be postponed to the next business meeting.				
Division of a question		Divides motion into separate parts	"I move that the motion be divided..."	"These parts should be considered separately."
Example: I move that the motion be divided into 'the Chapter host a Kappa Psi formal on May 30 th , 2012 as a fundraiser for the American Red Cross' and 'the Chapter host a bake sale before the Kappa Psi formal on May 30 th , 2012.'				
Limit Debate		Sets time constraints on discussion	"I move that the debate on this motion be limited to (number) speech(es) of (number) minutes for each member."	"Let's not take too long talking about this."
Previous question		Ends debate	"I move the previous question."	"Let's decide this, now."
Question of privilege		Addresses issues affecting the conduct of business	See examples	
Examples: "We can't hear back here" "We need 3 more copies." "The speaker's misstating my remarks."				
Adjourn		Ends meeting	"I move that we adjourn."	"Let's end the meeting."

Point of order		Enforces rules	"I rise to a point of order."	"You can't do that."
Example: "Point of order!" "What is your point?" "The amendment is out of order. A bake sale is a separate activity that doesn't relate to the original motion" [Chair accepts the point or defends against it.]				
Point of information		Requests information	"I rise to a point of information."	"I want to know something."
Example: "I rise to a point of information." "What is your point?" "How much money did we budget for formals this quarter?" "(addressing Treasurer) Please tell us how much money we budgeted for formals this quarter."				
Division		Verifies vote through a standing vote/count	"Division."	"Recount."
Permission to withdraw		Allows a mover to withdraw their motion	"I request that my motion be withdrawn."	"Can I take that back?"
Reconsider		Puts a motion already voted on back on the floor	"I move to reconsider the vote on..."	"We should rethink the vote on..."
Example: I move to reconsider the vote on the Chapter hosting the Kappa Psi formal. I voted in favor of the motion.				
CHAIR				
If discussion seems to have ended			"Are you ready for the question?" [Take vote if no disagreement]	
If debate is closed or motion is undebatable			[Take vote]	
Voice vote			"The question is on the adoption of the motion that [motion]. Those in favor of the motion say aye, those opposed say no. All in favor?....All opposed?"	
			"The question is on the adoption of the motion that [motion]. Those in favor of the motion please rise. [Count]. Please be seated. Those opposed please rise. [Count]. Please be seated. There are [#] in favor and [#] opposed"	
			Majority: ""The ayes/noes have it and the motion is adopted/lost." Two-thirds: There are two-thirds/less than two thirds in the affirmative and the motion is adopted/lost."	