



Robert's Rules of Order Quick Reference Guide

This guide was designed to aid Brothers in understanding and utilizing the more commonly seen portions of parliamentary procedure

Definitions

Point of order: this phrase is used when a Brother wishes to alert the assembly to an error

Point of information: this phrase is used when a Brother wishes to request or share information

Division: this term is used to dispute the decision of a voice vote and proceed to a counted hand vote

Voice vote: a vote is taken with responses being “Aye” or “Nay”

Hand vote: a vote is taken with responses being the raising of hands and counted

Rules of debate

- The Brother who wishes to speak must first obtain the floor by rising to the microphone
- The Brother who made the motion has first right to speak
- In an assembly of delegates, only delegates or officers (Executive Committee members, Editor of the Mask or Past Grand Regents) may speak. However, a delegate may chose to yield their floor time to another person. The Brother should announce which Chapter
- Upon speaking on the motion, the Brother must state which side of the motion is being taken
- Brothers who have already spoken (or yielded their time) must wait until all others speak before speaking on the motion again

Commonly used motions

Amend the current motion

- Used to change the wording of the motion on the floor
- Majority vote required to adopt the changes

Refer to a committee

- Used to refer a motion to a committee for further investigation if inadequate information is available
- Majority vote required to adopt the changes

Limit or extend the limits of debate

- Used to control the amount of time debate continues by setting a time limit or a number of times a person can speak
- Two-thirds vote to adopt the limitations

Call the question (aka Previous Question)

- Used to stop debate and immediately take the vote if one feels no more debate is necessary
- In general is not recommended unless significant debate has already occurred out of respect.
- Two-thirds vote to move to a vote
 - Not required if debate has already ceased

Motions and requirements

You want to...	You would say...	Does the motion need a second?	Is the motion debatable?	Can someone amend the motion?	Required vote
Alert the chair to an urgent matter affecting the assembly or of personal privilege.	I rise to a question of privilege/ personal privilege.	No	No	No	None
Have the assembly follow the agenda.	I call for the orders of the day.	No	No	No	None
End debate and vote on the motion.	Call the question.	Yes	No	No	2/3
Send a matter to committee.	I move to commit the motion...	Yes	Yes	Yes	Majority
Modify a pending motion.	I move to amend...	Yes	Yes	Yes	Majority
Bring business before the assembly.	I move...	Yes	Yes	Yes	Majority
Alert the chair to some error.	Point of order.	No	No	No	None
Have the vote counted using a hand vote.	I call for a division (or just Division).	No	No	No	None
Obtain information on parliamentary law or rules of the organization.	A parliamentary inquiry, please.	No	No	No	None
Request information relating to the business at hand.	A point of information, please.	No	No	No	None

Debatable vs. Not debatable Motions

Debatable	Not debatable
Main motion	Limit or extend the limits of debate
Postpone indefinitely	Previous question
Amend	Lay on the table
Refer to a committee	Take from the table
Postpone to a certain time	Call for the orders of the day
Appeal from the decision of the chair	Raise a questions of privilege
Rescind	Recess (as a privilege motion)
Amend something previously adopted	Adjourn
Reconsider	Fix the time to which to adjourn (as a privilege motion)
Recess (as an incidental main motion)	Point of order
Fix the time to which to adjourn (as an incidental main motion)	Withdraw a motion
	Suspend the rules
	Object to consideration of the motion
	Division of the assembly
	Division of the question
	Incidental motions relating to voting, when the subject is pending
	Dispense with the reading of the minutes