

Rosenberg's Rules of Order Cheat Sheet

	Precedential Order:	Example of motion:	Interrupt	Second	Debatable	Amendable	Vote
1.	Adjourn *	I move the meeting is adjourned (Only needed prior to the end of the agenda)	No	Yes	No	No	Majority
2.	Recess *	I move we recess the meeting until. . .	No	Yes	No	Yes	Majority
3.	Complaint * about noise, room temp., etc.	Point of privilege	Yes	No	No	No	Chair Decides
4.	Suspend further consideration of	I move we table this matter	No	Yes	No	No	Majority
5.	End Debate	I move the previous question, or I call for the question	No	Yes	No	No	2/3
6.	Postpone consideration of	I move this matter is postponed until. . .	No	Yes	Yes	Yes	Majority
7.	Introduce a motion	I move that . . . or I move to . . .	No	Yes	Yes	Yes	Majority
8.	Amend a motion	I move that this motion be amended by ... (You can ask for a friendly amendment, which is less formal; if the mover of the motion and second concur, no vote is needed on the amendment)	No	Yes	Yes	Yes	Majority
9.	Refer to a committee more study	I move the question be referred to a committee for	No	Yes	Yes	Yes	Majority

When a motion is pending, you may introduce another motion of higher precedence, but you may not introduce a motion of lower precedence. **No more than three motions may be pending at any one time.** When there are two or three motions on the floor at the same time, the vote should proceed first on the last motion that is made; if the last motion fails, then the second motion becomes the last. When the motion passes, it disposes of the other motions.

No Precedential Order	Example of motion:	Interrupt	Second	Debatable	Amendable	Vote
Object to procedure or personal affront	Point of Order	Yes	No	No	No	Chair Decides
Request information	Point of information	Yes	No	No	No	None
Object to considering some undiplomatic or improper	I object to consideration of this question (typically this would be used for an item not on the agenda)	Yes	Yes	Only if original motion	No	2/3
Reconsider something already disposed of	I move we reconsider our action regarding. . . (Only a member of the prevailing side can make the motion, and the motion is to be made before the end of the meeting)	Yes	Yes	Only if original motion	No	Majority
Vote on a ruling by the Chair	I appeal the Chair's ruling regarding. . .	Yes	Yes	Yes	No	Majority

* Motion in the second chart may be made at any time except when a motion to Adjourn, Recess or Point of Privilege is pending.



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