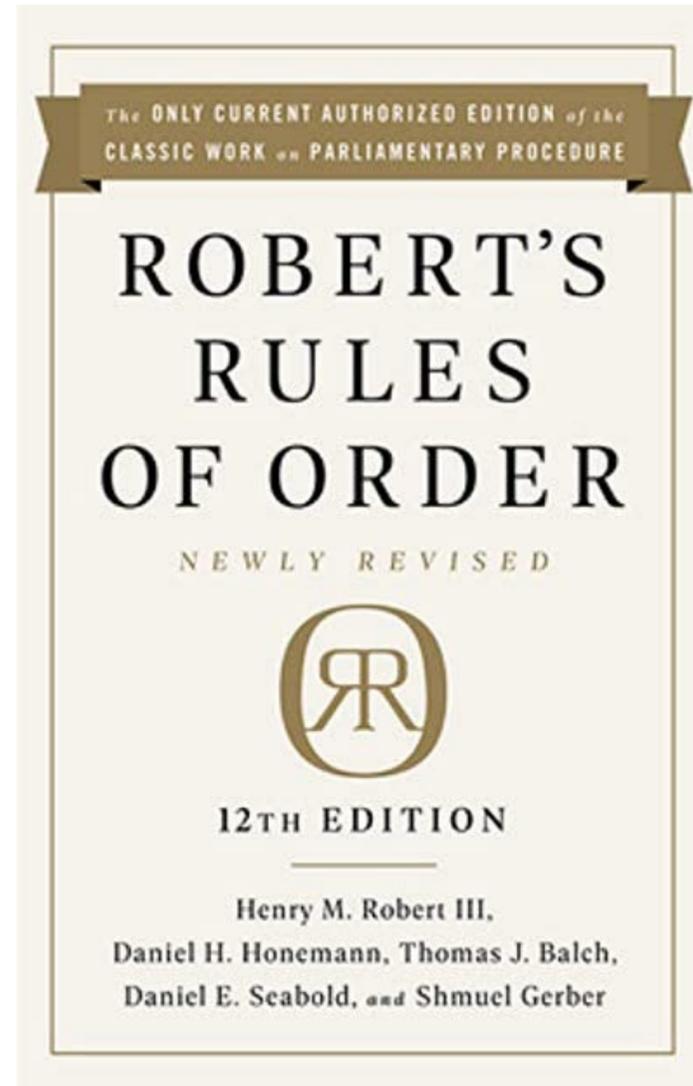


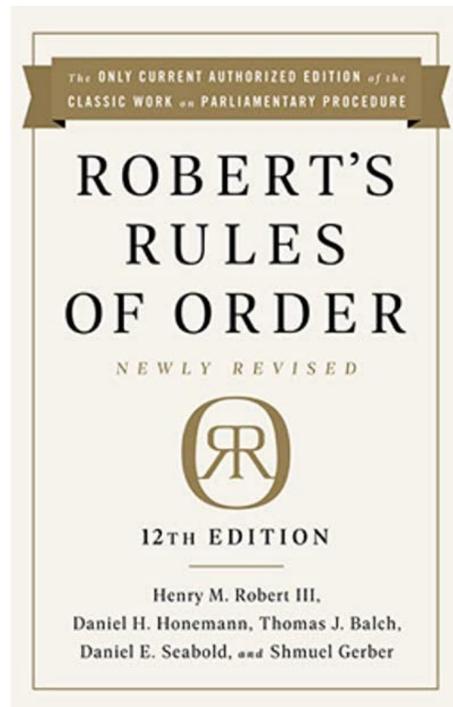
**Navigating**  
***Robert's Rules of Order***  
***12th Edition***

By Tim Wynn, PRP

# Layout of the Book



# Layout of the Book



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This is a valuable resource for learning the layout of the book and for memorizing the rank and order of motions.

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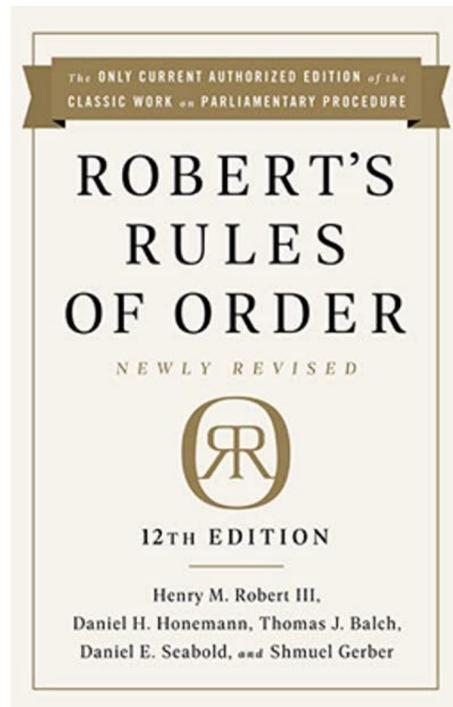
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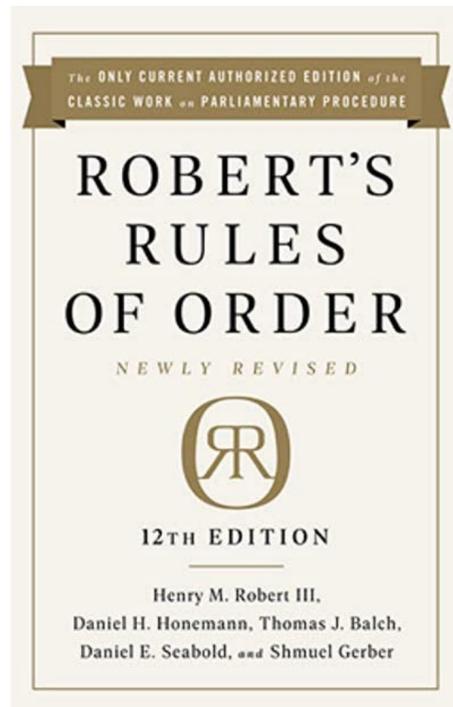
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## Preface

This section details some of the changes that occurred in the latest edition, as well as providing information about other valuable resources.

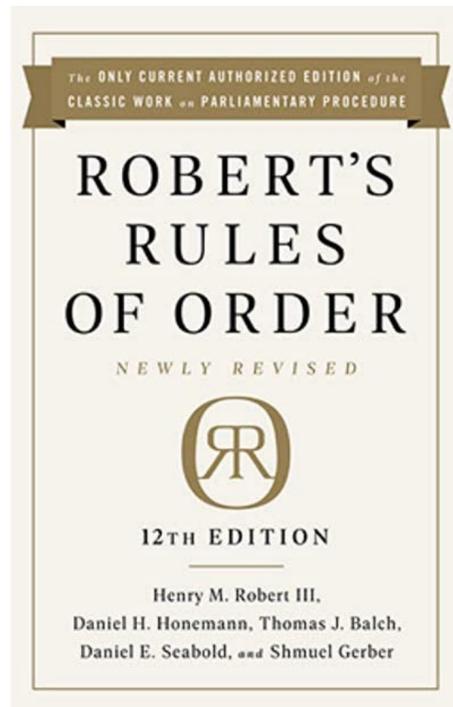
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## Introduction

This section provides information on the history and evolution of parliamentary law.

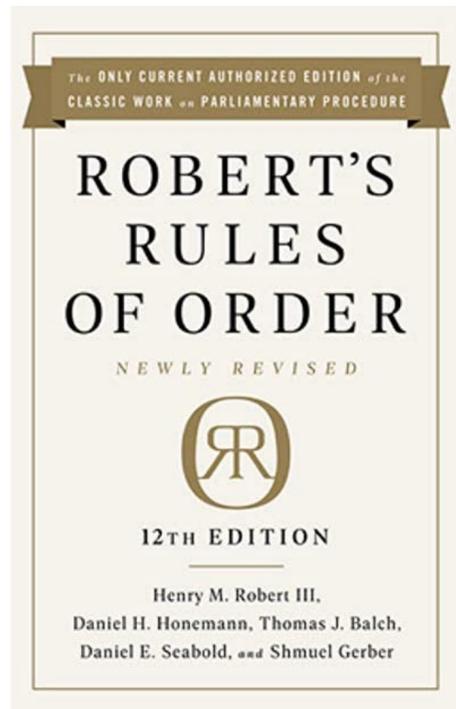
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## **Principles Underlying Parliamentary Law**

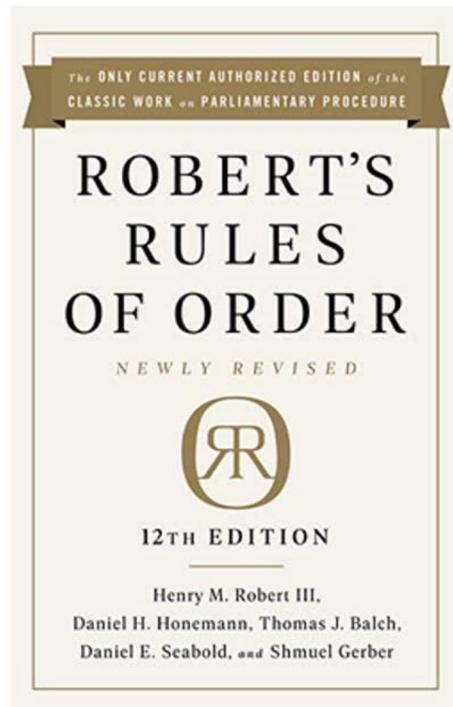
This is a valuable resource for understanding the nature of parliamentary law.

# Think in Sections

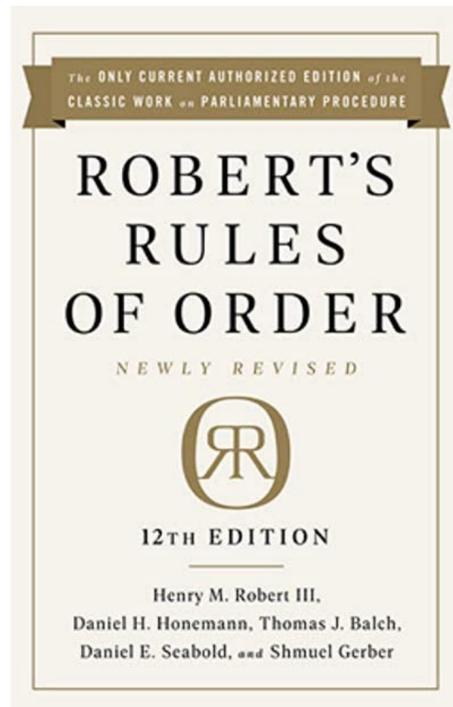


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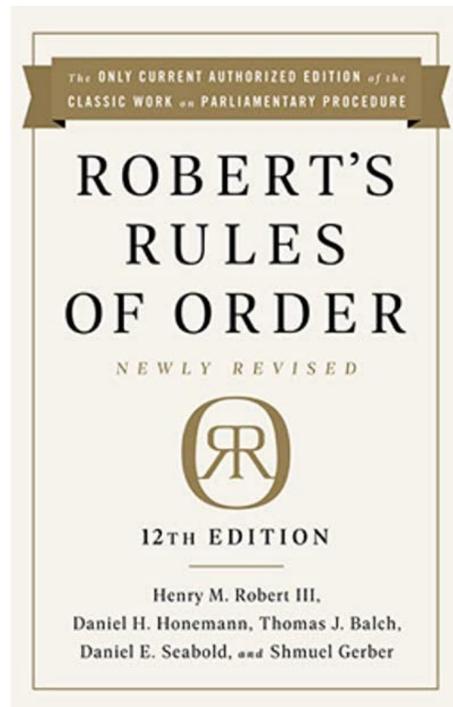
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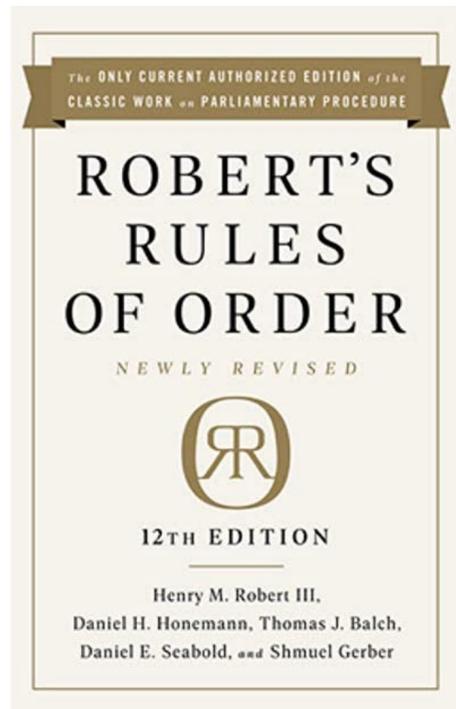


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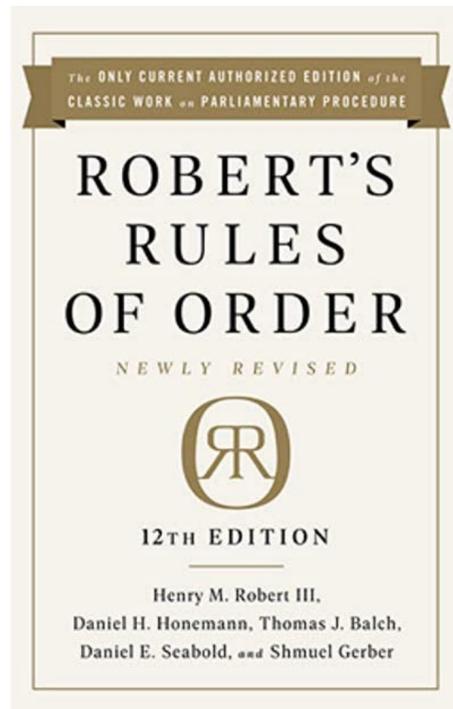
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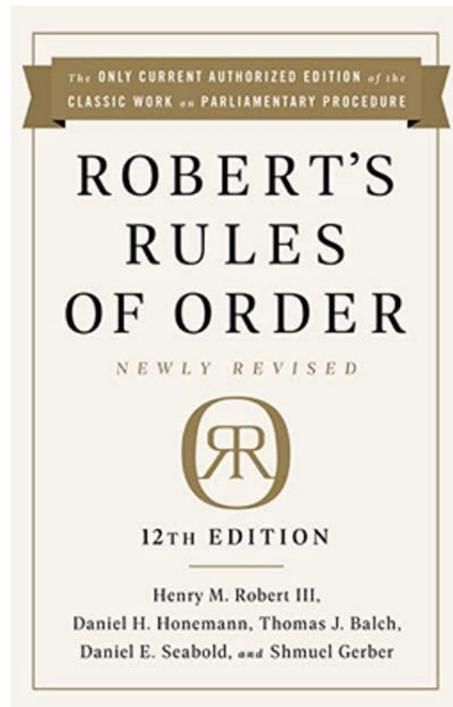


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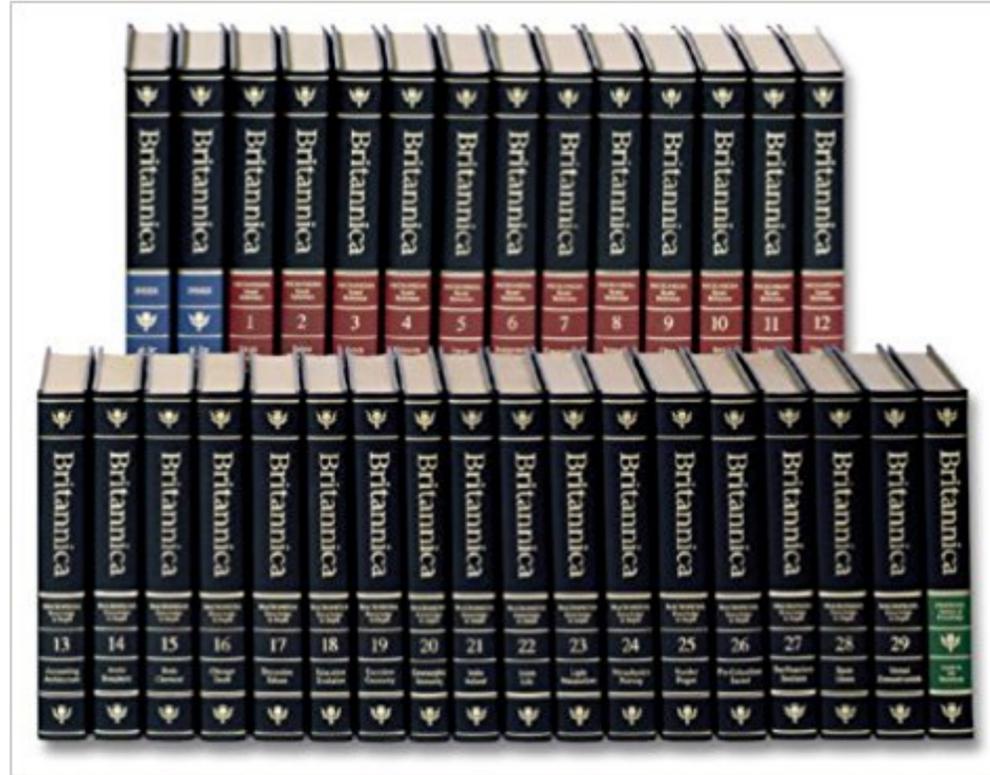
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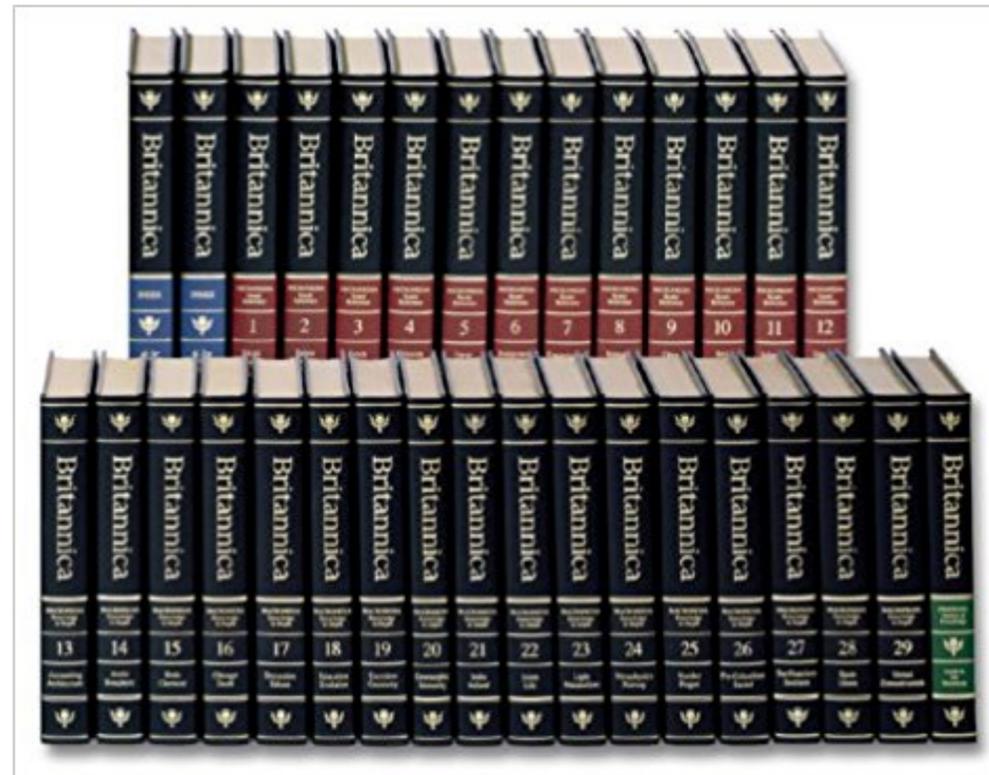
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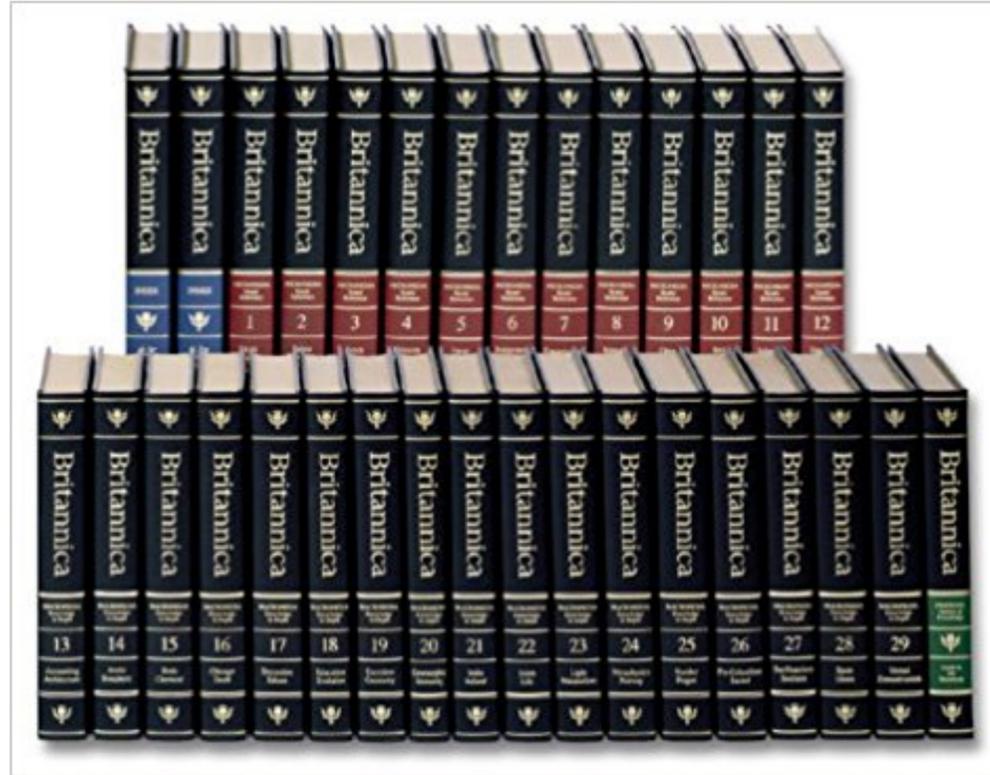
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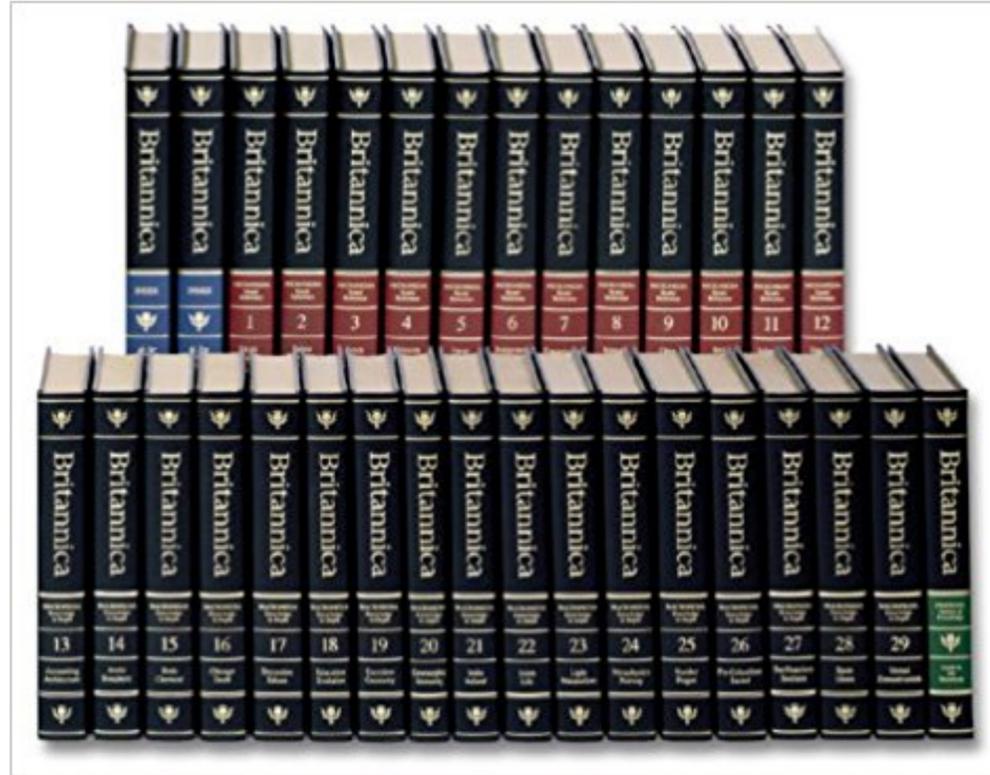
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**What is the definition of “Quorum”?**

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**RONR (11th ed.), p. 449, ll. 12-14**

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with section and paragraph numbers  
as in the following examples:

RONR (12<sup>th</sup> ed.) 12:67

RONR (12<sup>th</sup> ed.) 12:7(1)(a)

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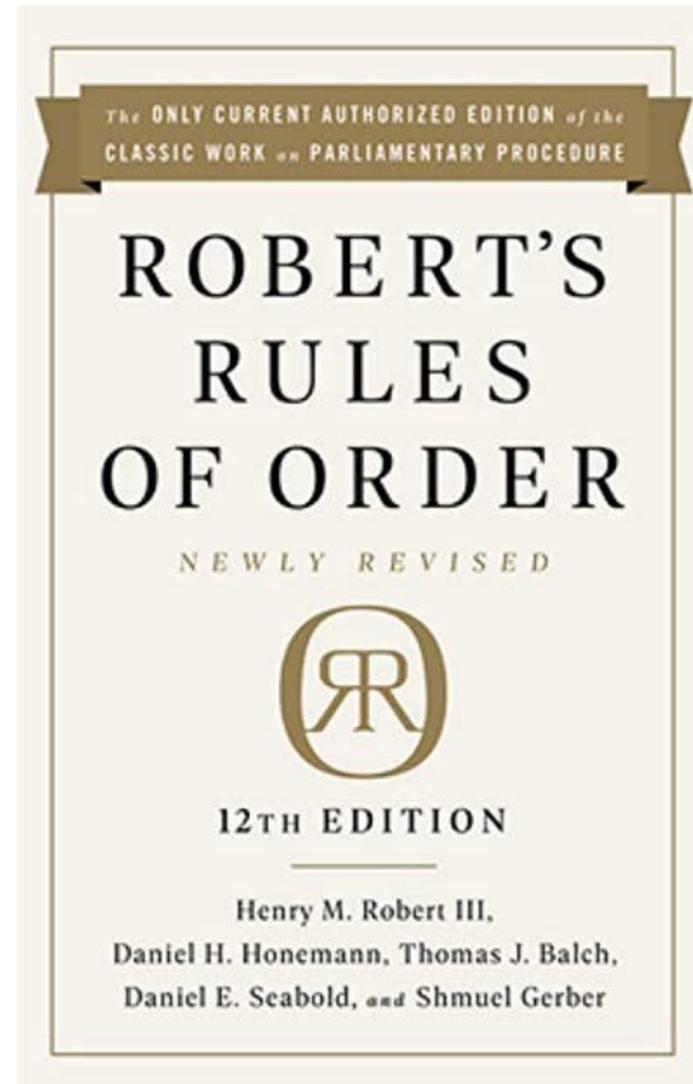
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**QUORUM**

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## Opening The Book



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XI

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## QUORUM; ORDER OF BUSINESS AND RELATED CONCEPTS

### §40. QUORUM

*40:1* As indicated in 3:3, a quorum in an assembly is the number of members (see definition, 1:4) who must be present in order that business can be validly transacted. The quorum refers to the number of members present, not to the number actually voting on a particular question.

#### Rules Pertaining to the Quorum

*40:2* **Number of Members Constituting a Quorum.** Depending on the organization and the provision it adopts in this regard, the number of members constituting a quorum may vary. As discussed below, most voluntary societies should provide for a quorum in their bylaws, but where there is no such provision, the quorum in accordance with the common parliamentary

- 3) In a body of delegates, such as a convention, the quorum is a majority of the number who have been registered as attending, irrespective of whether some may have departed. This may differ greatly from the number elected or appointed.
- 4) In any other deliberative assembly with enrolled membership whose bylaws do not specify a quorum, the quorum is a majority of all the members.

*40:3* To accomplish their work, voluntary societies that have an enrolled membership generally need a provision in their bylaws establishing a relatively small quorum—considerably less than a majority of all the members. In most such organizations, it is rarely possible to obtain the attendance of a majority of the membership at a meeting. Sometimes the specification of a quorum is based on a percentage of the membership; but such a method has the disadvantage of requiring recomputation and may lead to confusion—for example, when the secretary, or other officer who is in a position to certify as to the current number of members for purposes of the percentage calculation, is absent. There is no single number or percentage of members that will be equally suitable as a quorum in all societies. The quorum should be as large a number of members as can reasonably be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

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**40:2** **Number of Members Constituting a Quorum.** Depending on the organization and the provision it adopts in this regard, the number of members constituting a quorum may vary. As discussed below, most voluntary societies should provide for a quorum in their bylaws, but where there is no such provision, the quorum in accordance with the common parliamentary

- 3) In a body of delegates, such as a convention, the quorum is a majority of the number who have been registered as attending, irrespective of whether some may have departed. This may differ greatly from the number elected or appointed.
- 4) In any other deliberative assembly with enrolled membership whose bylaws do not specify a quorum, the quorum is a majority of all the members.

**40:3** To accomplish their work, voluntary societies that have an enrolled membership generally need a provision in their bylaws establishing a relatively small quorum—considerably less than a majority of all the members. In most such organizations, it is rarely possible to obtain the attendance of a majority of the membership at a meeting. Sometimes the specification of a quorum is based on a percentage of the membership; but such a method has the disadvantage of requiring recomputation and may lead to confusion—for example, when the secretary, or other officer who is in a position to certify as to the current number of members for purposes of the percentage calculation, is absent. There is no single number or percentage of members that will be equally suitable as a quorum in all societies. The quorum should be as large a number of members as can reasonably be depended on to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

**40:4** **Note on Procedure in Changing the Quorum Provision in Bylaws.** If it becomes necessary to change the quorum provision in a society's bylaws, care should be taken, because if the rule is struck out first, the quorum will instantly become a majority of the members present at that time.

CHAPTER  
XI

QUORUM; ORDER OF BUSINESS  
AND RELATED CONCEPTS

§40. QUORUM

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Section 3: Basic Provisions and Procedures

Section 4: The Handling of a Motion

Section 5: Basic Classifications; Order of Precedence of Motions

Section 6: Description of Classes and Individual Motions

Section 7: Standard Descriptive Characteristics of Motions

Section 8: Meeting, Session, Recess, Adjournment

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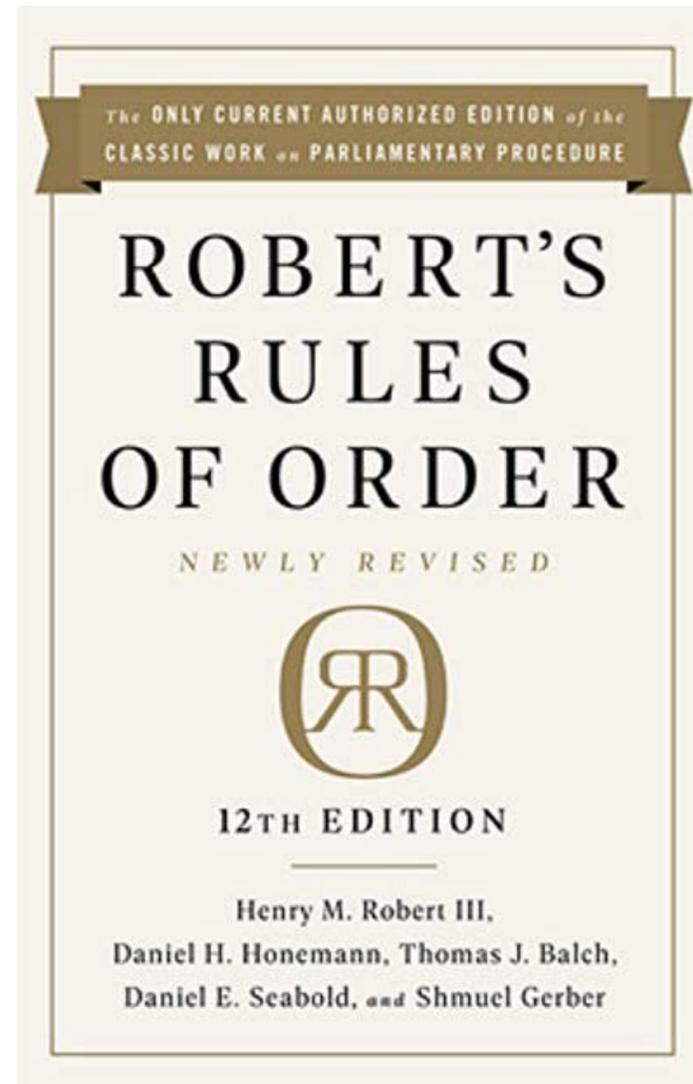
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## Opening The Book



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## §9. PARTICULAR TYPES OF BUSINESS MEETINGS

### Regular Meeting

9:1 The term *regular meeting* (or *stated meeting*) refers to the periodic business meeting of a permanent society, local branch, or board, held at weekly, monthly, quarterly, or similar intervals, for which the day (as, “the first Tuesday of each month”) should be prescribed by the bylaws and the hour and place should be fixed by a standing rule.

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9:9 If two consecutive regular business sessions are separated by *no more than a quarterly time interval*, then—provided that there is no specified portion of the membership whose term expires before the start of the later session—there are several ways in which business can go over from the earlier session to the later one:<sup>3</sup>

- 1) by being postponed to, or otherwise set as a general or special order for, the later session (see **14**, **41**);
- 2) by being laid on the table (**17**) at the earlier session and not taken from the table (**34**) before that session adjourns;
- 3) by going over to the later session as unfinished business or as an unfinished special order (see 21:7(b), 41:18–23);
- 4) by being the subject of a motion to *Reconsider* (**37**) that is not finally disposed of at the earlier session; and
- 5) by being referred to a committee (**13**) that can report at the later session.

9:10 The only way for business to be carried over directly from one session to some later regular session *beyond* the next regular business session is by being referred to a committee that will report at that later session.

9:11 When a question is carried over from one session to another by any of the above processes, it remains *within the control of the assembly* as a question that has been *temporarily, but not finally, disposed of*.

9:12 Any business that falls within the objects of the society as defined in its bylaws (or, in the case of a board, any business within the authority of the board) can be transacted at any

regular meeting (provided that the parliamentary rules relating to action already taken, or to matters not finally disposed of and remaining within the control of the assembly, are complied with in cases where they apply; compare 10:26–27; see also **35** and **38**).

### Special Meeting

9:13 A *special meeting* (or *called meeting*) is a separate session of a society held at a time different from that of any regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. Notice of the time, place, and purpose of the meeting, clearly and specifically describing the subject matter of the motions or items of business to be brought up, must be sent to all members a reasonable number of days in advance. The reason for special meetings is to deal with matters that may arise between regular meetings and that require action by the society before the next regular meeting, or to dedicate an entire session to one or more particular matters.<sup>4</sup> As in the case of a regular meeting, the session of a special meeting in an ordinary society is normally concluded in a single meeting, unless the assembly at the special meeting schedules an adjourned meeting (see below).

9:14 Special meetings can properly be called only (a) as authorized in the bylaws (see 56:36); or (b) when authorized by the assembly itself, as part of formal disciplinary procedures, for purposes of conducting a trial and determining a punishment (see 63:21n9). A section of the bylaws that authorizes the calling of special meetings should prescribe:

- 1) by whom such a meeting is to be called—which provision

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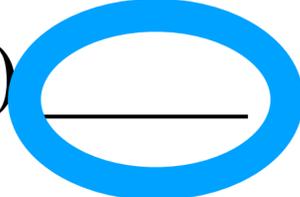
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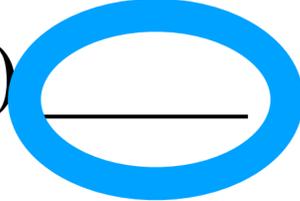
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**Can a Motion Included in the Call of a Special Meeting be Amended at the Special Meeting?**

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9:16 The requirement that business transacted at a special meeting be specified in the call should not be confused with a requirement that previous notice of a motion be given. Although the call of a special meeting must state the purpose of the meeting, it need not give the exact content of individual motions that will be considered. When a main motion related to business specified in the call of a special meeting is pending, it is as fully open to germane amendment as if it had been moved at a regular meeting.

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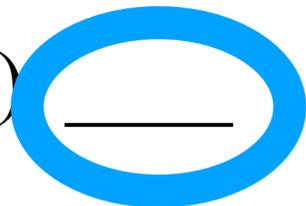
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**Can a Nonmember Second a Motion?**

# Find It!

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### **The Basics**

Section 1: The Deliberative Assembly

Section 2: Rules of an Assembly or Organization

Section 3: Basic Provisions and Procedures

Section 4: The Handling of a Motion

Section 5: Basic Classifications; Order of Precedence of Motions

Section 6: Description of Classes and Individual Motions

Section 7: Standard Descriptive Characteristics of Motions

Section 8: Meeting, Session, Recess, Adjournment

Section 9: Particular Types of Business Meetings

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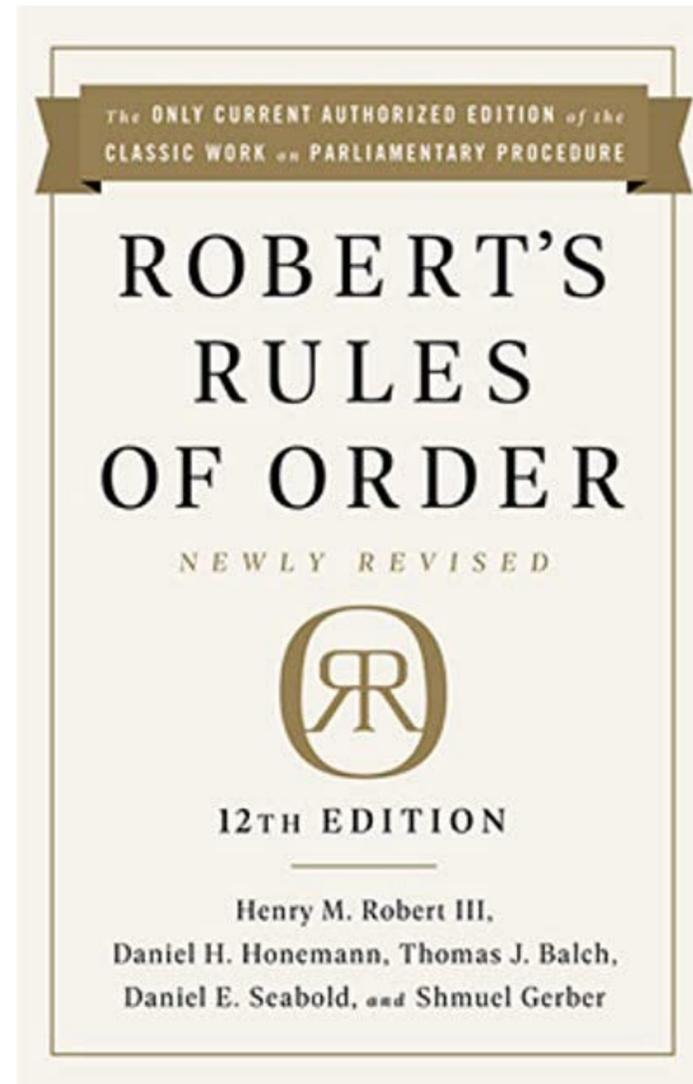
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## Opening The Book



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3:34 A member cannot rise for the purpose of claiming *preference in being recognized* (as this right is called in all of the above cases) after the chair has recognized another member. If at any time the chair makes a mistake, however, and assigns the floor to the wrong person—when preference in recognition was timely claimed or in any other case—his attention can be called to it by raising a *Point of Order* (23), and he must immediately correct the error.

3:35 The preceding rules usually are adequate for assigning the floor in most business meetings. In great assemblies or conventions, or in bodies that must handle a heavy agenda or complex issues, additional situations often occur where the best interests of the assembly require the floor to be assigned to a claimant who was not the first to rise and address the chair. (For the rules governing these cases, see 42.)

## §4. THE HANDLING OF A MOTION

4:1 The handling of a motion varies in certain details according to conditions. In the ordinary case, especially under new business, there are six essential steps—three by which the motion is *brought before the assembly*, and three in the *consideration* of the motion.

### How a Motion Is Brought Before the Assembly

4:2 The three steps by which a motion is normally brought before the assembly are as follows:

1) A member *makes* the motion. (The words *move* and *offer*

also refer to this step. A person is said to “make a motion,” but he uses the word “move” when he does so. He is also said “to move” a particular proposal, as in “to move a postponement.”)

2) Another member *seconds* the motion.

3) The chair *states the question on the motion*. (The step of stating the question on the motion should not be confused with *putting the question*, which takes place later and means putting the motion to a vote.)

4:3 Neither the making nor the seconding of a motion places it before the assembly; only the chair can do that, by the third step (stating the question). When the chair has stated the question, the motion is *pending*, that is, “on the floor.” It is then open to debate (if it is a main motion or one of several other *debatable* parliamentary motions, which are described in later chapters). If the assembly decides to do what a motion proposes, it *adopts* the motion, or the motion is *carried*; if the assembly expressly decides against doing what the motion proposes, the motion is *lost*, or *rejected*.

4:4 **Making a Motion.** To make a main motion, a member must obtain the floor, as explained above, when no other question is pending and when business of the kind represented by the motion is in order. The member then makes his motion, in simple cases by saying, “I move that ... [announcing what he proposes in a wording intended to become the assembly’s official statement of the action taken].” For more important or complex questions, or when greater formality is desired, he presents the motion in the form of a *resolution*. The usual wording then is, “I move the adoption of the following resolution: ‘*Resolved*, That ...’”; or, “I offer the following resolution: ‘*Resolved*, That ...’” (For additional information on the proper form for main motions and resolutions, see 10.)

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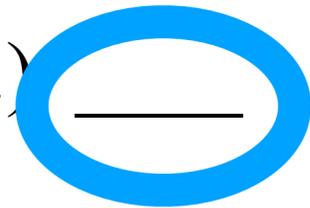
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RONR (12th ed.) 4:9

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**Can You Speak Against Your Own Motion?**

# Find It!

## Can You Speak Against Your Own Motion?

### Specifics

Section 38: Renewal of Motions

Section 39: Dilatory and Improper Motions

Section 40: Quorum

Section 41: Order of Business; Orders of the Day; Agenda or Program

Section 42: Rules Governing Assignment of the Floor

Section 43: Rules Governing Debate

Section 44: Bases for Determining a Voting Result

Section 45: Voting Procedure

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**Can You Speak Against Your Own Motion?**

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**Can You Speak Against Your Own Motion?**

Let's Work A Little Harder

# Find It!

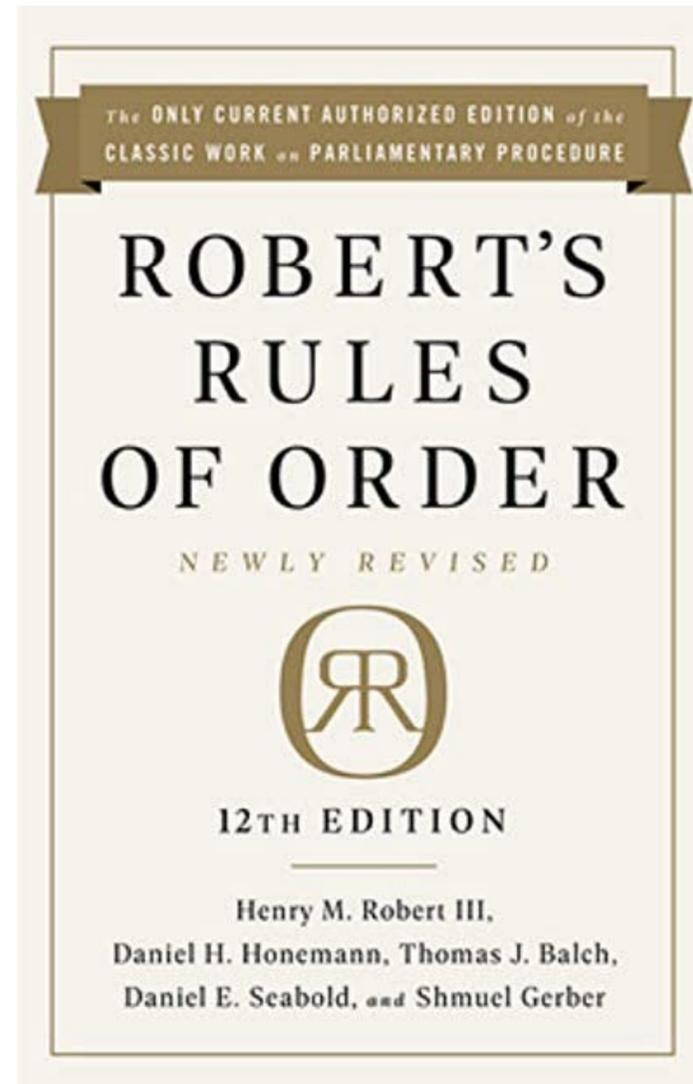
**Can You Speak Against Your Own Motion?**

Let's Work A Little Harder

Scan Headings

# Find It!

## Opening The Book



42:17 If ushers are equipped with hand microphones and a microphone is carried to each member who is recognized, the standard rules in 42:6 can be followed.

### Interruption of a Member Assigned the Floor

42:18 When a member has been assigned the floor and has begun to speak—unless he begins to discuss a subject when no motion is pending or speaks longer in debate than the rules of the assembly allow—he cannot be interrupted by another member or by the chair except for one of the following purposes, and then only when the urgency of the situation justifies it:

- a) a *Call for the Orders of the Day* (**18**) when they are not being conformed to,
  - b) the raising of a question of privilege (**19**),
  - c) a *Point of Order* or the calling of the member who has the floor to order (**23**, **61**)—or the chair's calling this member's attention to the fact that he is failing to observe the rules of speaking (61:10–11),
  - d) a call for a separate vote on one or more of a set of independent resolutions on different subjects, or a divisible set of amendments, that have been offered by a single motion (10:25, 12:14, 27:10–11),
  - e) a request or inquiry (**32**, **33**) that requires an immediate response;
- or, in certain special circumstances, these additional purposes:
- f) an *Appeal* (**24**),
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42:19 After a member has been assigned the floor but before he has begun to speak, it is in order to take any of the steps listed above, and also, if there may be no other opportunity, to rise for the purpose of:

- a) giving notice of intent to introduce a motion requiring such notice (10:44–50); or

b) making a motion to *Reconsider* (**37**) or to *Reconsider and Enter on the Minutes* (37:46–52).

42:20 If an interruption occurs for any of the reasons listed above, the member who had the floor does not lose it, although he takes his seat while the interrupting matter is being attended to. As soon as the interruption has been disposed of, the chair directs him to rise and proceed by saying, for example, “Mr. Lewis has the floor.”

42:21 If a member presenting a committee report or other document to the assembly hands it to the secretary or a reading clerk to be read, the member does not thereby yield the floor, but has it again when the reading is finished.

42:22 When a member has risen to claim the floor or has been assigned the floor, it is out of order for another to call out a motion to adjourn, or a motion to lay the pending question on the table. If someone does so, or if calls of “Question!” are made, it is the duty of the chair to obtain order and protect the rights of the member who is entitled to the floor.

## §43. RULES GOVERNING DEBATE

43:1 *Debate*, rightly understood, is an essential element in the making of rational decisions of consequence by intelligent people. In a deliberative assembly, this term applies to discussion on the merits of a pending question—that is, whether the proposal under consideration should, or should not, be agreed to. That the right of debate is inherent in such an assembly is implied by the word *deliberative*.

43:2 Debatability is a characteristic of all main motions and of certain other motions, depending on the parliamentary function they serve, according to principles summarized at the end of this section; and from such principles are derived the specific rules stated under Standard Characteristic 5 in **11–37**.

43:3 While the amount of debate on a motion in actual practice will depend on such factors as its importance, how strongly it is contested, etc., every member of the assembly has the right to

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speak to every debatable motion before it is finally acted upon; and subject only to general limitations on debate established by parliamentary law or the rules of the body as explained below, this right cannot be interfered with except by a two-thirds vote.

### Summary of Procedures Incident to Debate

43:4 Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated. As explained in **3** and **4**, the motion must be made by a member who has obtained the floor while no question is pending (or while the motion is in order, if it is not a main motion), after which it must be seconded by another member (unless it is made by direction of a board or committee), and must be stated by the chair. The chair may conclude his statement of the question on the debatable motion by asking, “Are you ready for the question?” or, less formally, “Is there any debate?” Alternatively, he may simply pause and turn toward the maker of the motion to see if he desires the floor first in debate. After the maker of the motion has had the opportunity to speak first if he wishes, other members can rise and address the chair to claim the floor for the purpose of debate, as explained in 3:30ff. and **42**.

43:5 While debate is in progress, amendments or other secondary (subsidiary, privileged, or incidental) motions can be introduced and disposed of—and can be debated in the process, if they are debatable—as explained in 10:31–35. A member may both speak in debate and conclude by offering a secondary motion, which is a particular application of the principle that a member having been recognized for *any* legitimate purpose has the floor for *all* legitimate purposes.

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### Modification of General Limits of Debate

43:14 The general rules limiting the length and number of speeches in debate that are stated above can be modified to serve the assembly's needs as follows:

43:15 **Adopting a Special Rule.** The rule allowing each member two speeches of ten minutes' length per day on each debatable

5. Thus a member who has exhausted the number of speeches permitted him on a main motion may still seek recognition to move its referral or amendment, for example. In such a case the chair grants limited recognition by saying, "The member has exhausted his right to debate. For what purpose does he rise?"

43:9 When a member's time is exhausted, the chair rises and—if the member does not immediately conclude his remarks—calls his attention to the fact by an appropriate signal, or by interrupting him if necessary. The chair may appoint timekeepers to provide assistance in fulfilling this responsibility. If it appears that a minute more will afford sufficient time for the member to conclude more gracefully, the chair can ask unanimous consent to extend the member's time for a short period, or any member can do so.

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# Find It!

**Can You Speak Against Your Own Motion?**

# Find It!

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**No.**

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RONR (12th ed.) \_\_\_\_\_

# Find It!

**Can You Speak Against Your Own Motion?**

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RONR (12th ed.) 43:25

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REFRAINING FROM SPEAKING AGAINST ONE'S  
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# Sections of Motions

In sections 10 through 37 of *Robert's Rules of Order Newly Revised 12th Edition*, each section covers a specific motion.

# Sections of Motions

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Section 10: Main Motion

## Subsidiary Motions:

Section 11: Postpone Indefinitely

Section 12: Amend

Section 13: Commit or Refer

Section 14: Postpone to a Certain Time (or Definitely)

Section 15: Limit or Extend Limits of Debate

Section 16: Previous Question

Section 17: Lay on the Table

# Sections of Motions

## Privileged Motions:

Section 18: Call for the Orders of the Day

Section 19: Raise a Question of Privilege

Section 20: Recess

Section 21: Adjourn

Section 22: Fix the Time to which to Adjourn

# Sections of Motions

## Incidental Motions:

Section 23: Point of Order

Section 24: Appeal

Section 25: Suspend the Rules

Section 26: Objection to the Consideration of a Question

Section 27: Division of a Question

Section 28: Consideration by Paragraph or Seriatim

Section 29: Division of the Assembly

Section 30: Motions Relating to Methods of Voting and the Polls

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# Sections of Motions

## Motions that Bring a Question Again Before the Assembly:

Section 34: Take from the Table

Section 35: Rescind/Amend Something Previously Adopted

Section 36: Discharge a Committee

Section 37: Reconsider

# Standard Descriptive Characteristics

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2. Application
3. In order when another has the floor
4. Requires a Second
5. Debatable
6. Amendable
7. Vote Requirement
8. Reconsider

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Pronounced pree-SEED-n's RONR (12th ed.) 8:2n1

# Precedence

Precedence

Main Motion

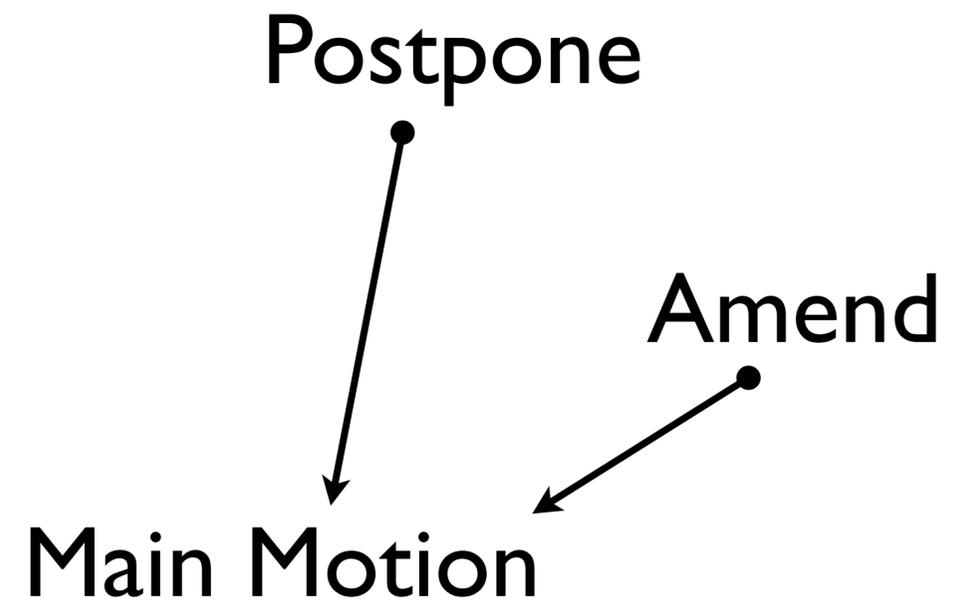
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Postpone

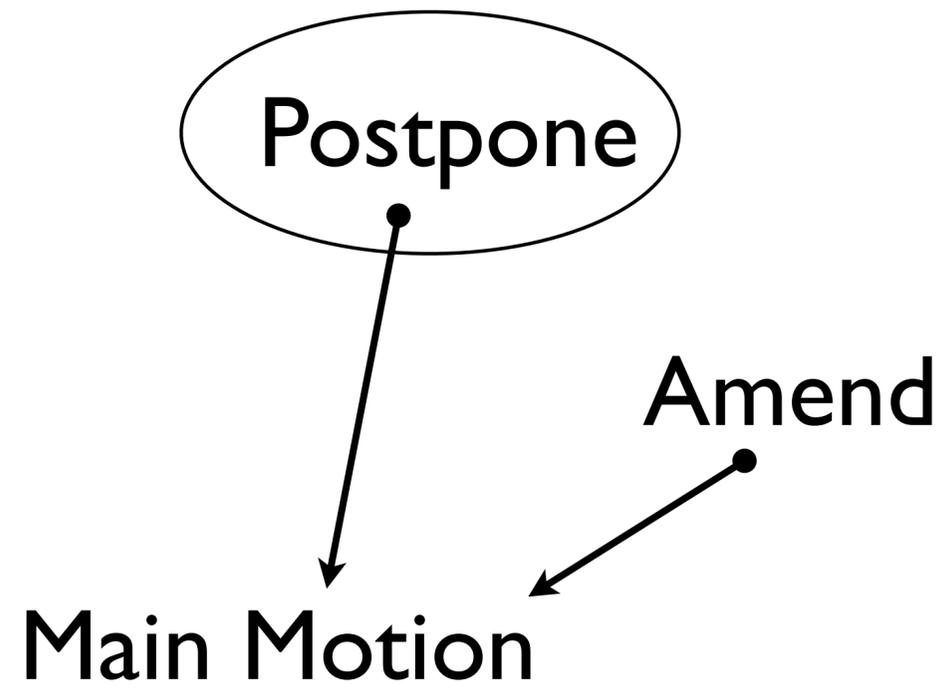


Main Motion

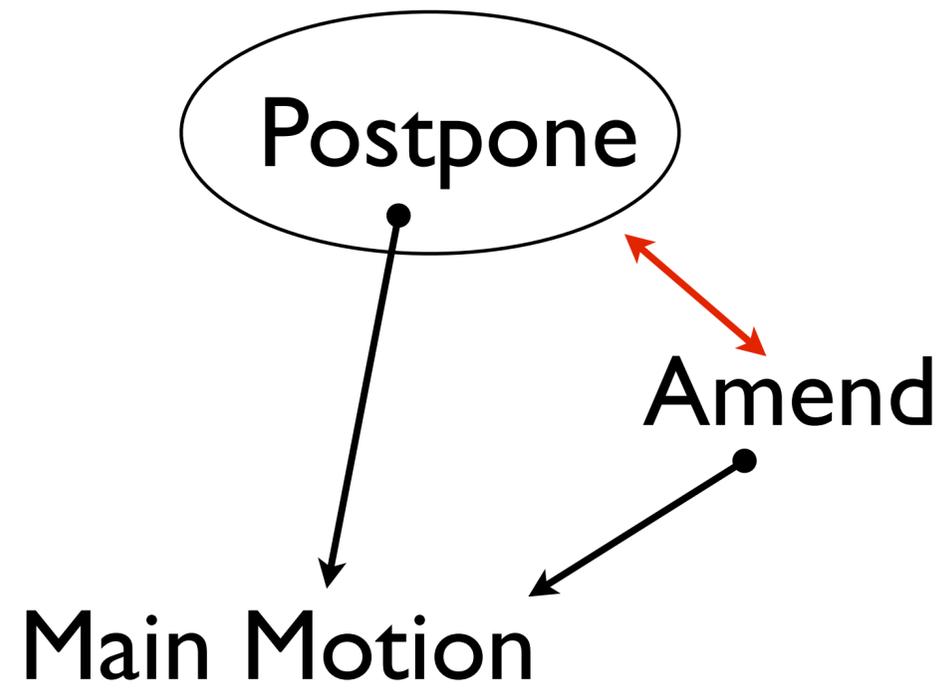
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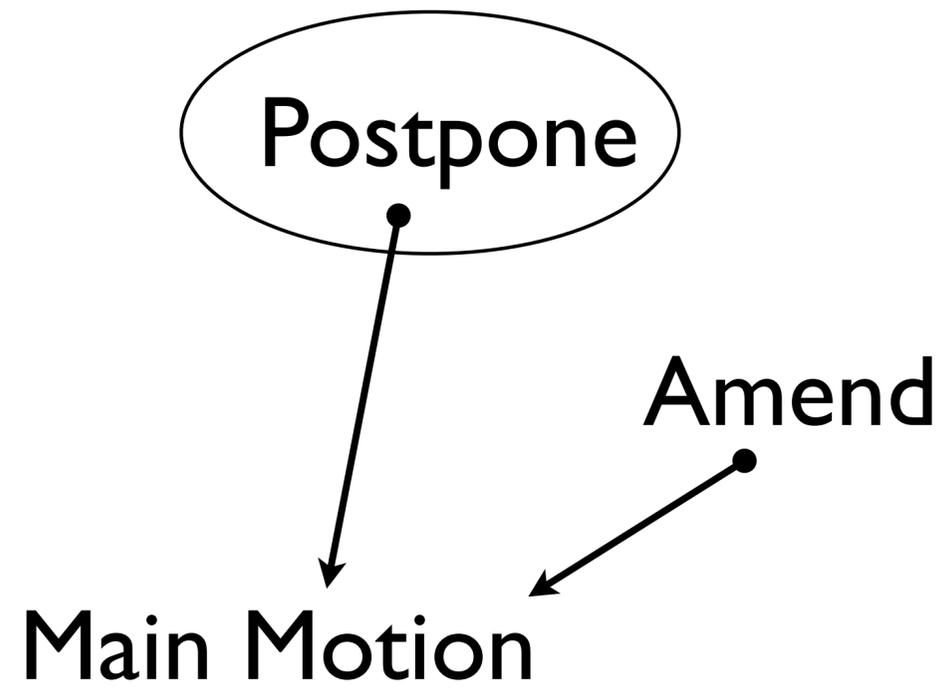
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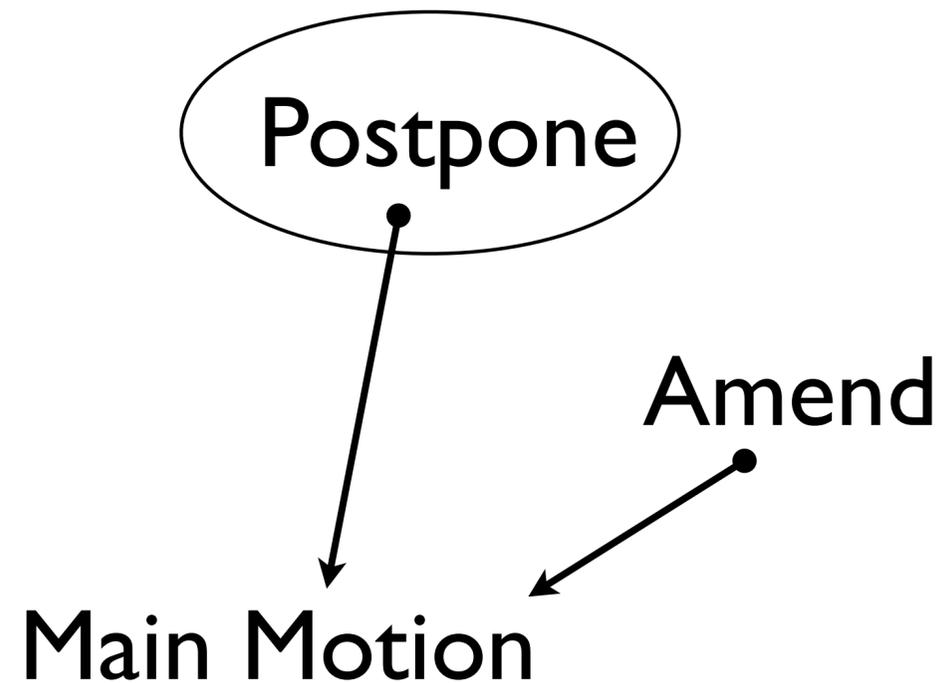
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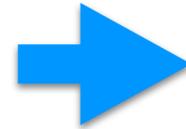
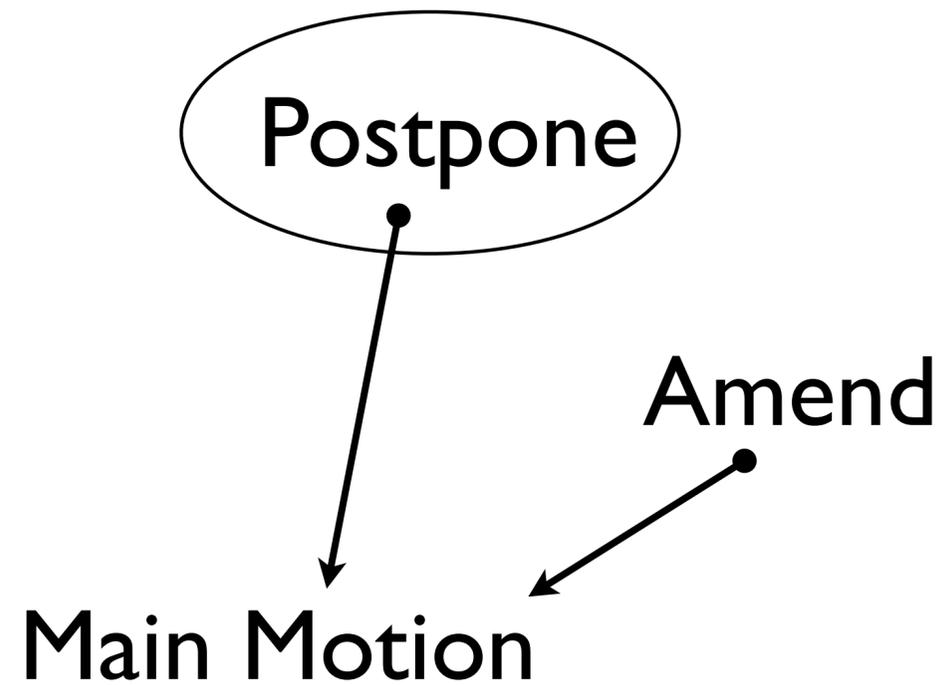
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## Rank of Motions

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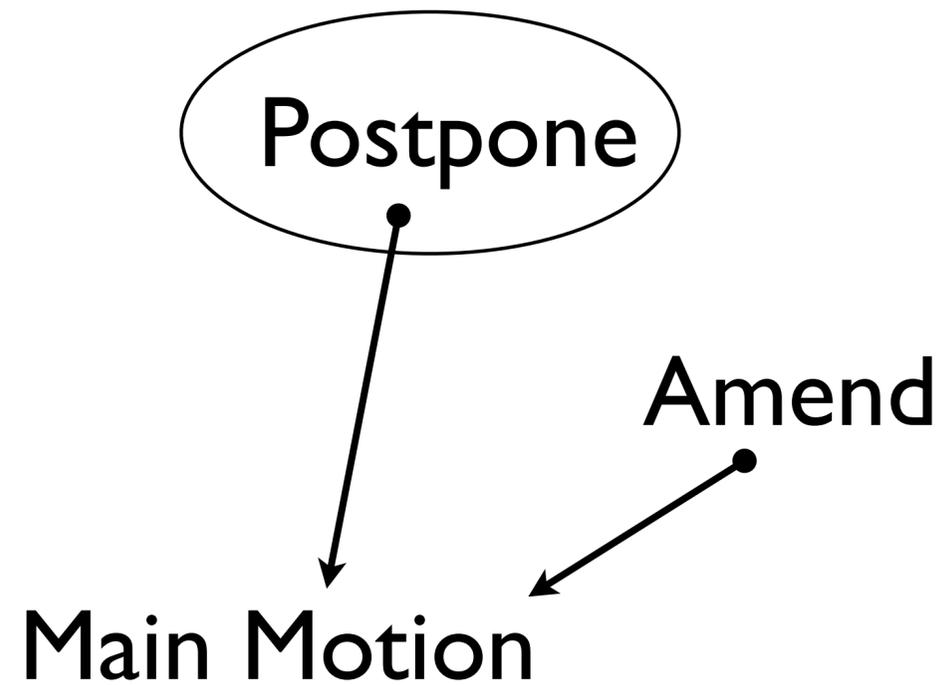
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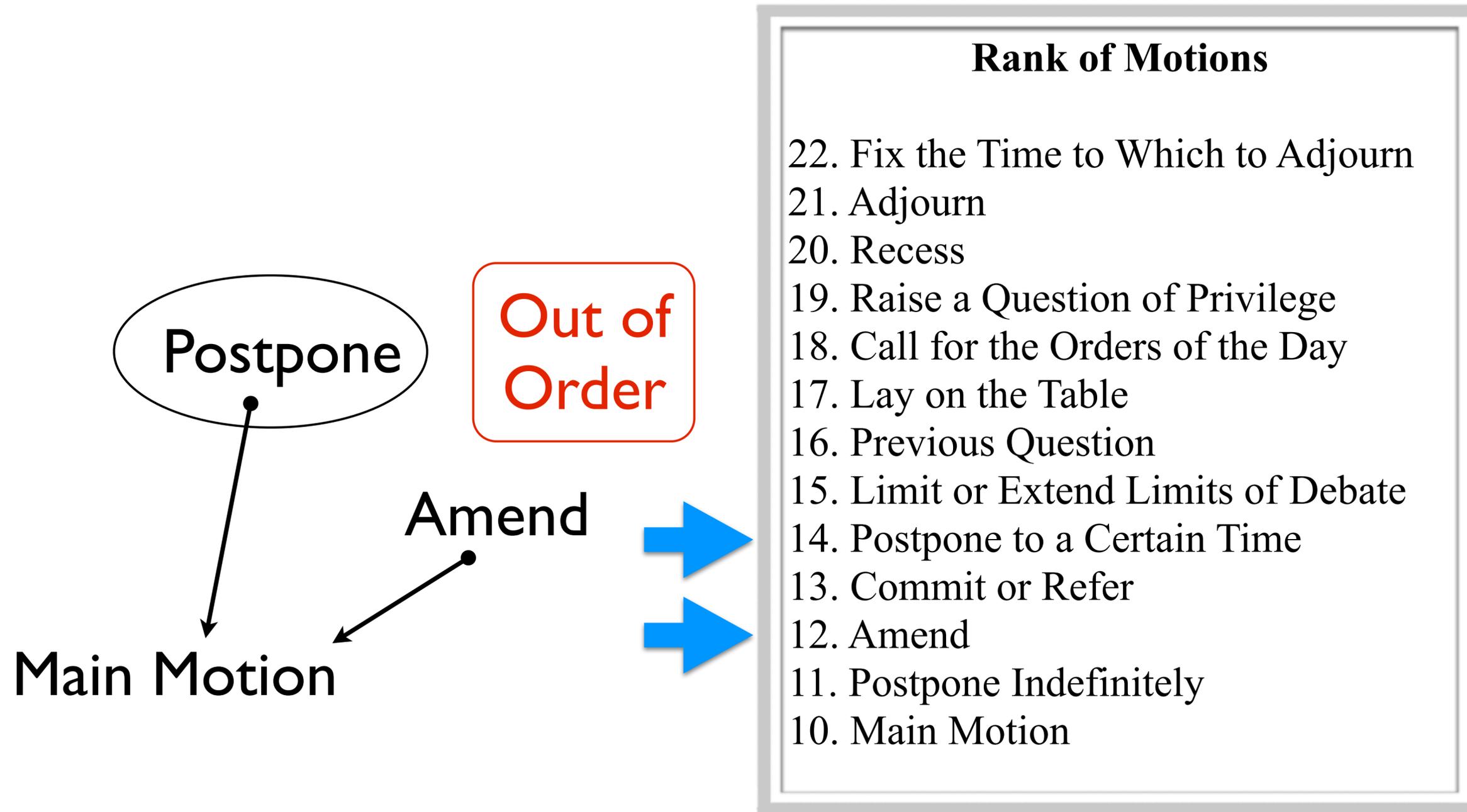
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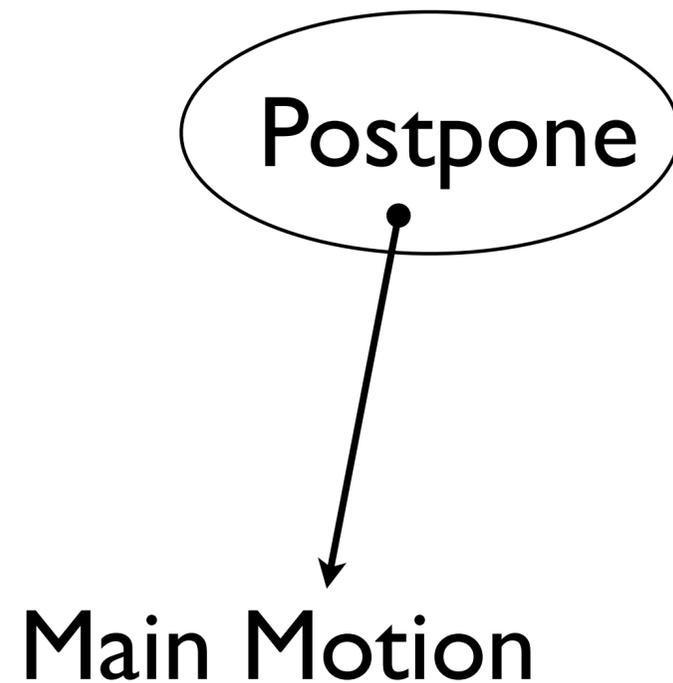
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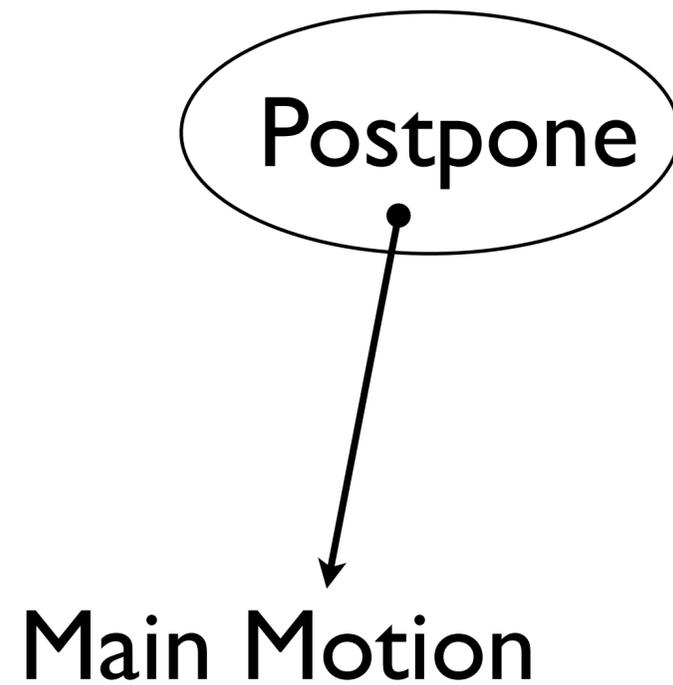


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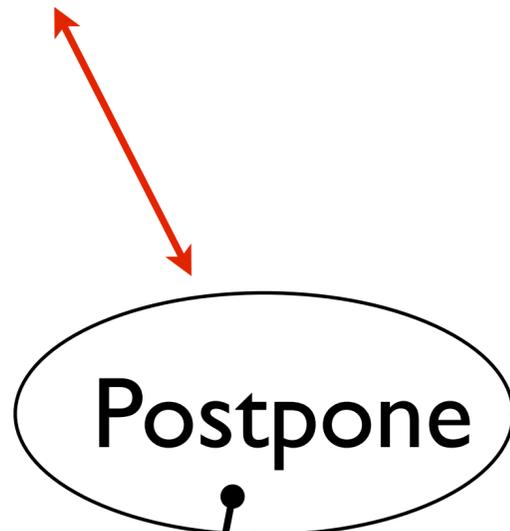
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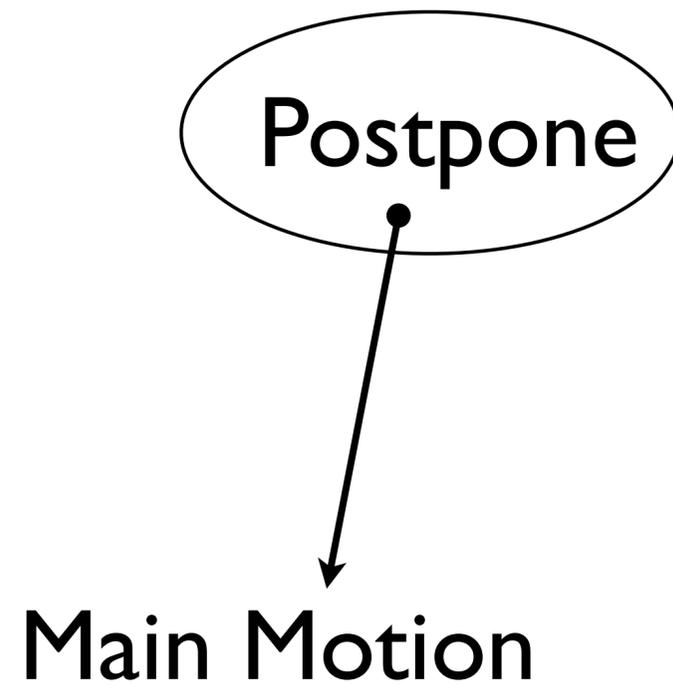
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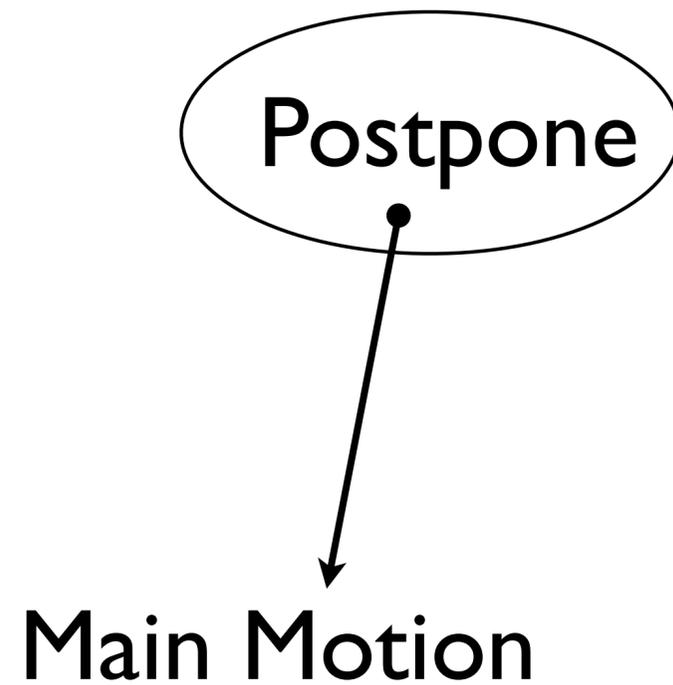


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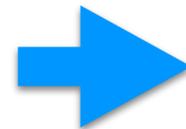
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In  
Order

Postpone

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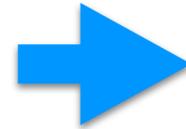
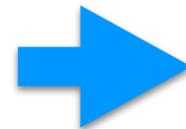
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**Find it in the Book**

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# Find it in the Book

Is the motion to **Fix the Time to Which to Adjourn** debatable?

- a. Yes
- b. No

# Sections of Motions

## Privileged Motions:

Section 18: Call for the Orders of the Day

Section 19: Raise a Question of Privilege

Section 20: Recess

Section 21: Adjourn

Section 22: Fix the Time to which to Adjourn

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Section 18: Call for the Orders of the Day

Section 19: Raise a Question of Privilege

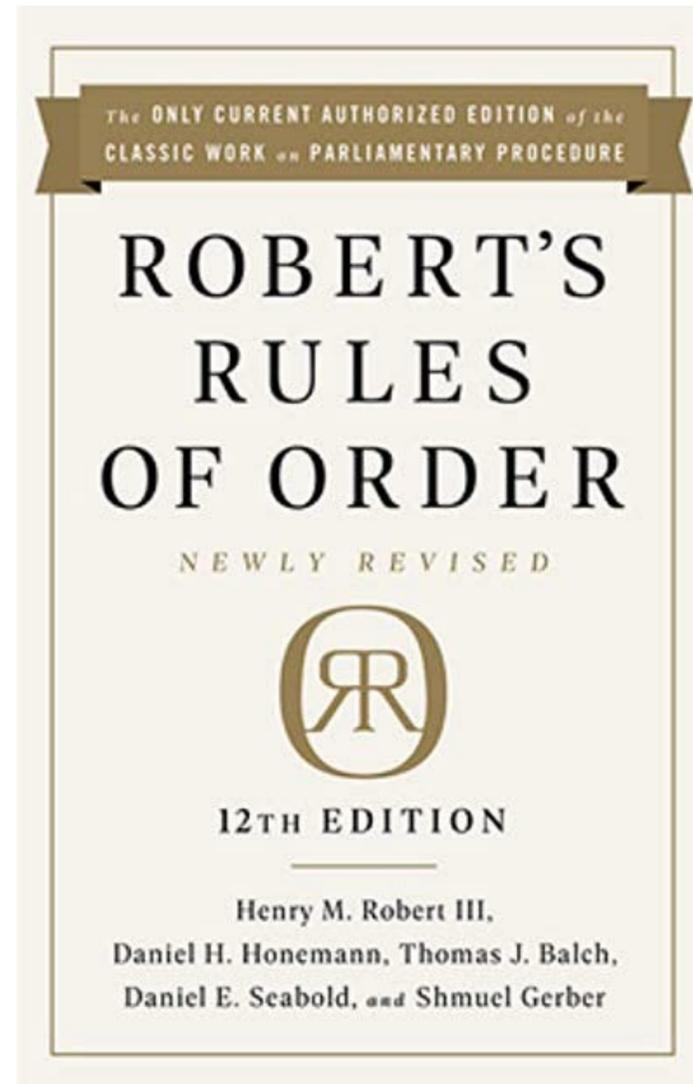
Section 20: Recess

Section 21: Adjourn

Section 22: Fix the Time to which to Adjourn

# Find It!

## Opening The Book



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Is the motion to **Fix the Time to Which to Adjourn** debatable?

- a. Yes
- b. No

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RONR (12th ed.) 22:6(5)

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RONR (12th ed.) 22:6(5)

# Find it in the Book

When debating the motion **Commit**, can debate extend to the merits of the main question?

- a. Yes
- b. No

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## Subsidiary Motions:

Section 11: Postpone Indefinitely

Section 12: Amend

**Section 13: Commit or Refer**

Section 14: Postpone to a Certain Time (or Definitely)

Section 15: Limit or Extend Limits of Debate

Section 16: Previous Question

Section 17: Lay on the Table

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Section 13: Commit or Refer

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## Section 13: Commit or Refer

### Standard Descriptive Characteristics

- |  |                     |
|--|---------------------|
| 1. Precedence                          | 5. <b>Debatable</b> |
| 2. Application                         | 6. Amendable        |
| 3. In order when another has the floor | 7. Vote Requirement |
| 4. Requires a Second                   | 8. Reconsider       |

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RONR (12th ed.) 13:\_\_\_(5)

# Find it in the Book

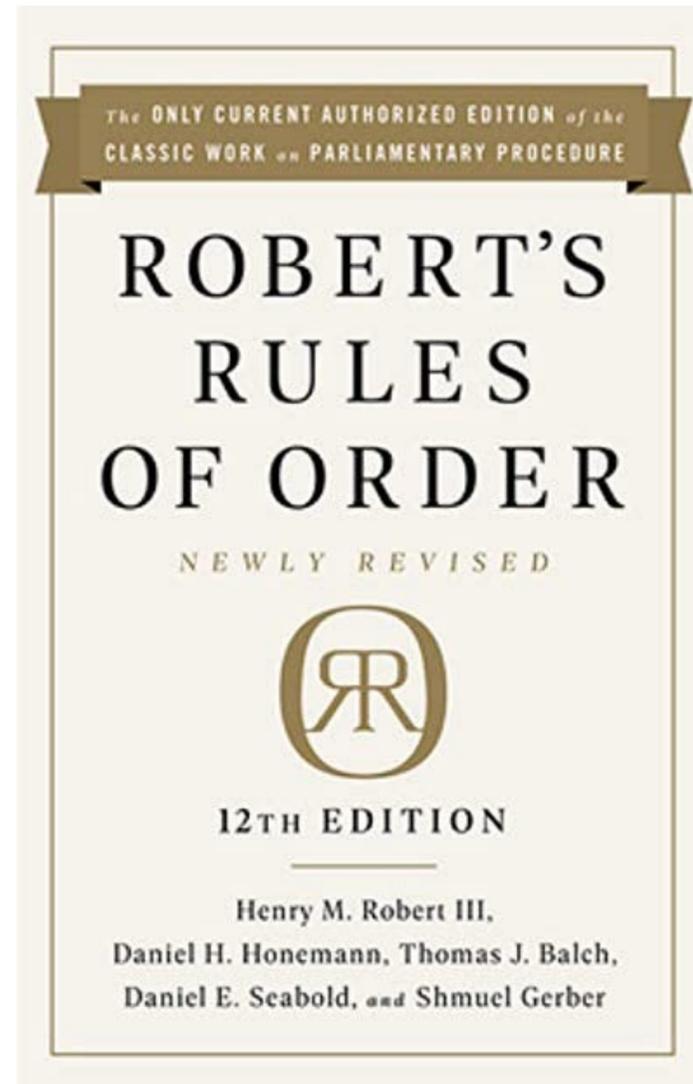
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RONR (12th ed.) 13:\_\_\_(5)

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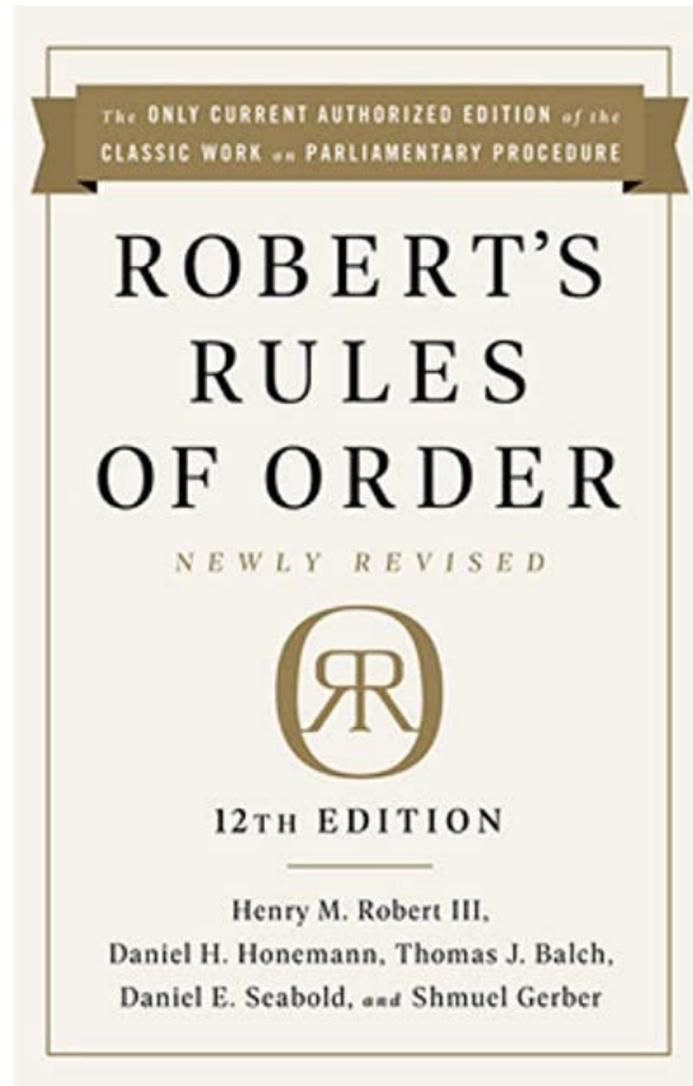
## Opening The Book



# Find It!

## Opening The Book

**Find It  
On Your Own**



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RONR (12th ed.) 13:\_\_\_(5)

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“Is debatable. The debate can extend only to the desirability of committing the main question and to the appropriate details of the motion to *Commit*, as explained below, however, and not to the merits of the main question.”

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RONR (12th ed.) 13:7(5)

# Find it in the Book

What is the vote requirement to **Amend** a pending motion?

- a. Majority vote
- b. Two-thirds vote
- c. It depends on the motion being amended

# Find it in the Book

## Subsidiary Motions:

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Section 12: Amend

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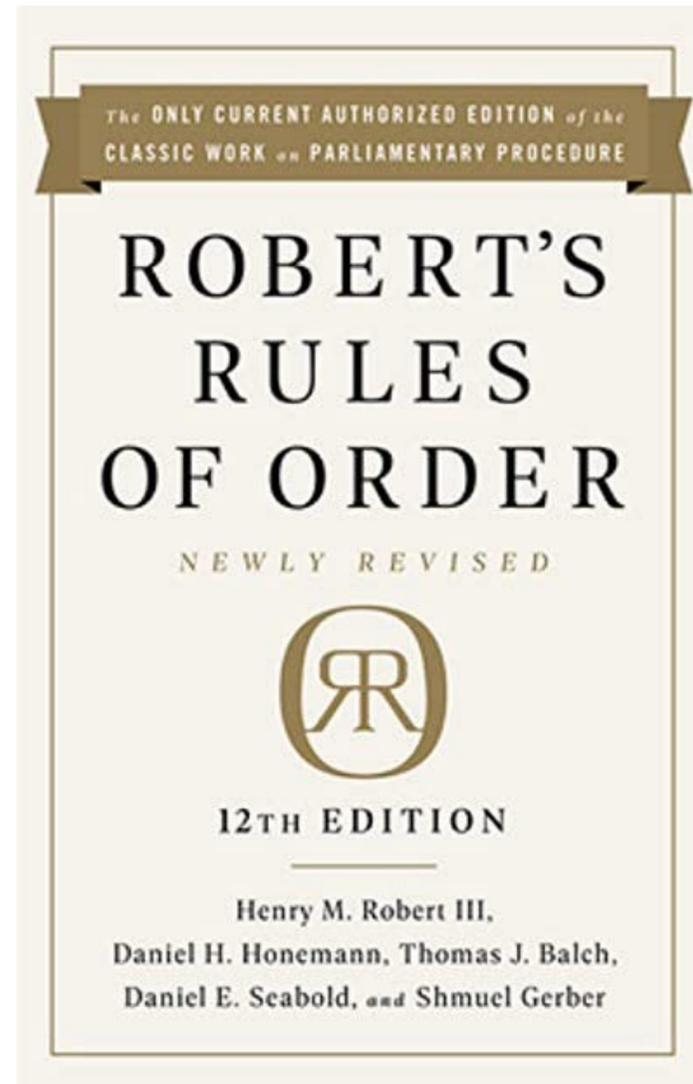
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### Standard Descriptive Characteristics

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| 1. Precedence                          | 5. Debatable               |
| 2. Application                         | 6. Amendable               |
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| 4. Requires a Second                   | 8. Reconsider              |

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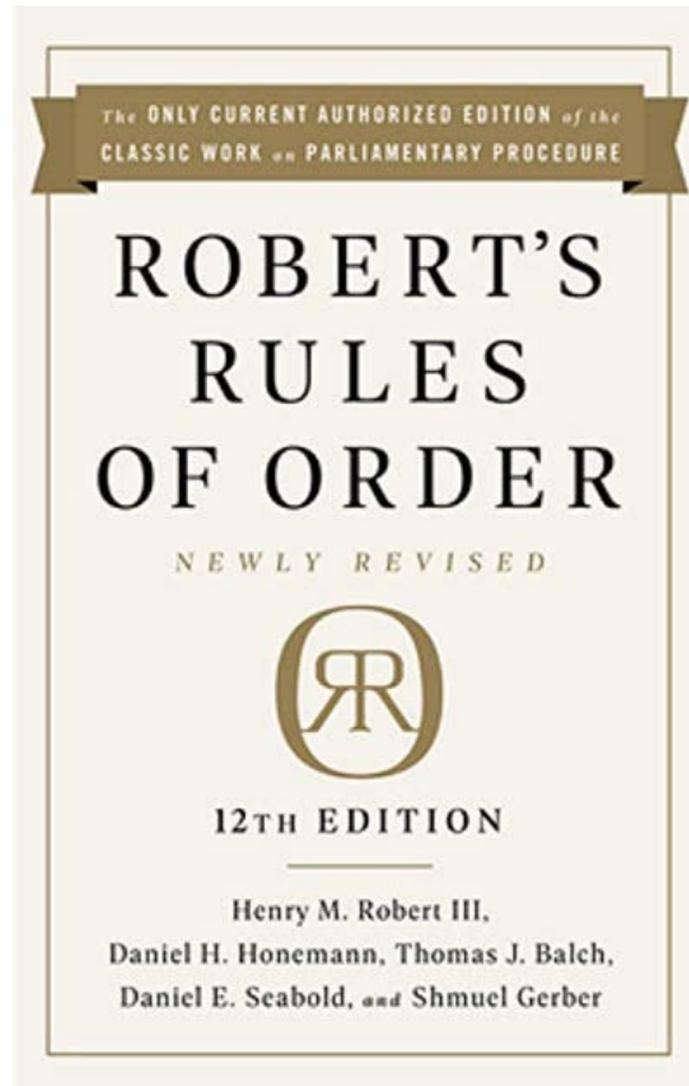
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What is the vote requirement to **Amend** a pending motion?

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- c. It depends on the motion being amended

“Requires a majority vote, regardless of the vote required to adopt the question to be amended.”

RONR (12th ed.) 12:7(7)

# Chart of Motions

The Tinted Pages

# Chart of Motions

## The Tinted Pages

Tinted Pages are located in the back of the book.

# Chart of Motions

## The Tinted Pages

Tinted Pages are located in the back of the book.

Tinted Pages 3-5 illustrate the relationships among the Main, Subsidiary, and Privileged Motions.

P  
R  
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D

Fix the Time to Which to  
Adjourn (when privileged  
as explained in 22:4)

Adjourn (when privileged  
as explained in 21:1-4)

Recess (when moved while  
a question is pending)

Raise a Question of Privilege

Call for the Orders of the Day

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Lay on the Table

Previous Question  
(immediately to close debate  
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Limit or Extend Limits  
of Debate

Postpone to a Certain Time  
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Commit (or Refer)

Amend

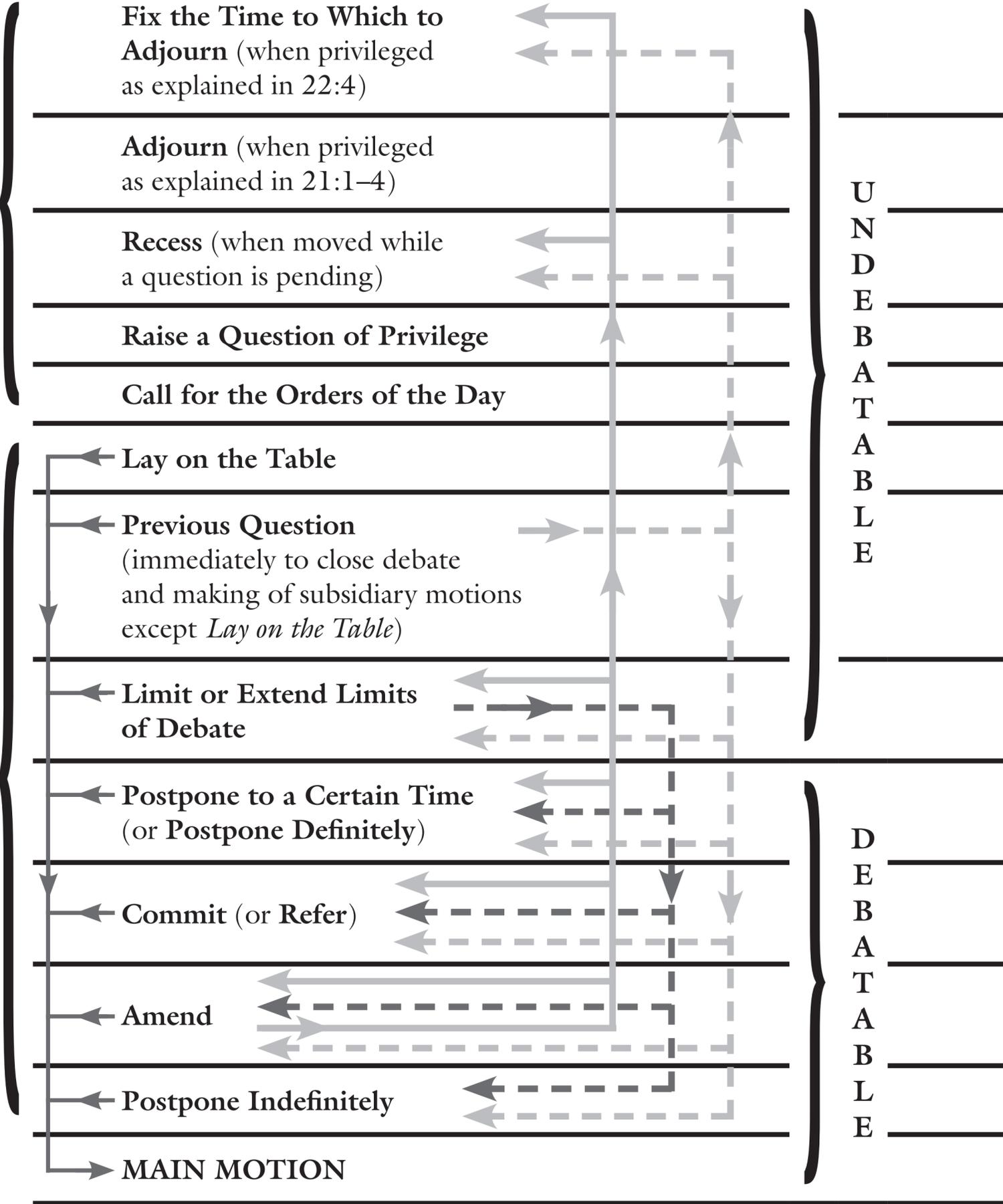
Postpone Indefinitely

MAIN MOTION

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# Tinted Page 4 Precedence



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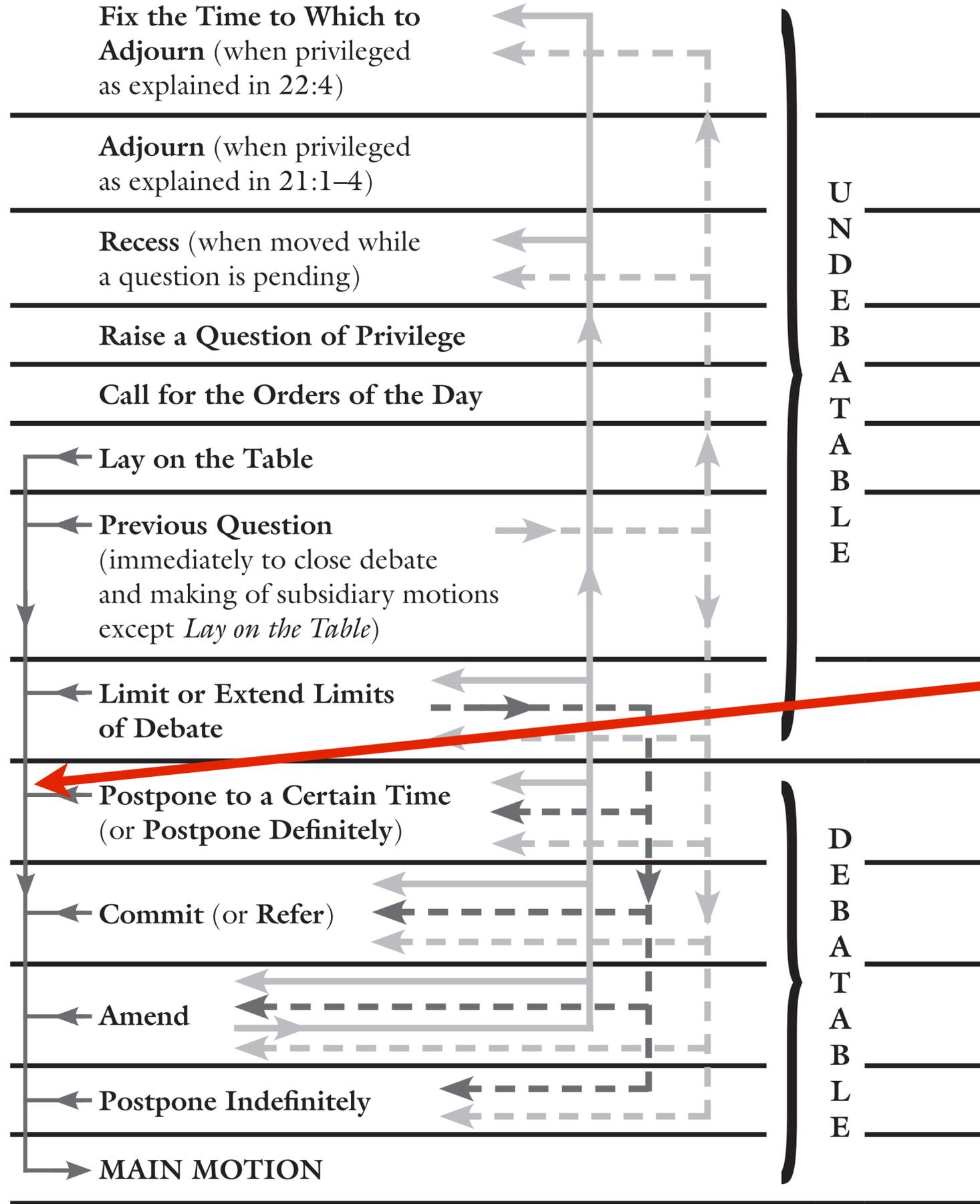
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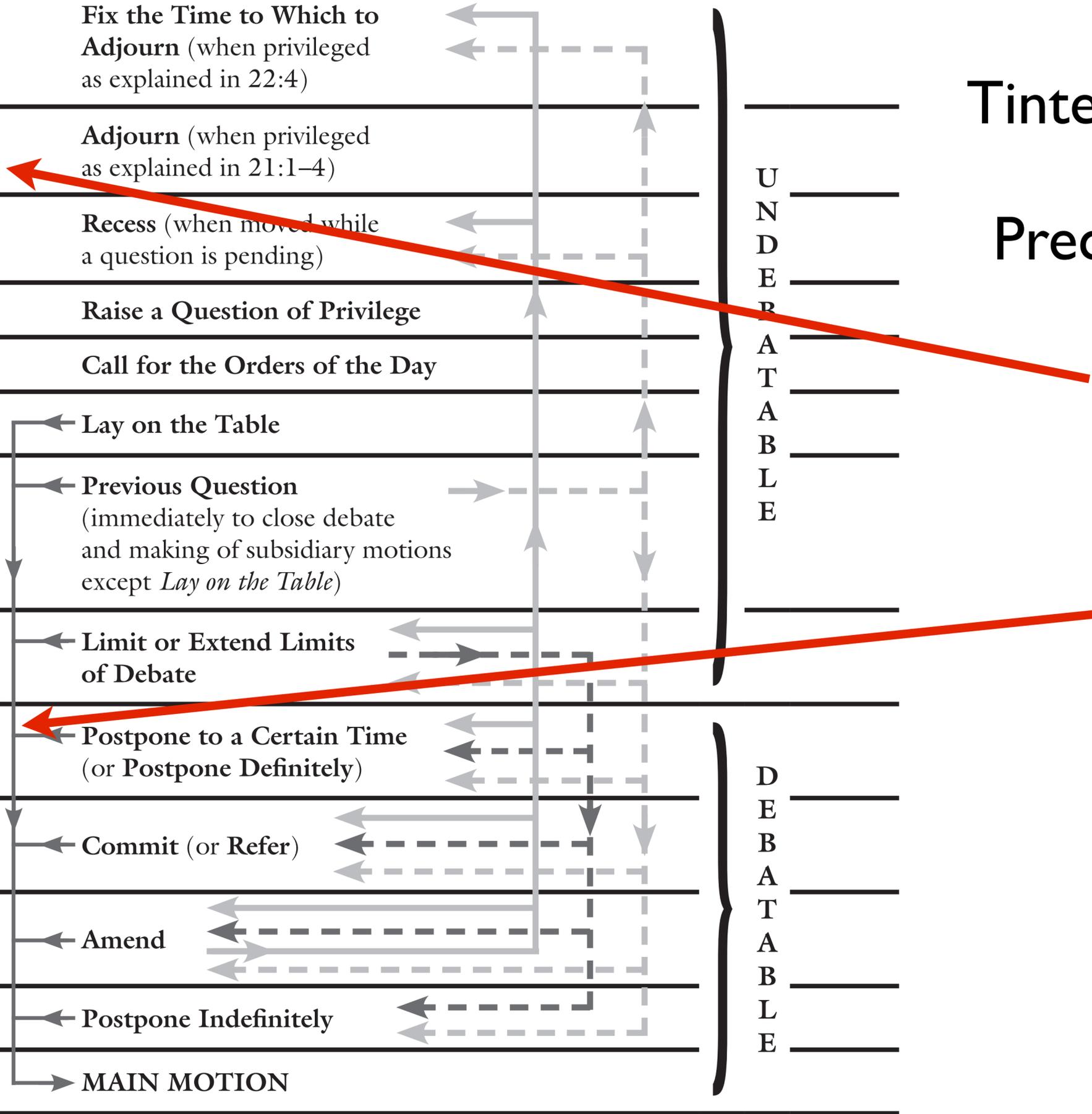
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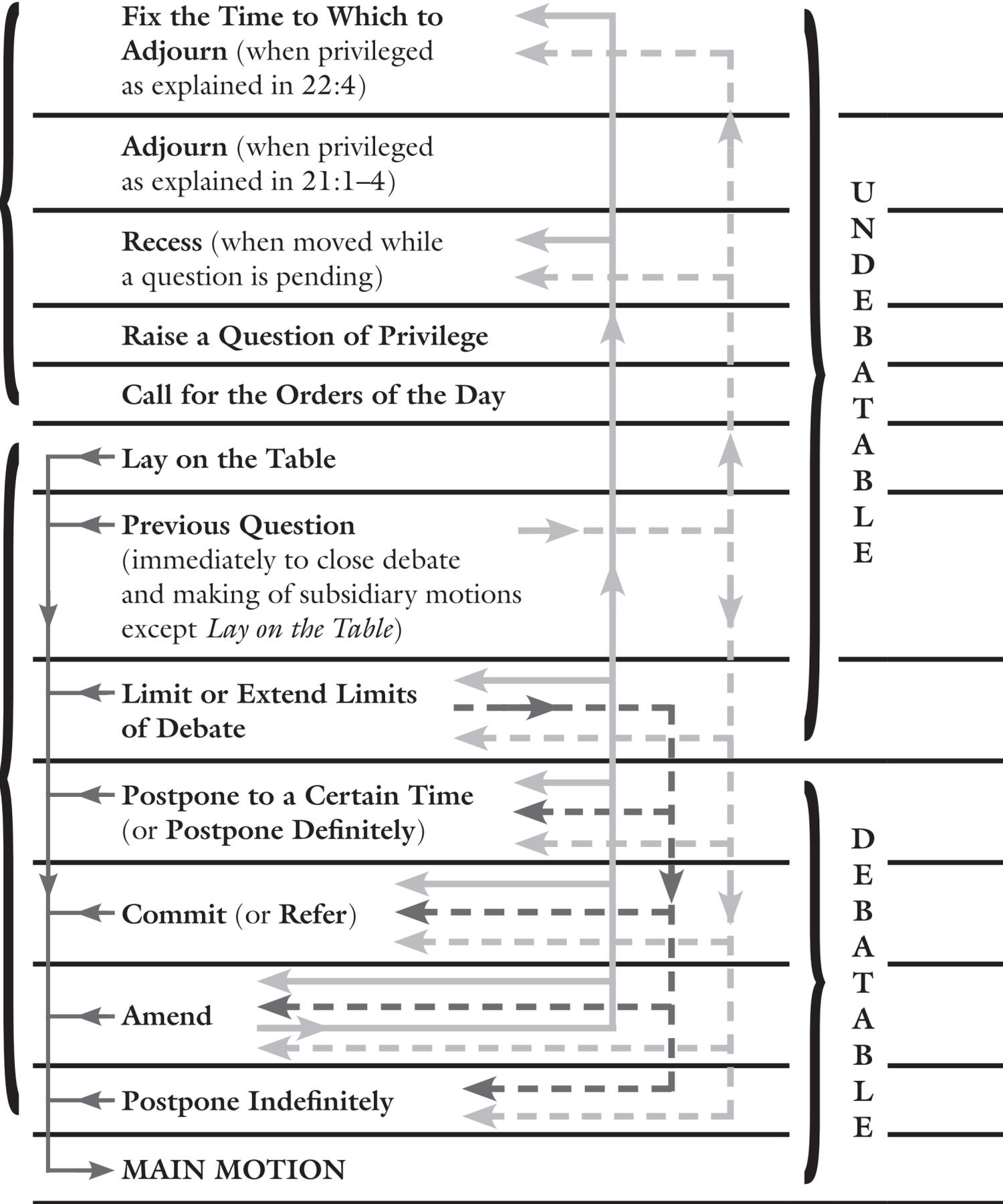
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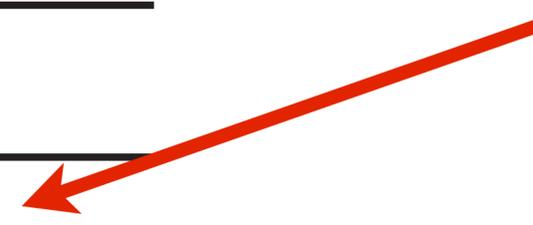
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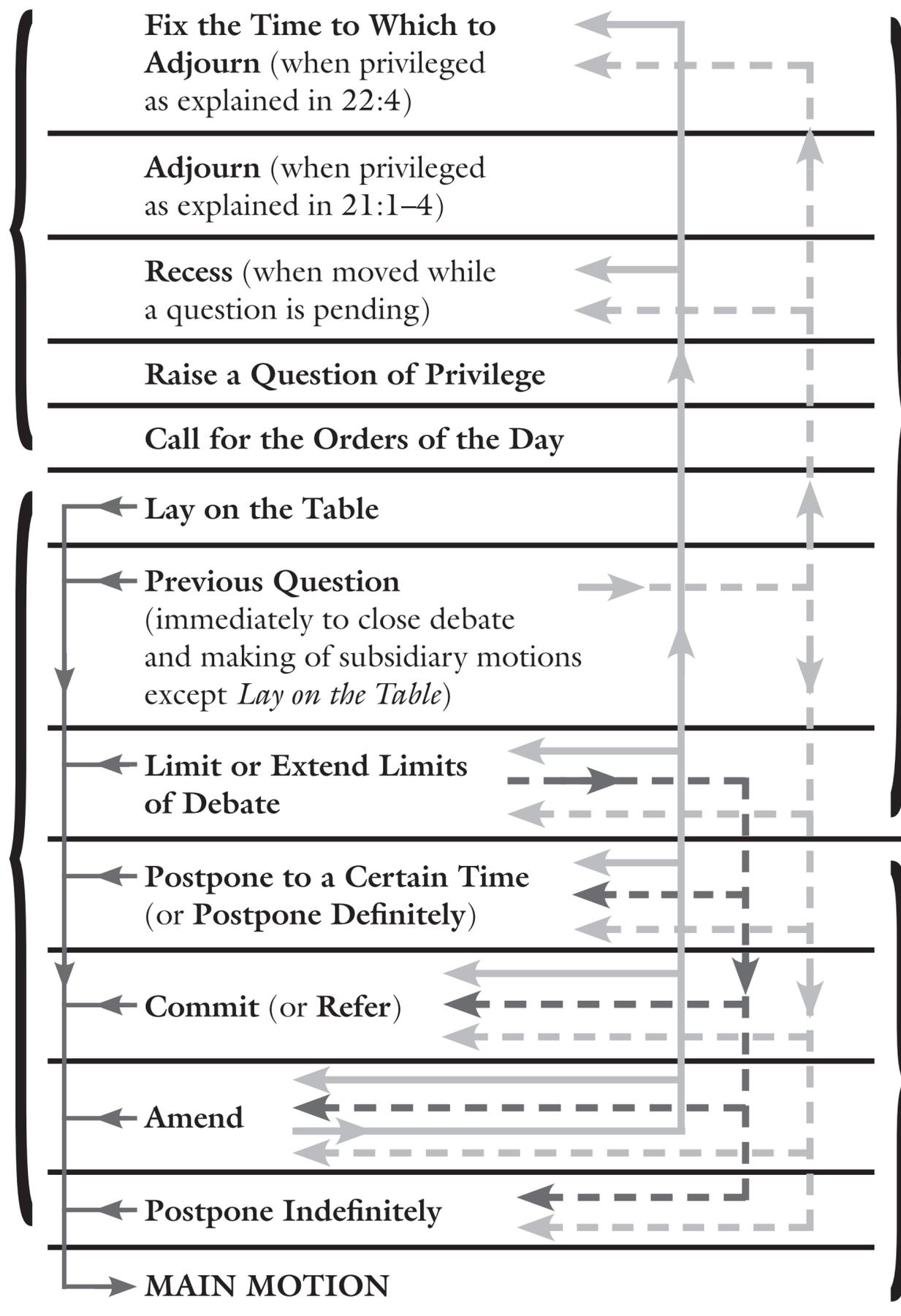
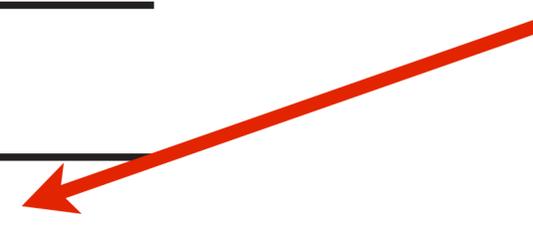
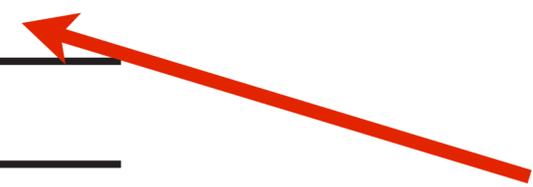
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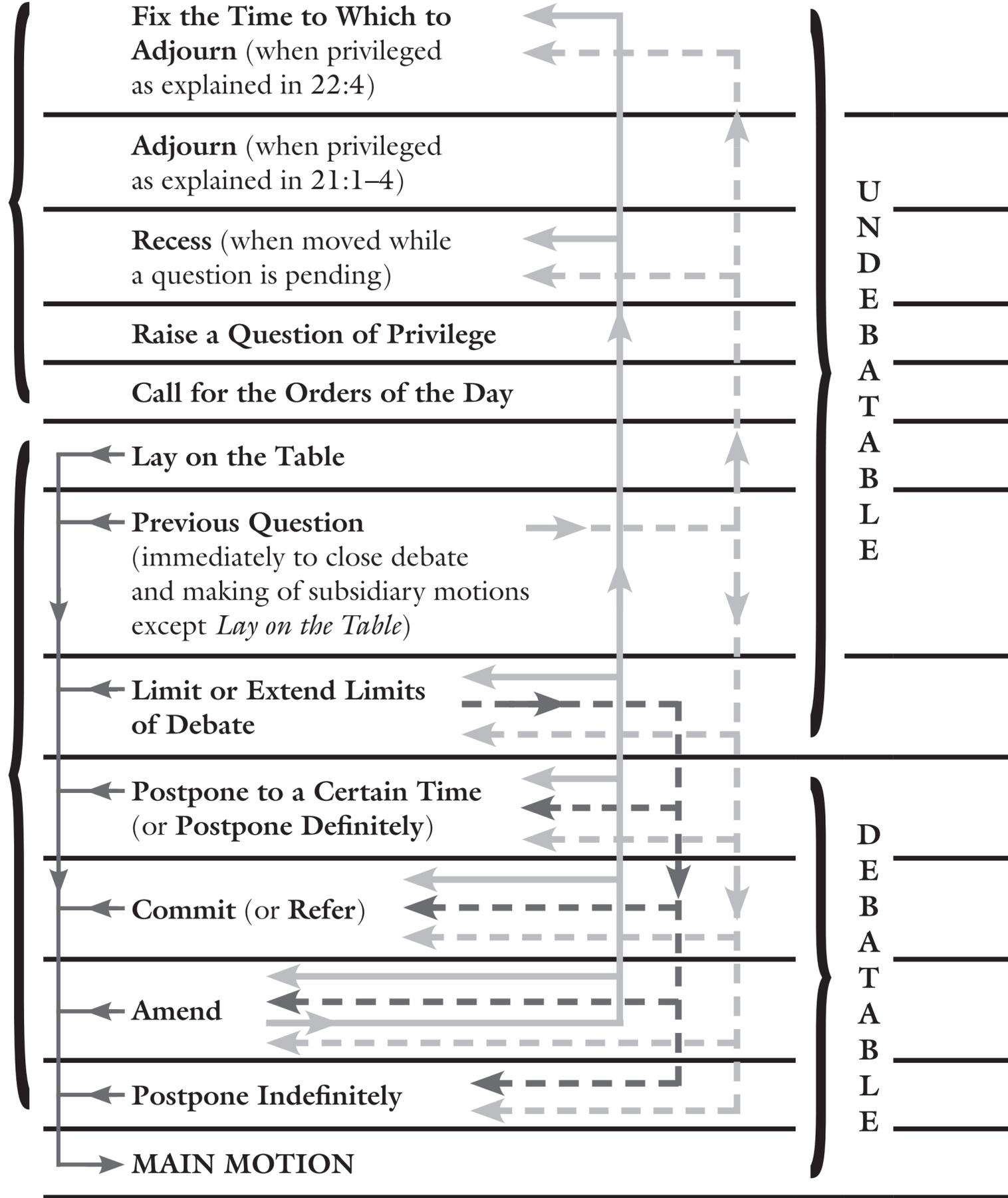
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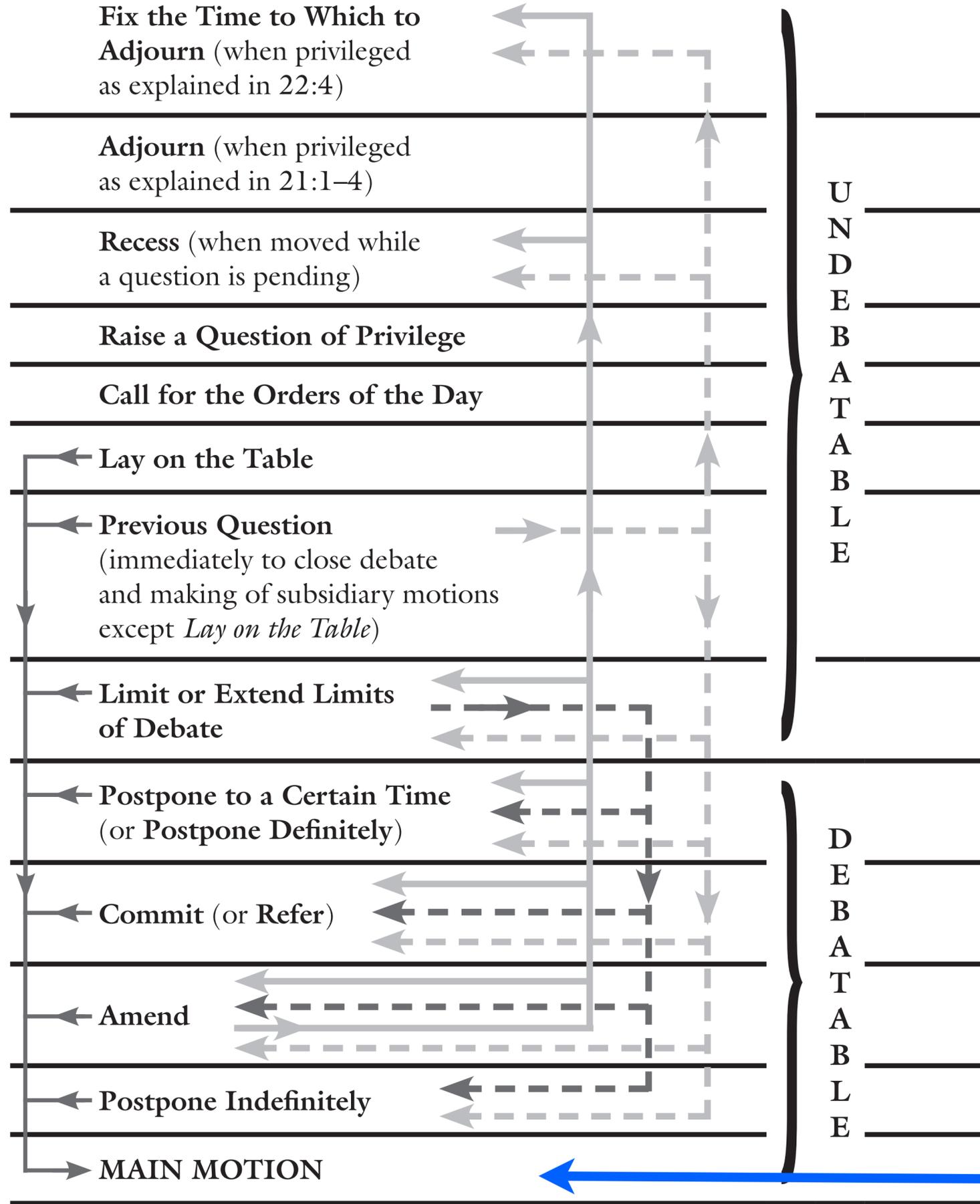
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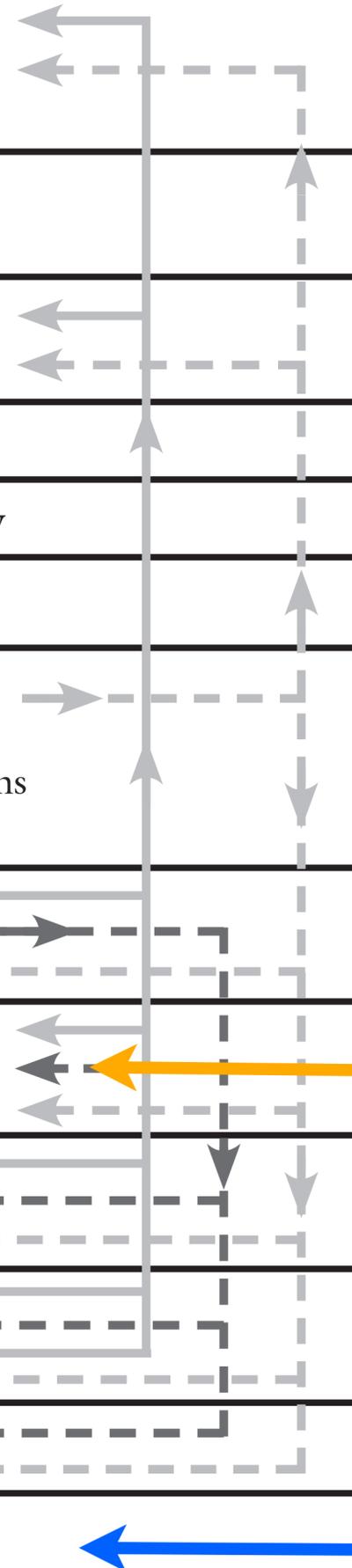
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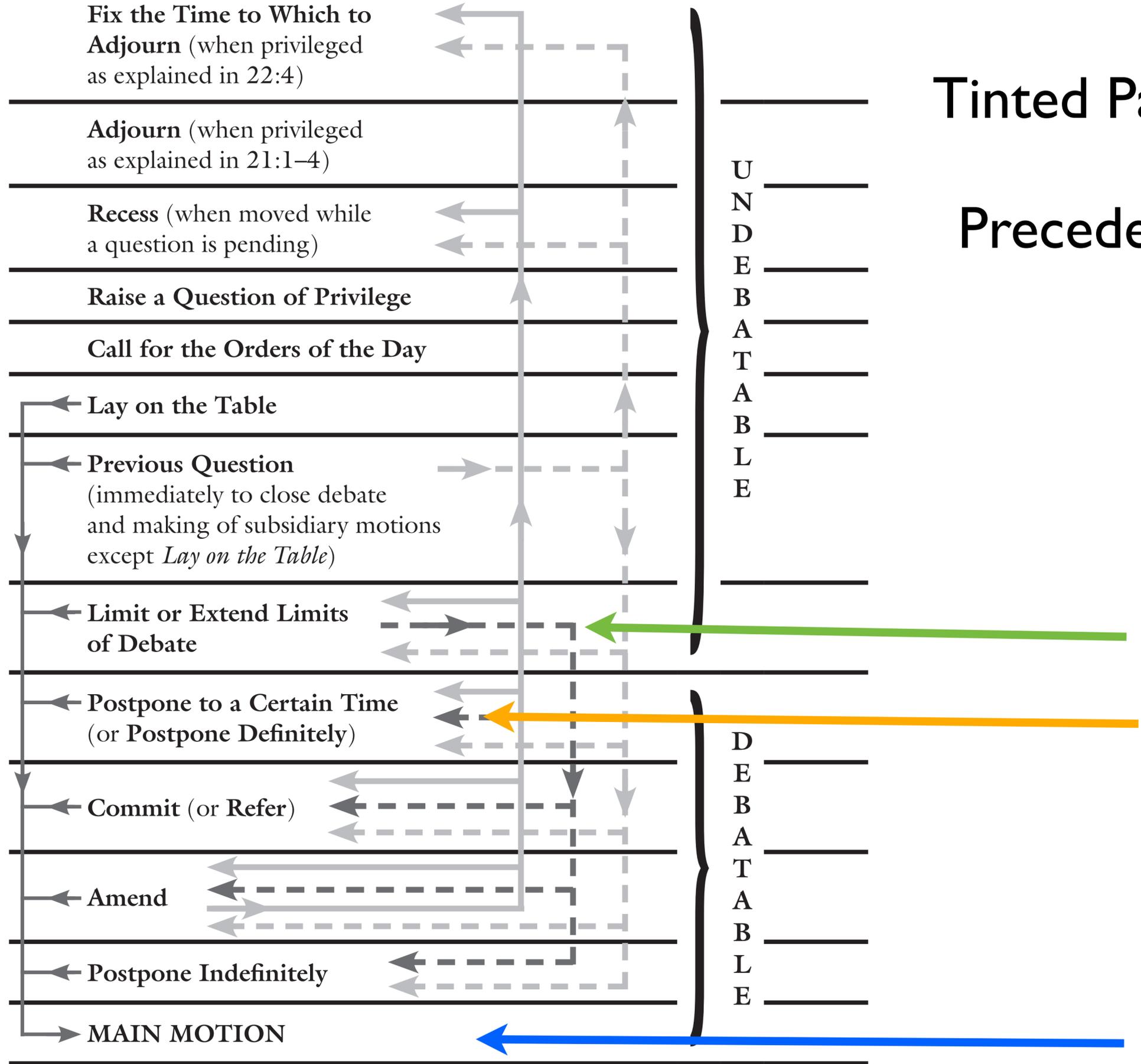
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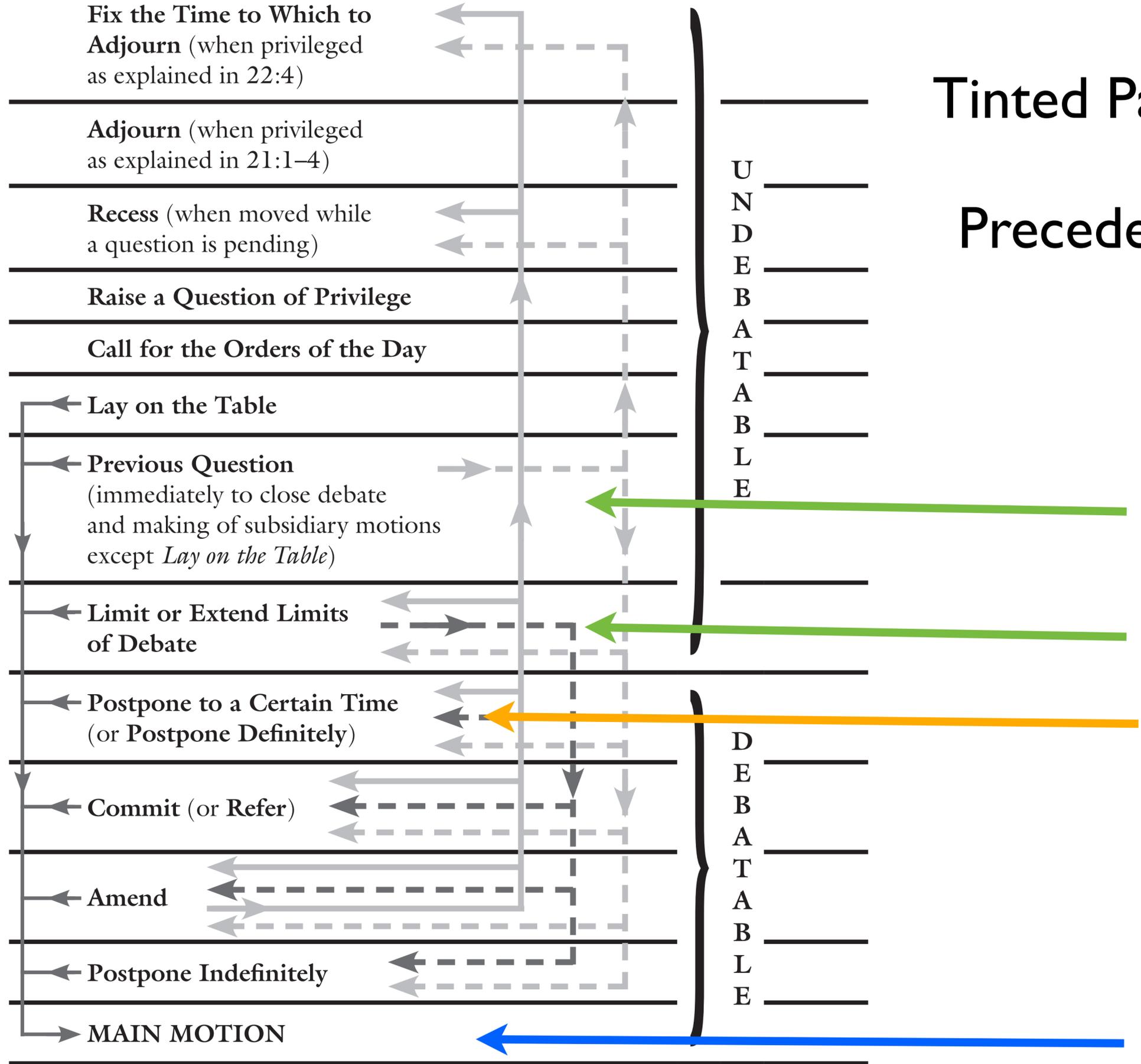
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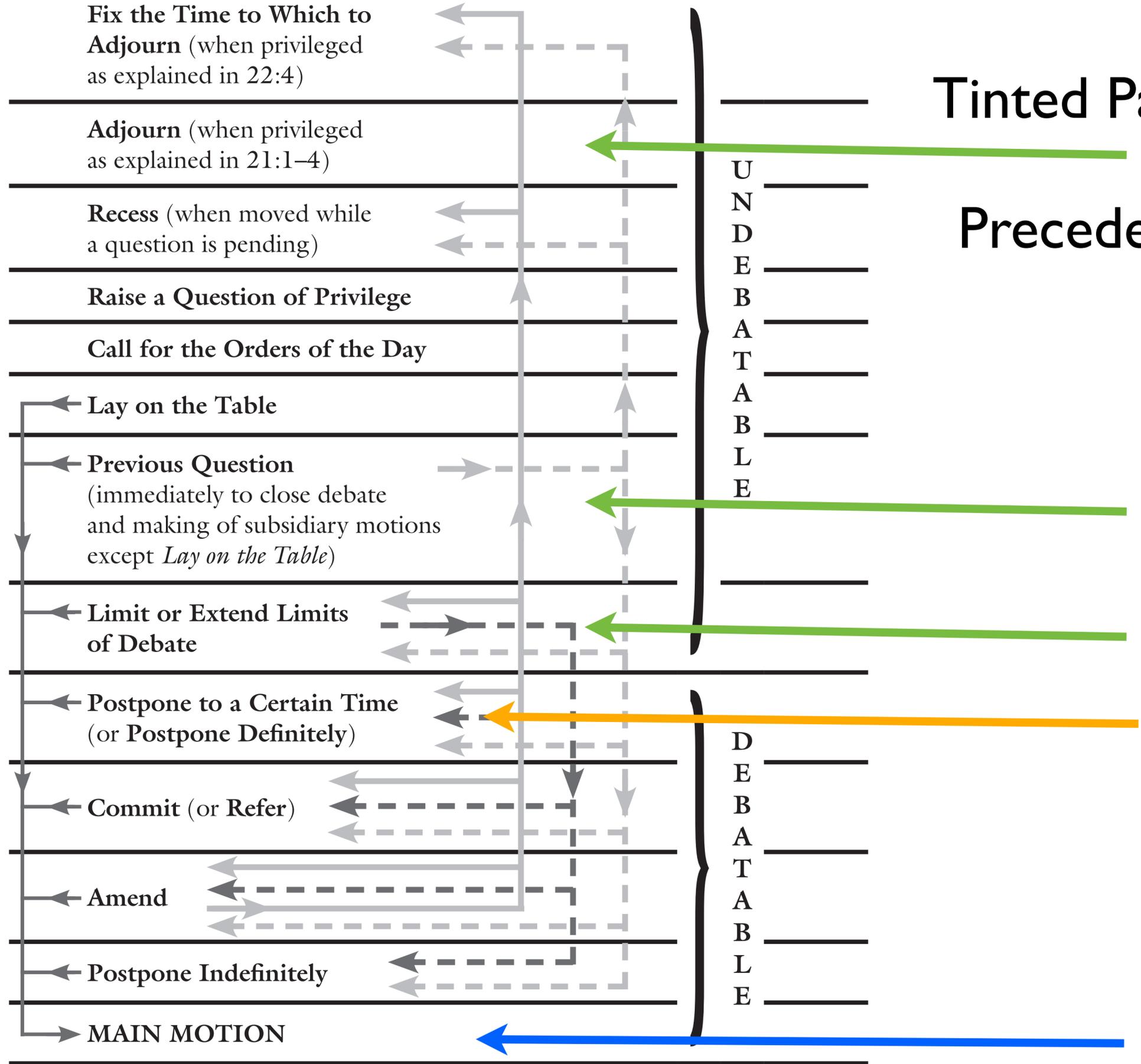
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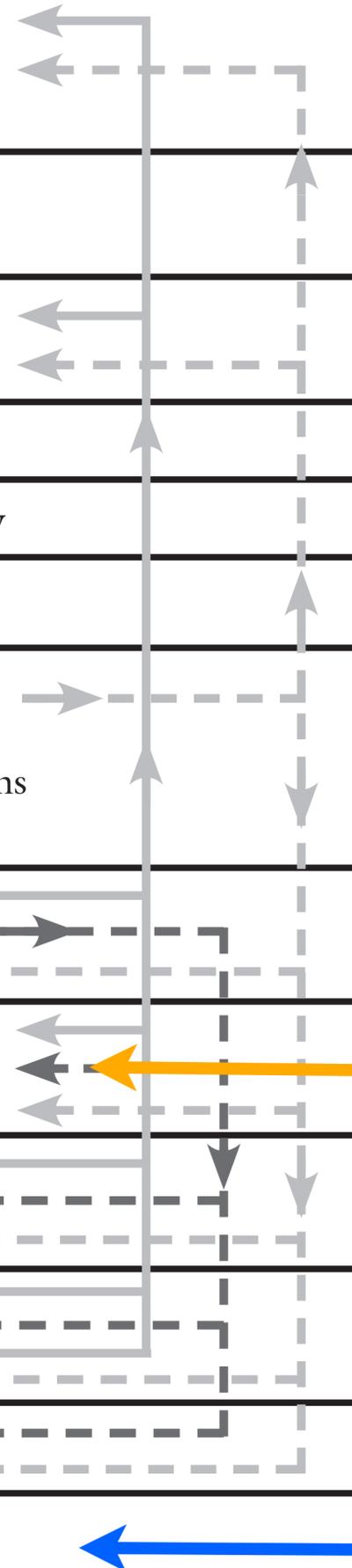
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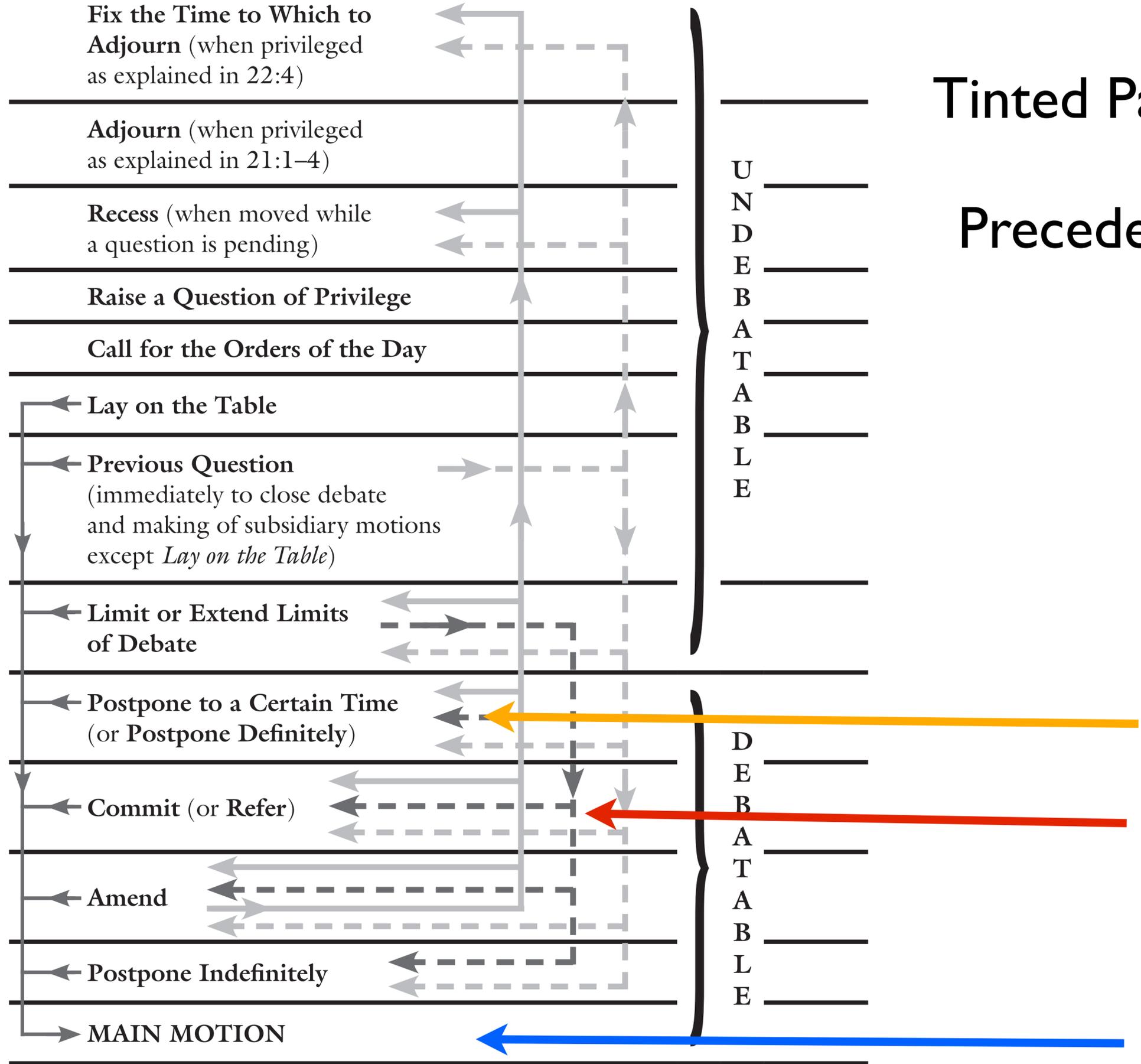
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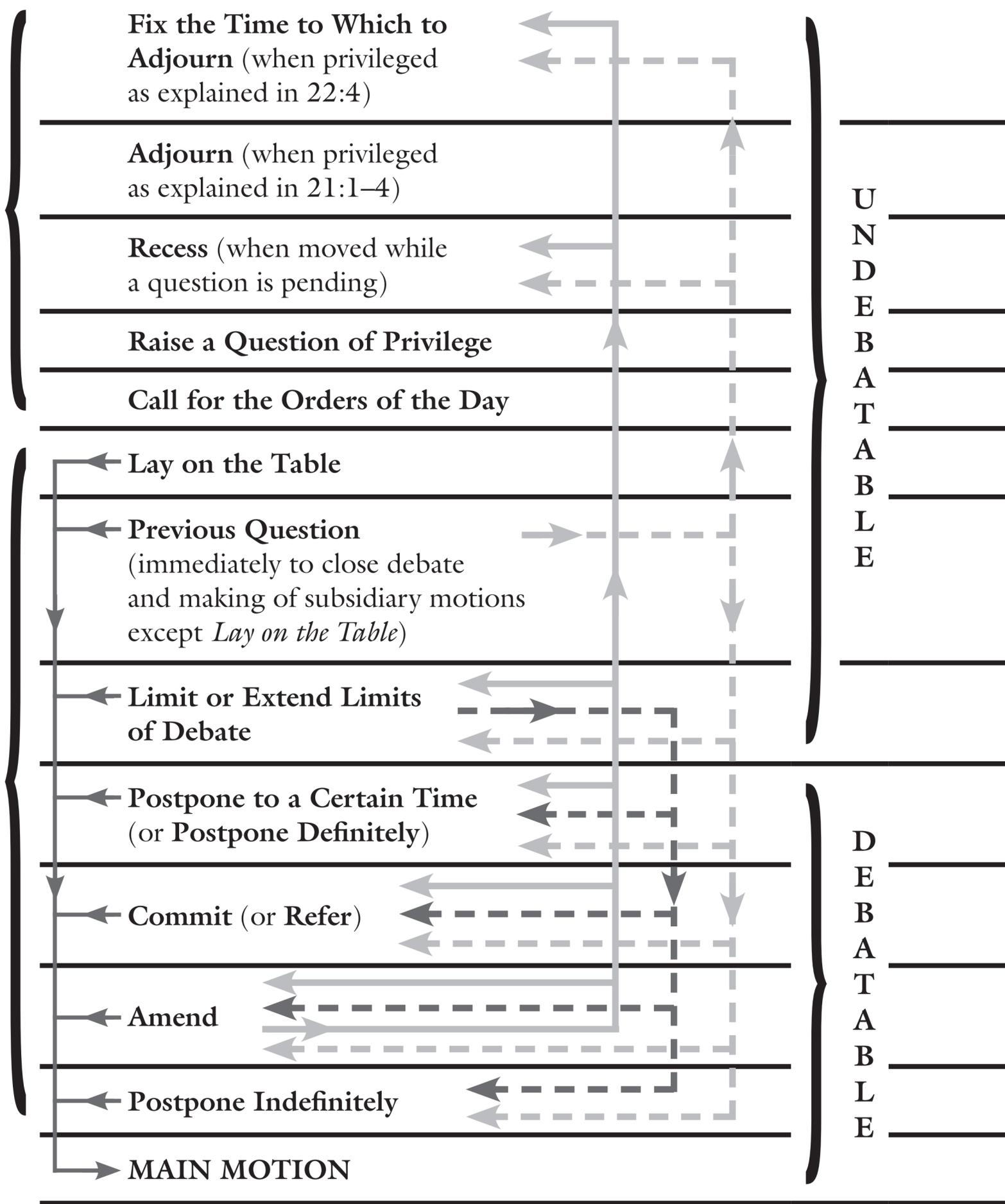
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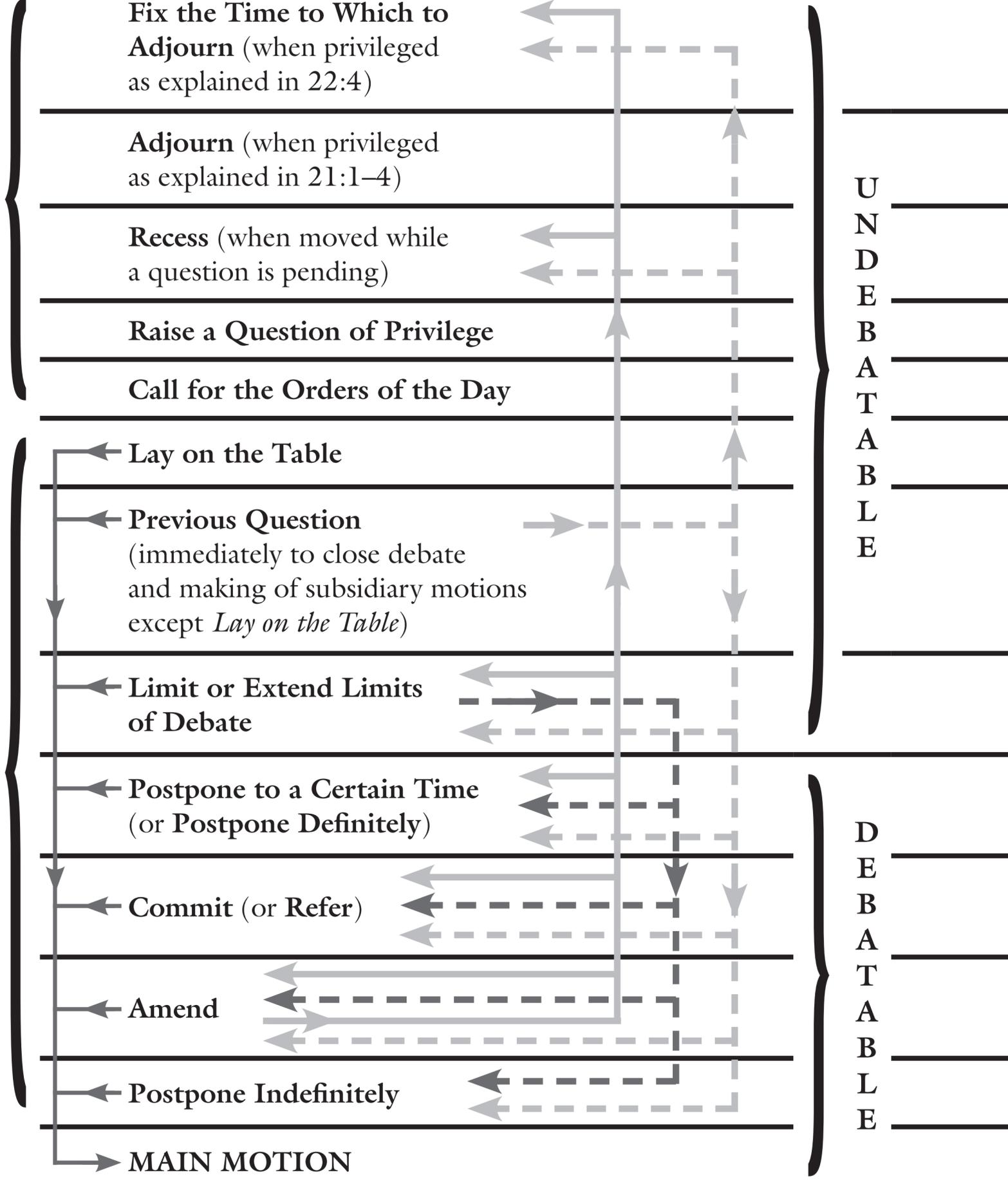
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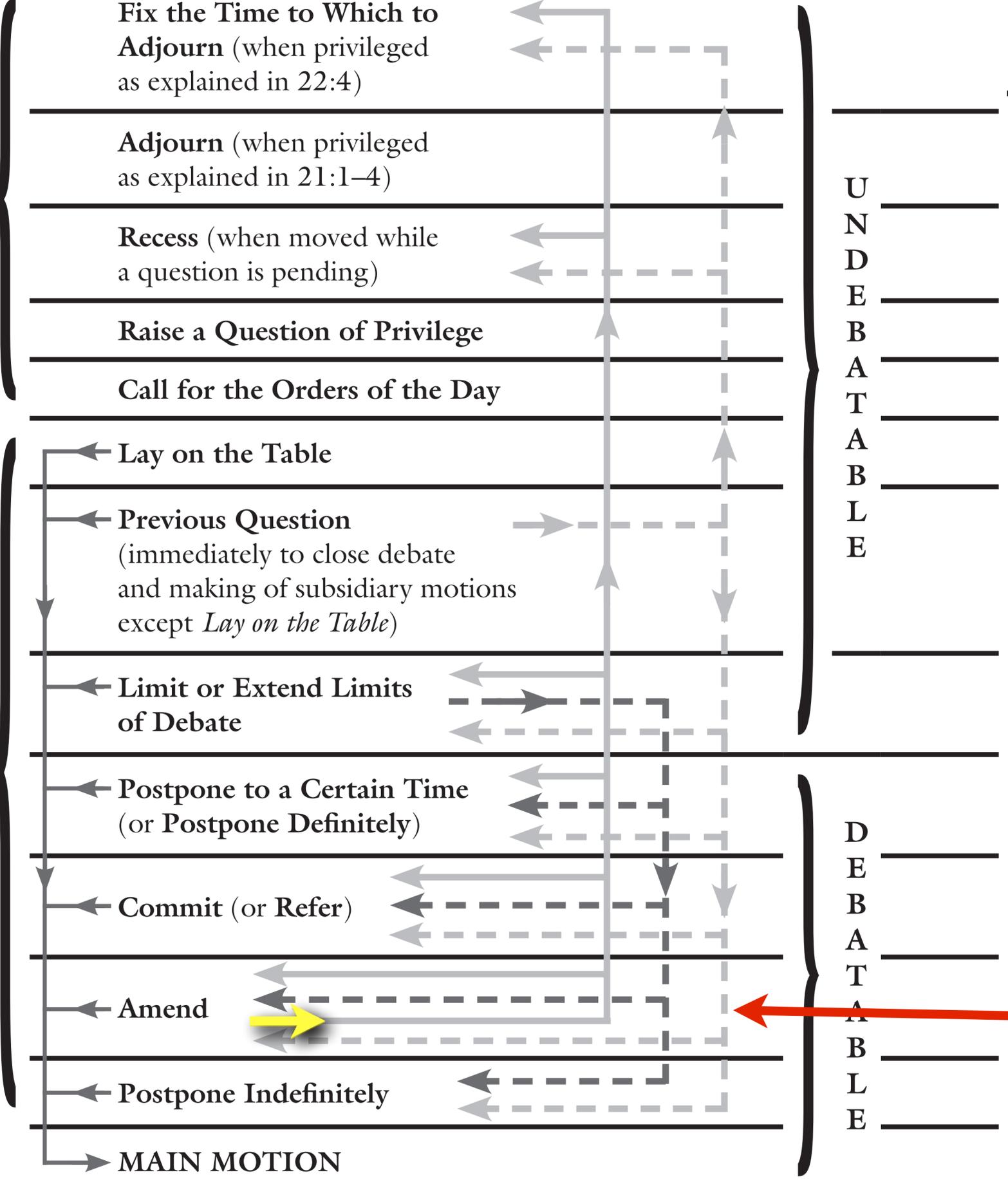
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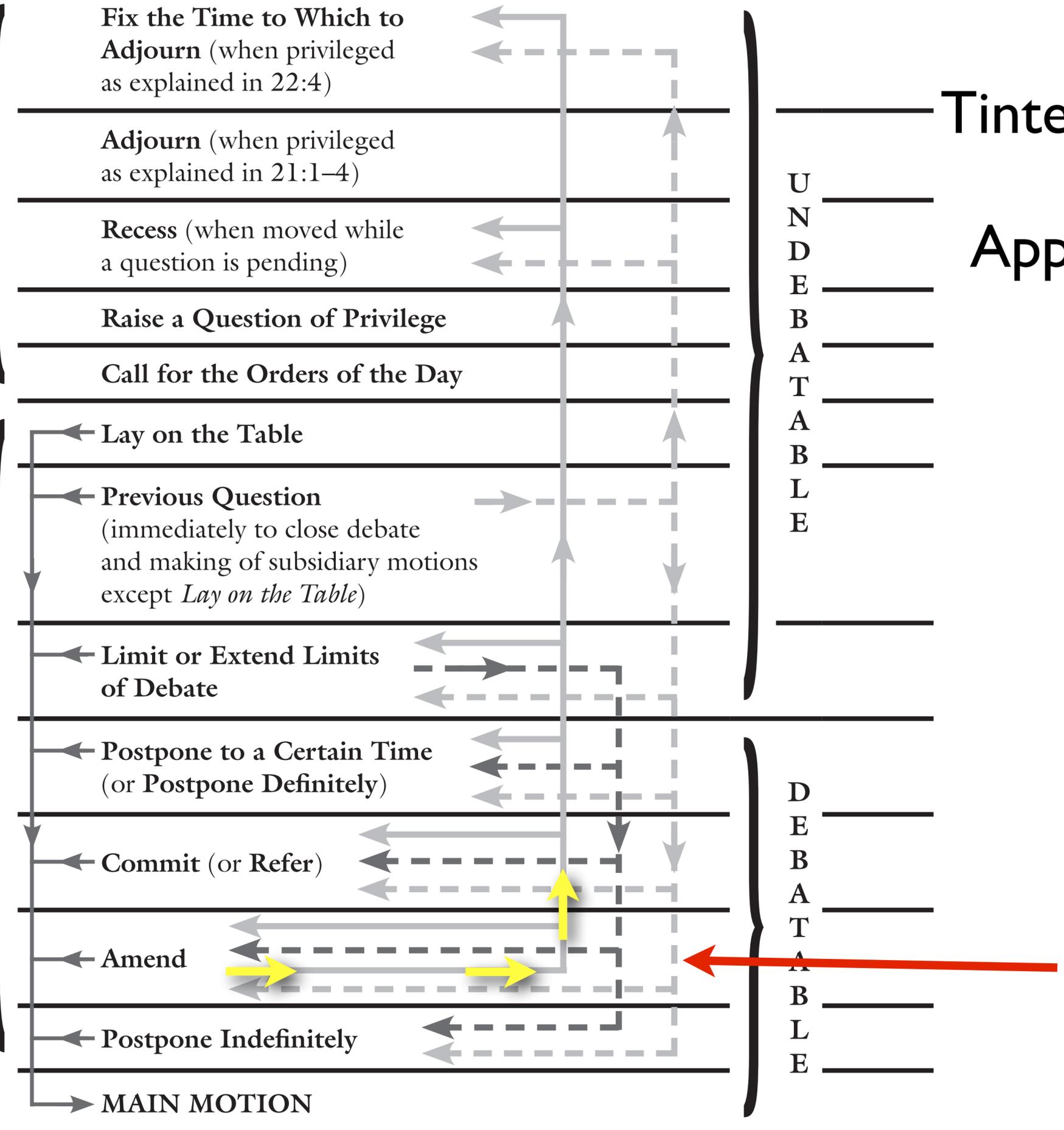
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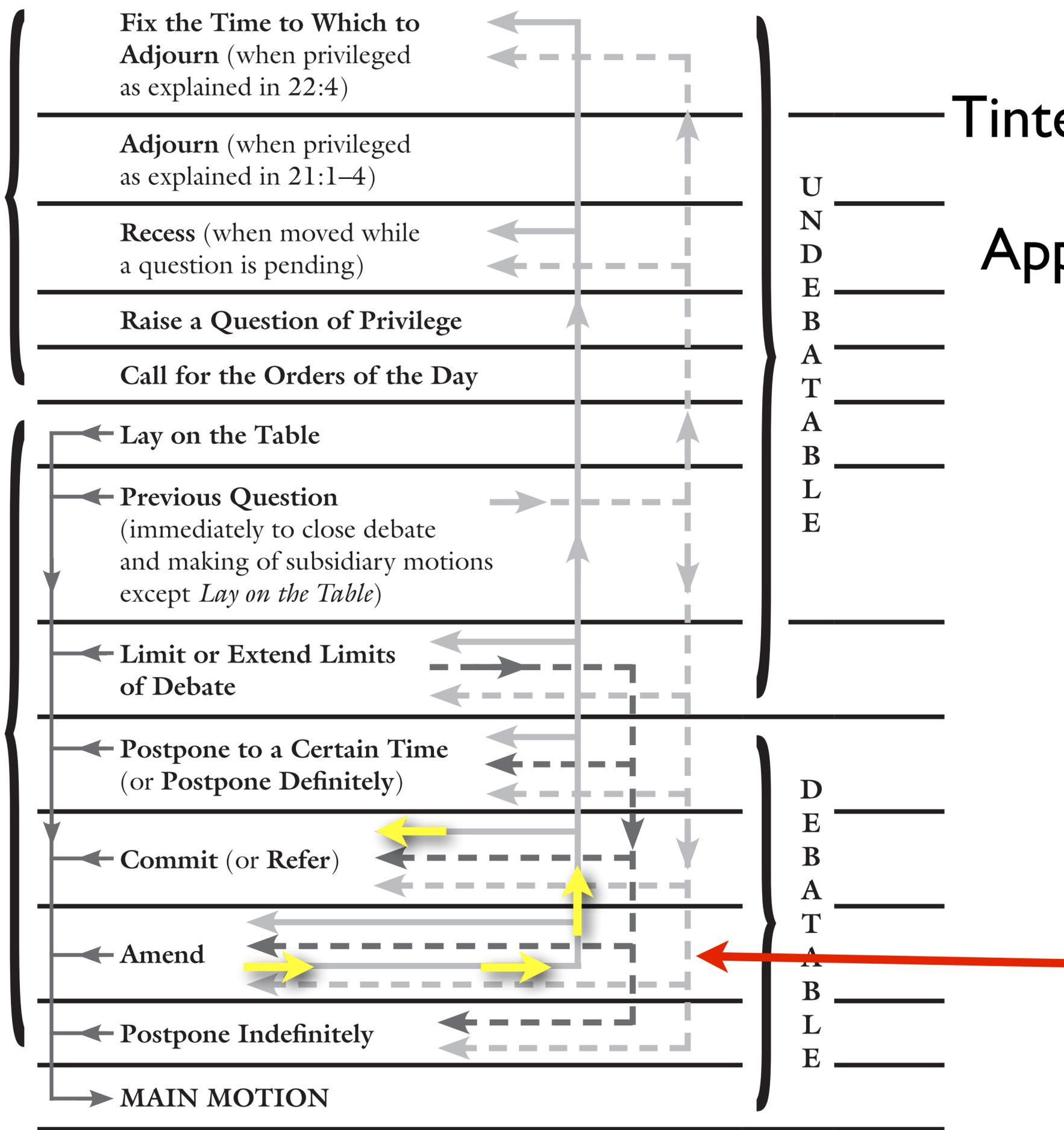
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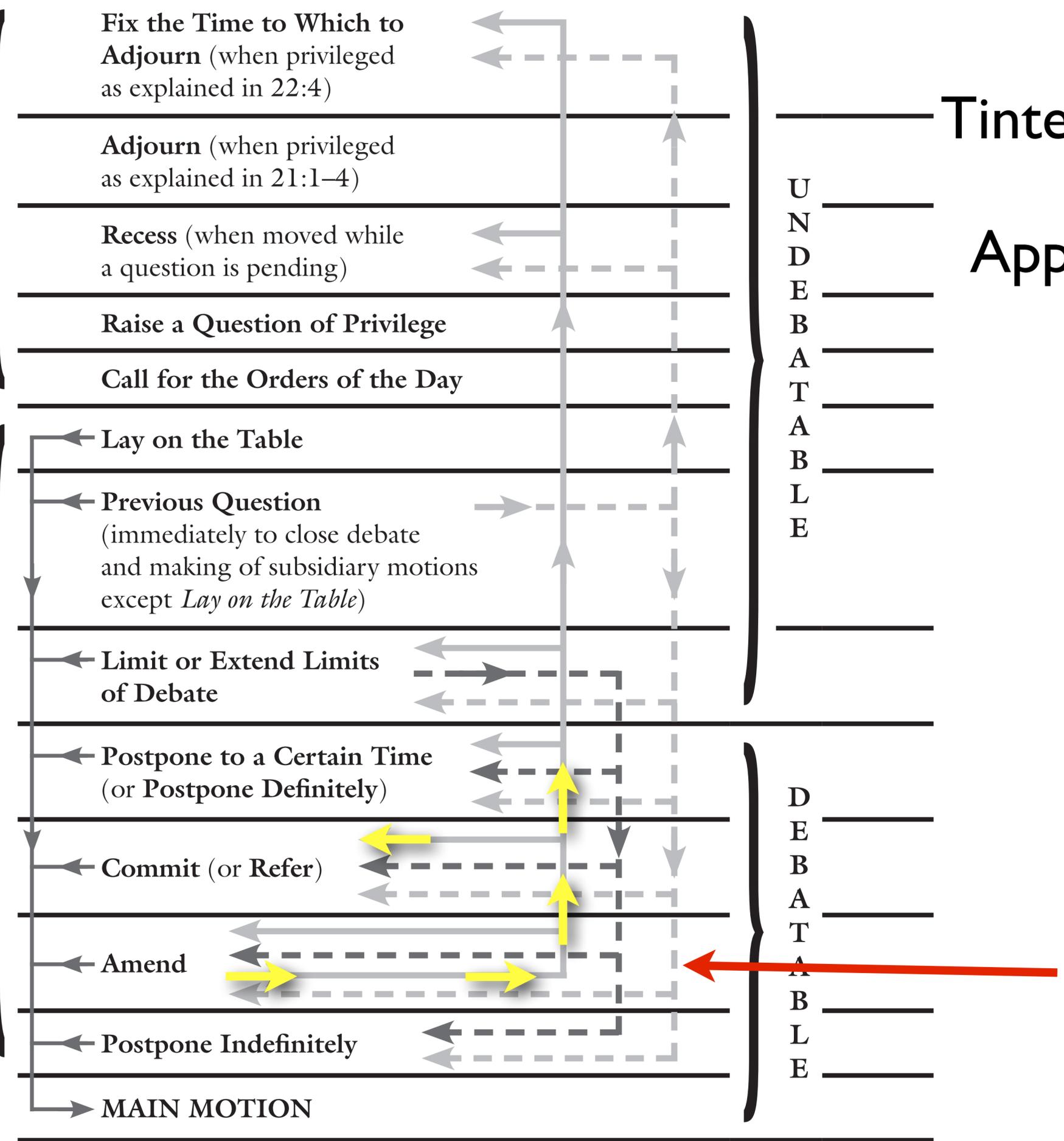
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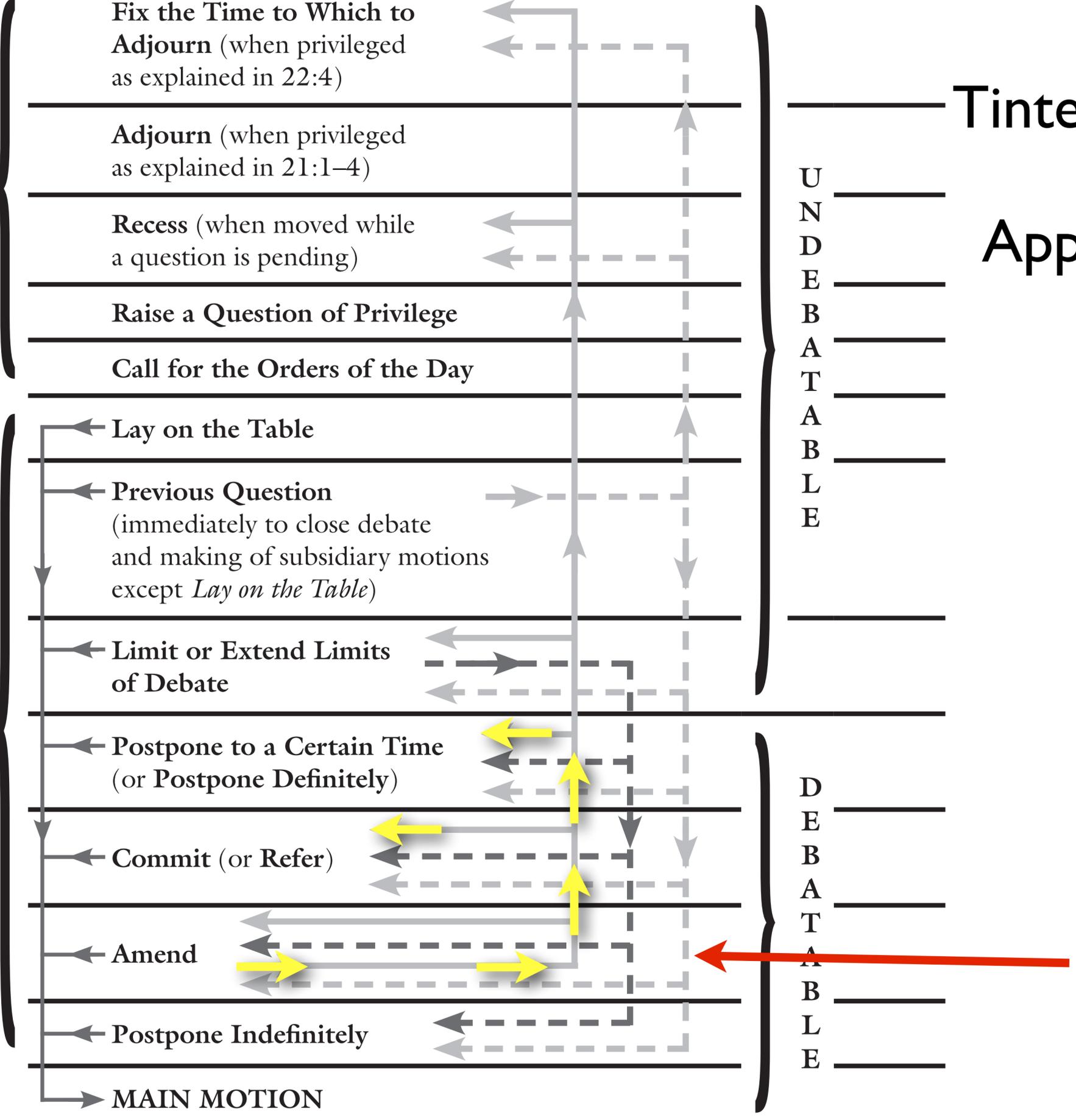
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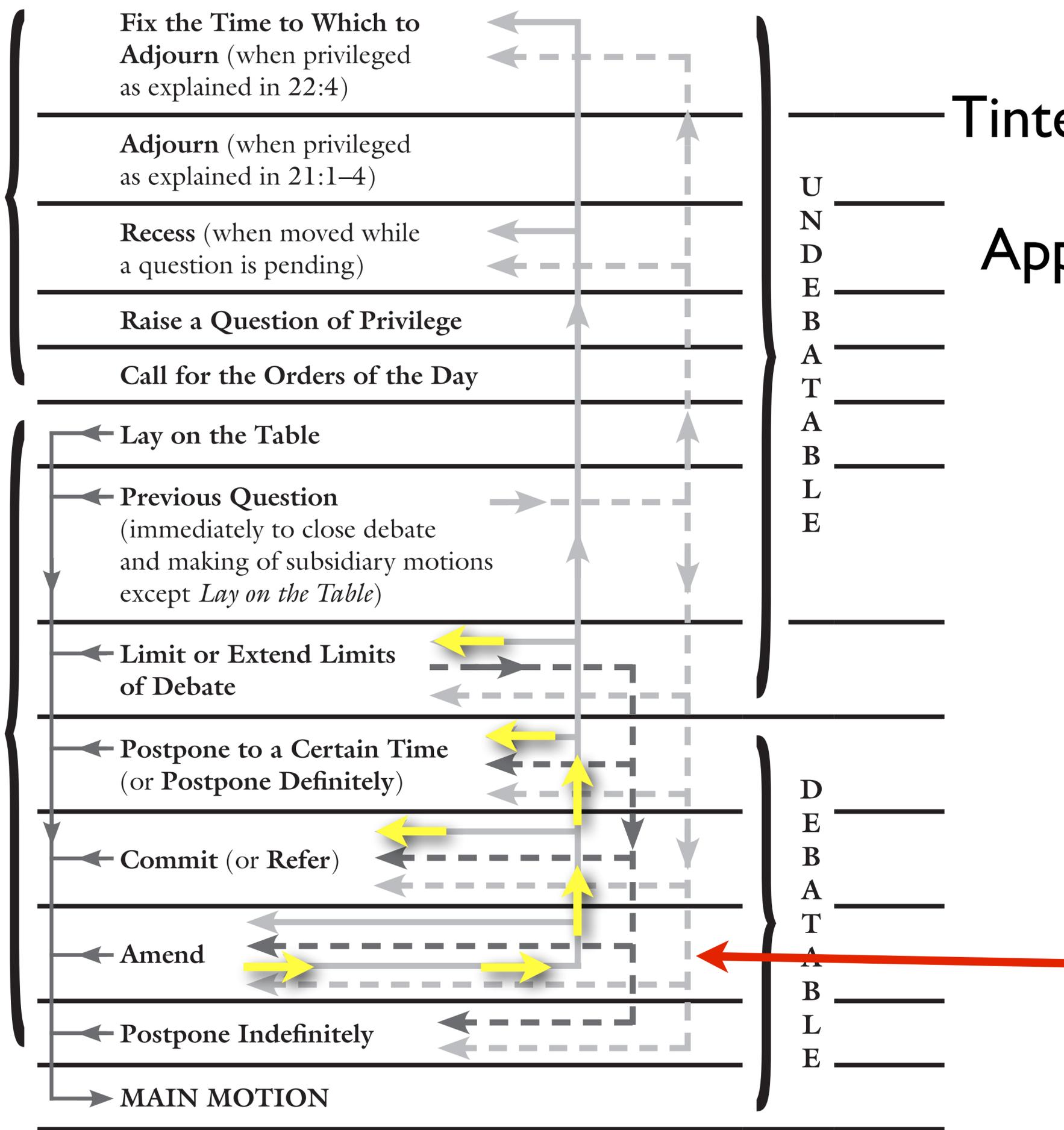
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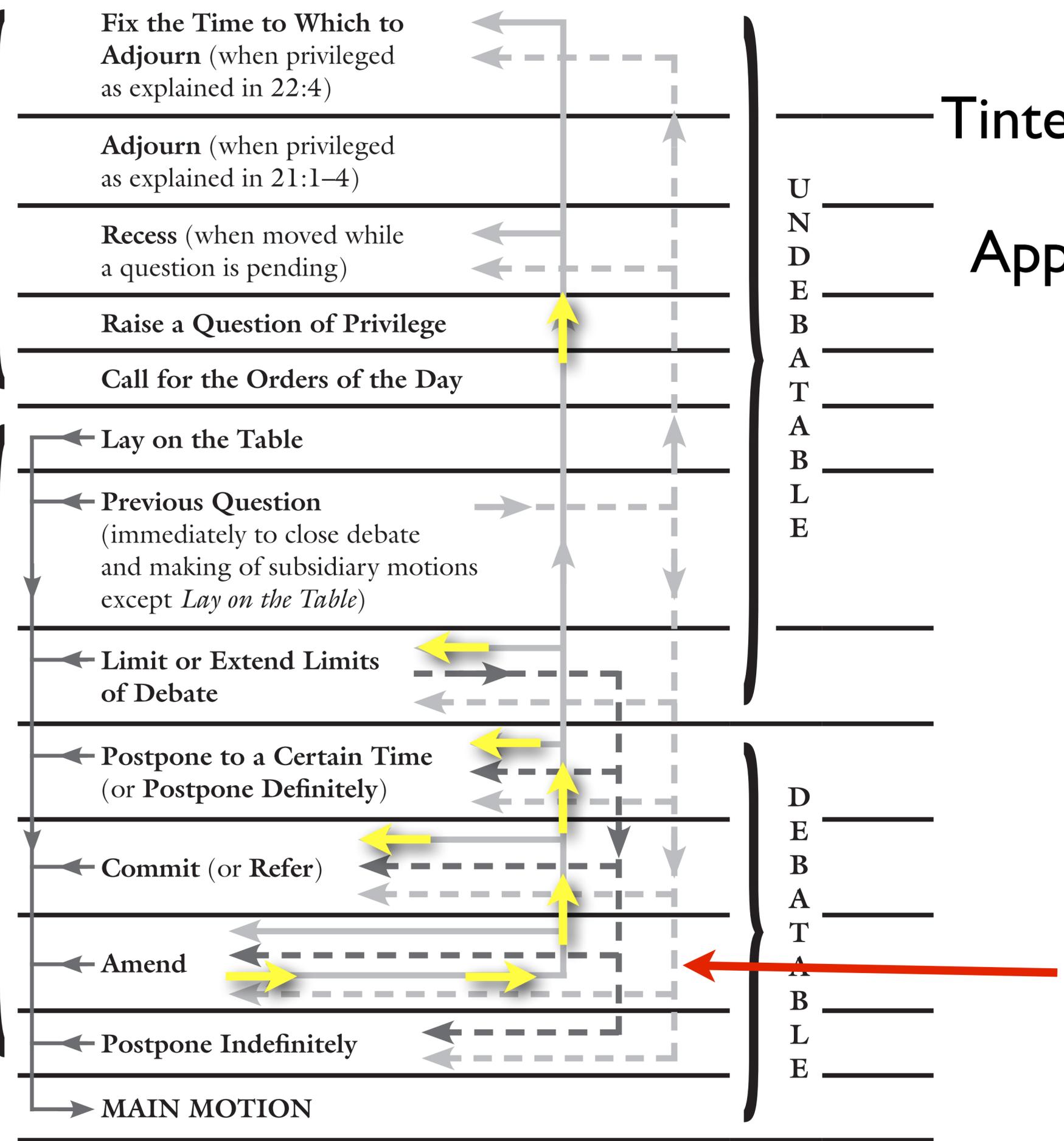
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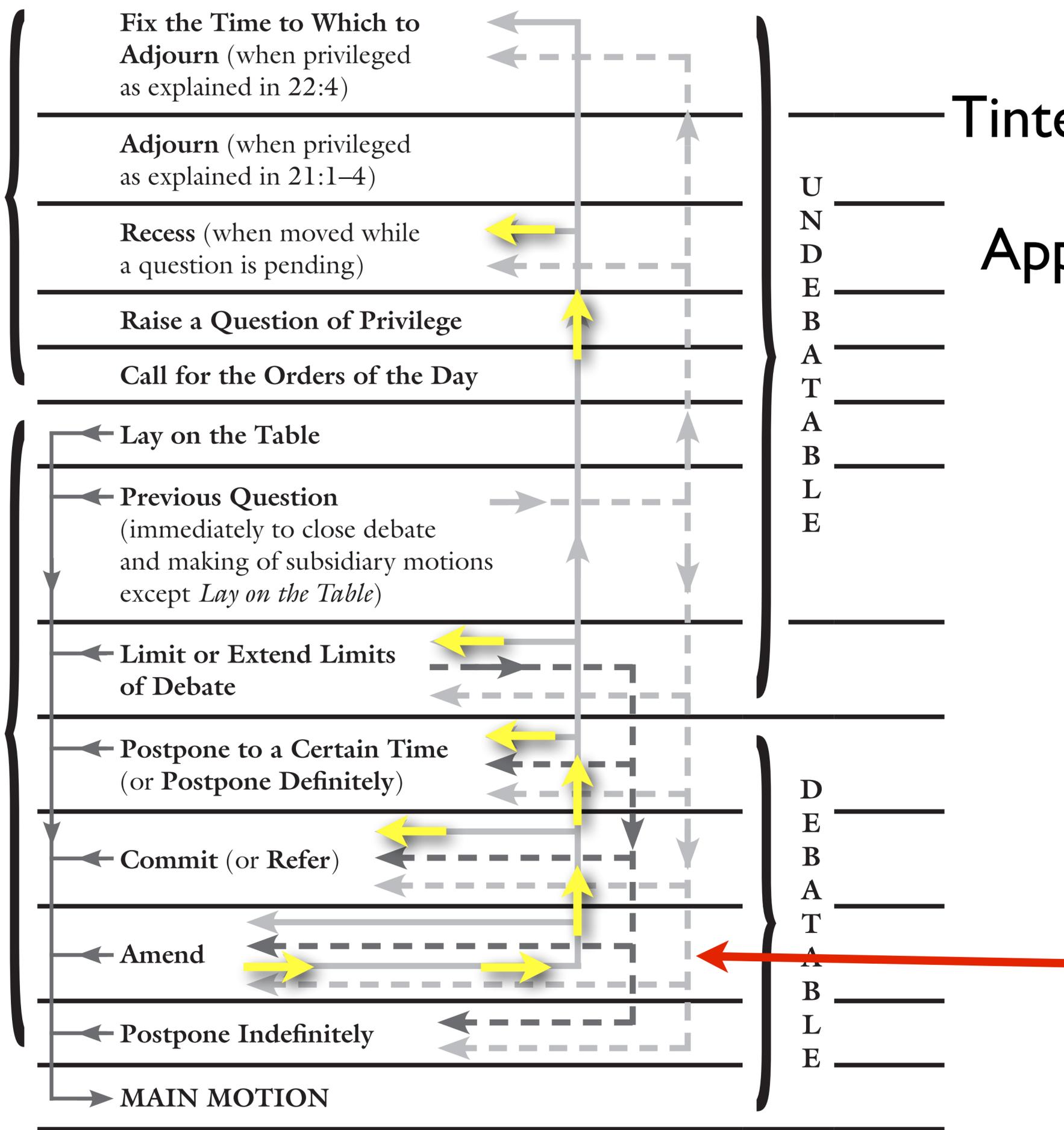
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Application



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Postpone to a Certain Time  
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Commit (or Refer)

Amend

Postpone Indefinitely

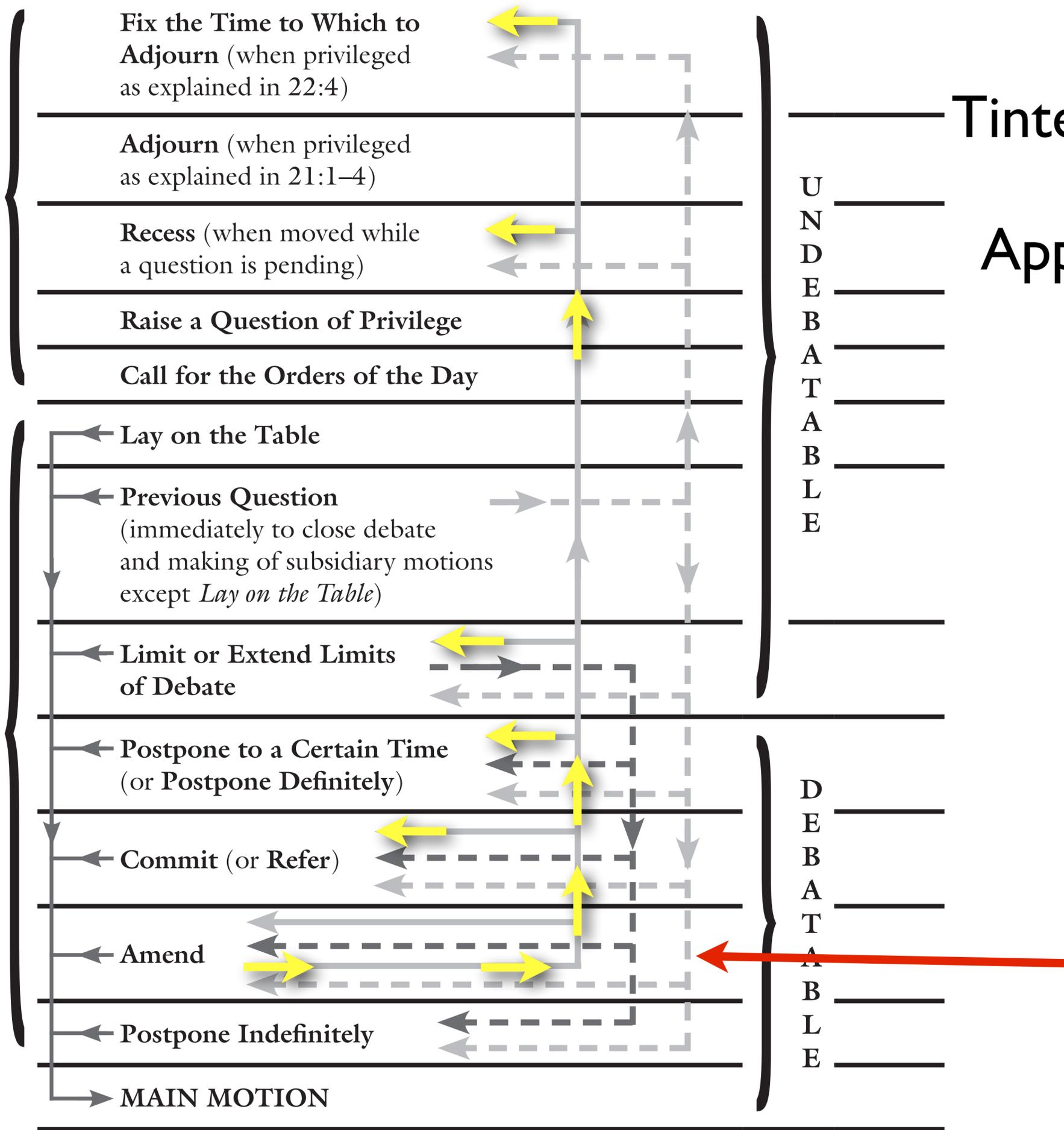
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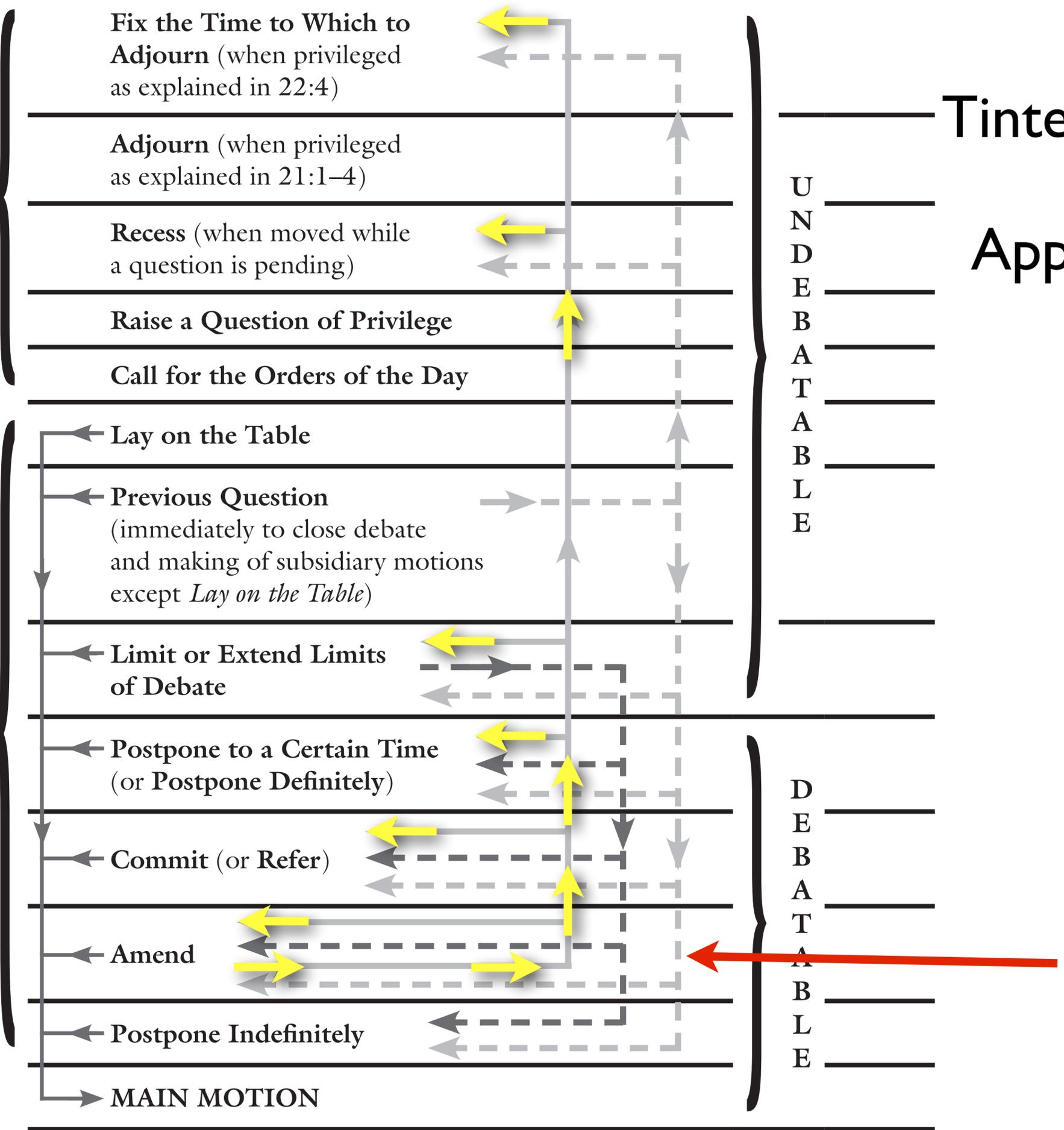
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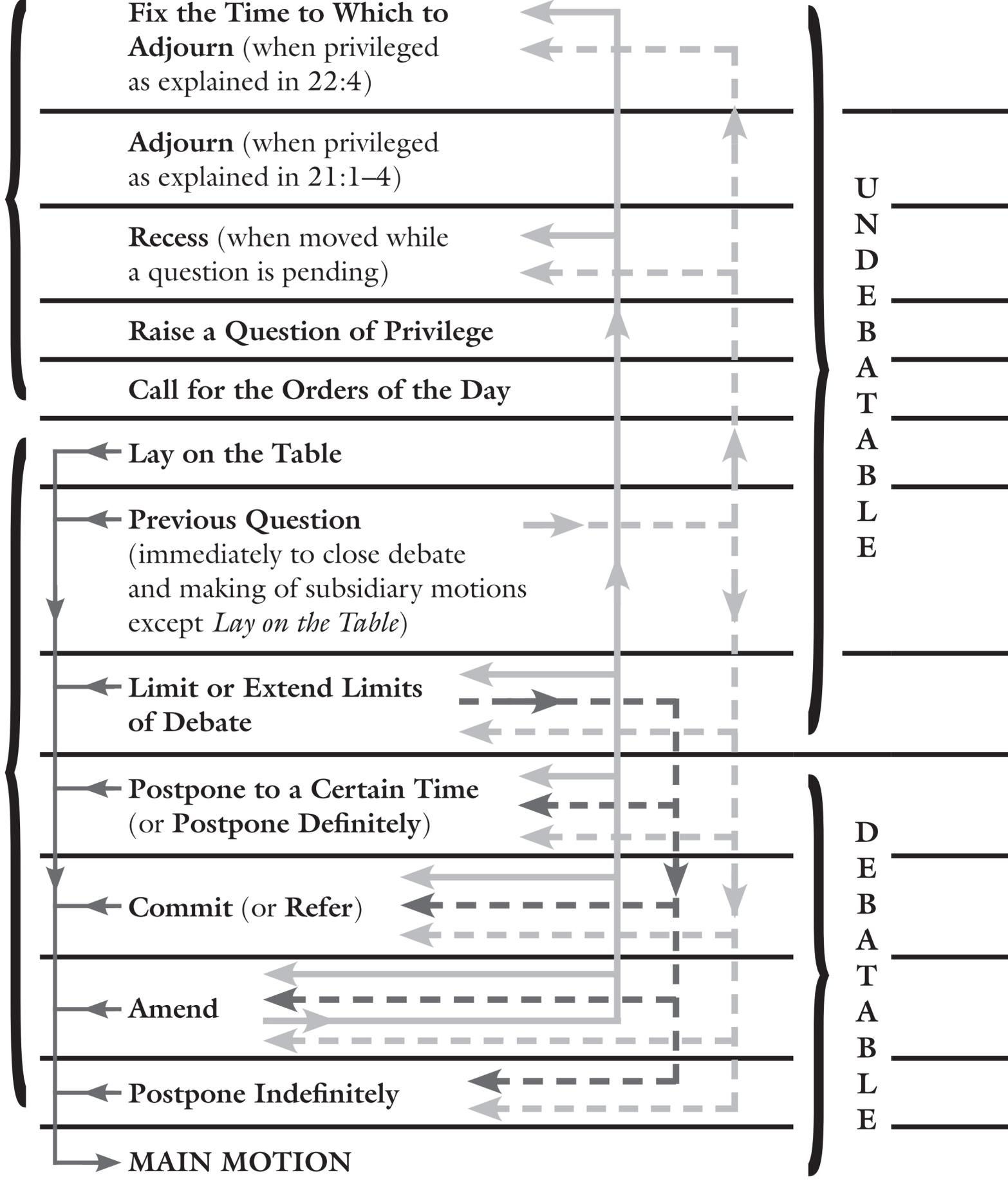
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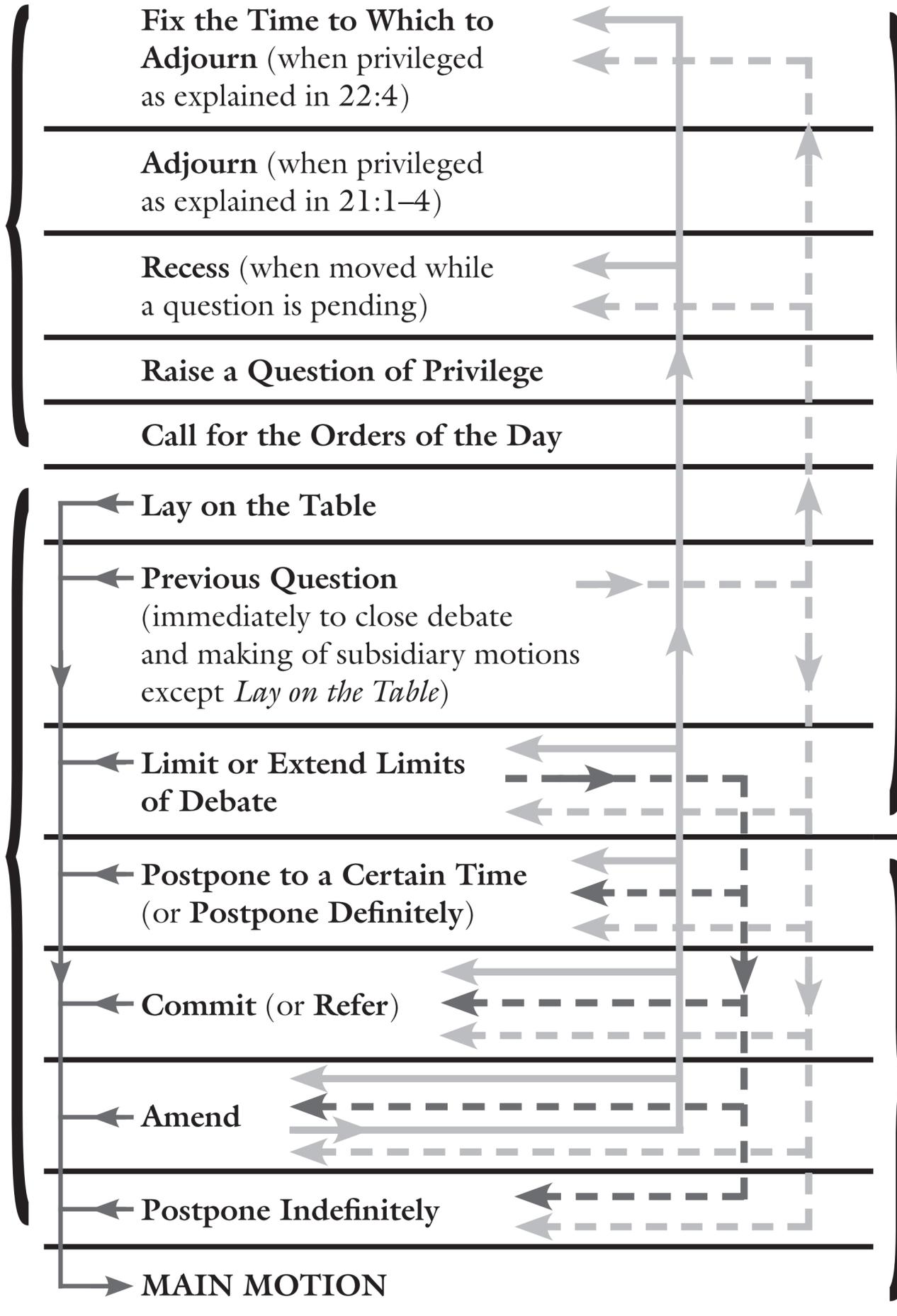
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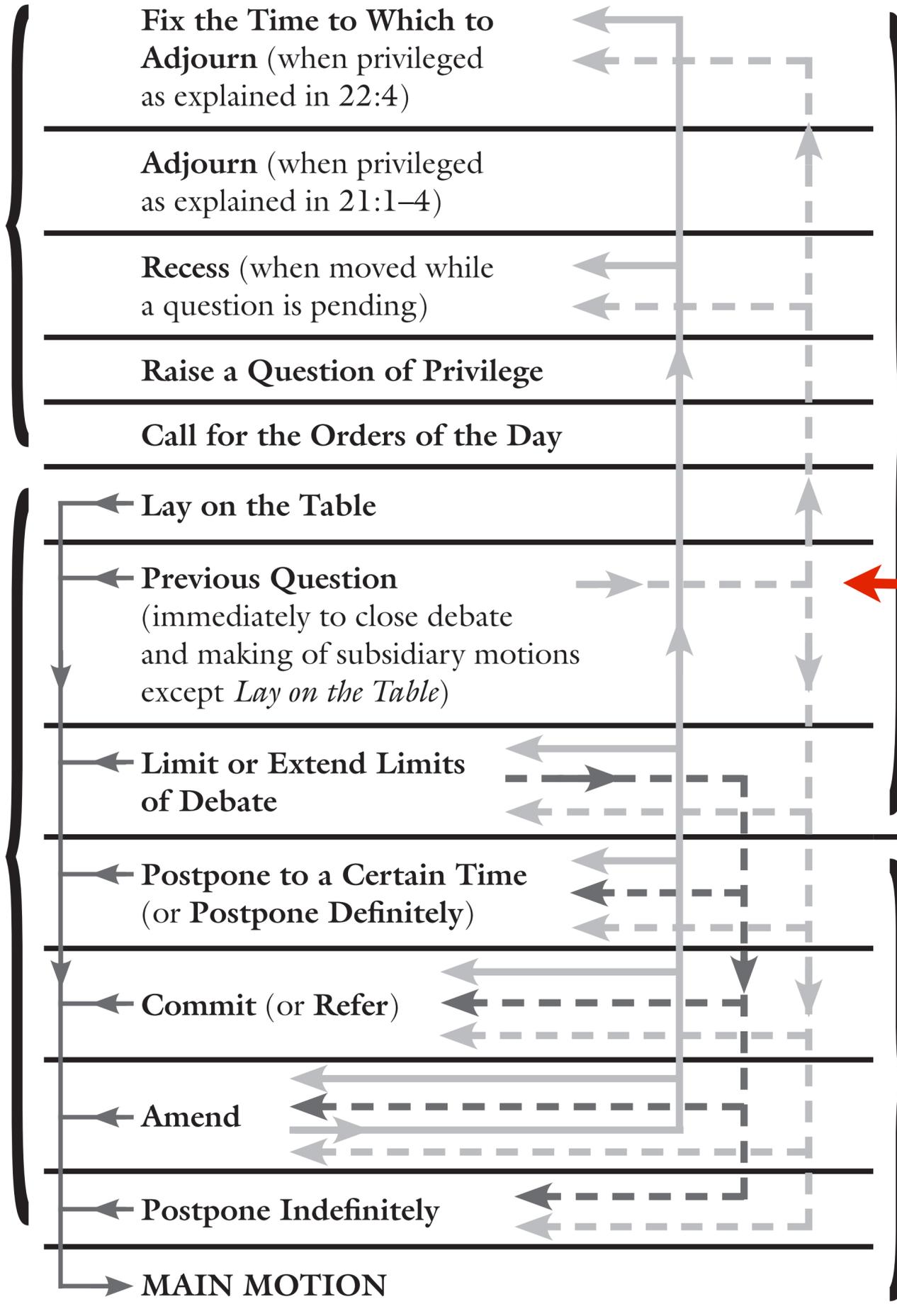
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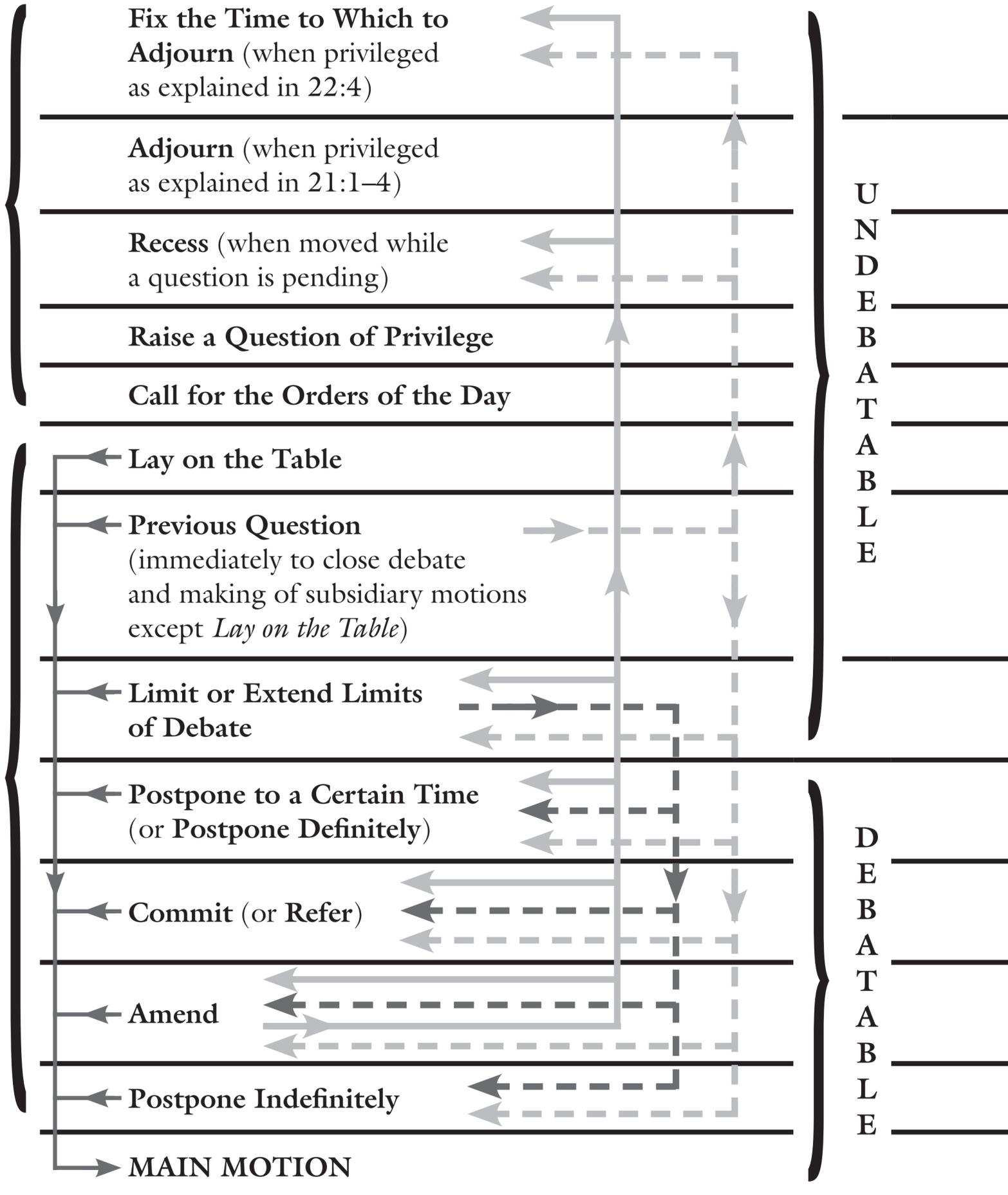
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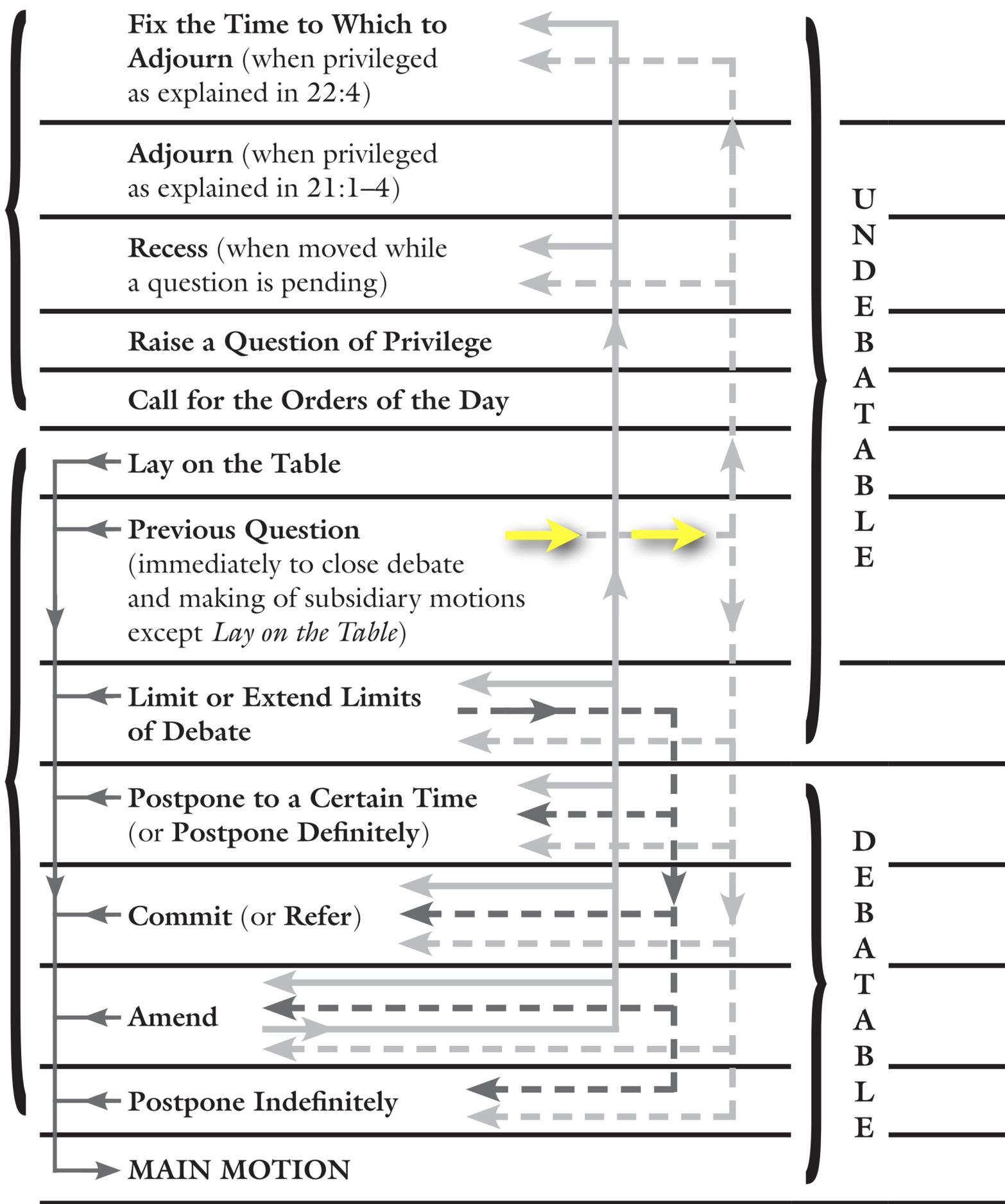
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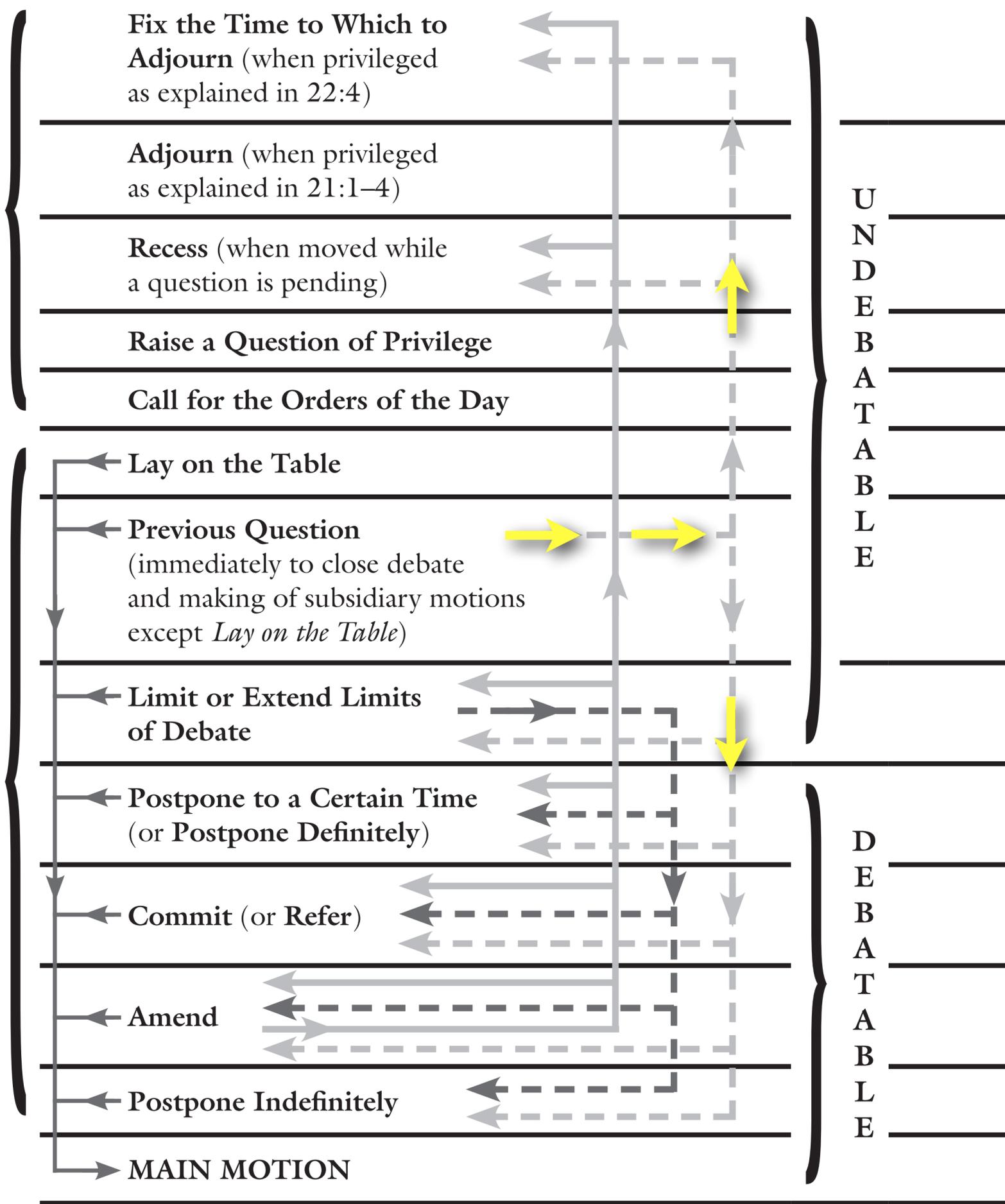
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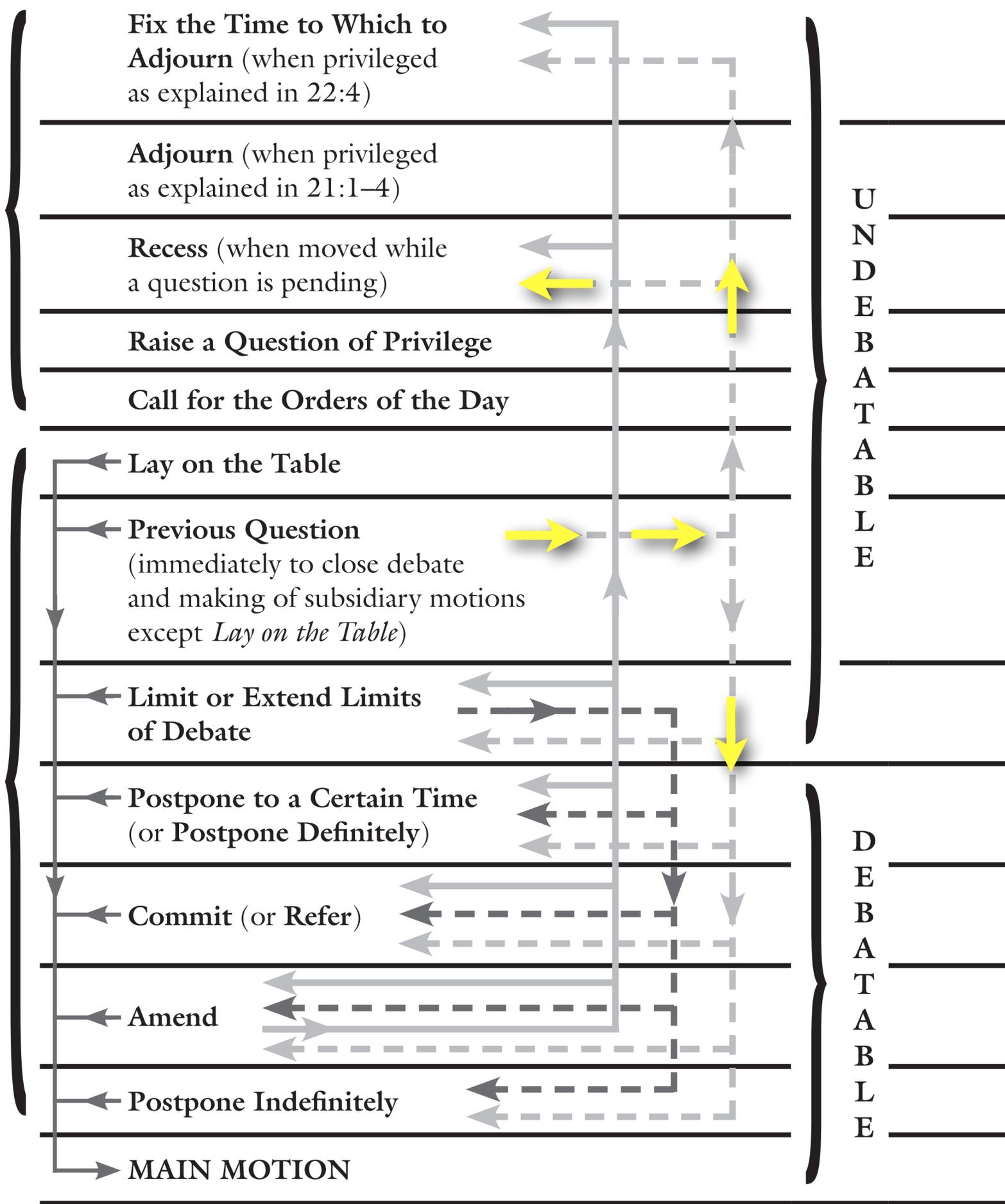
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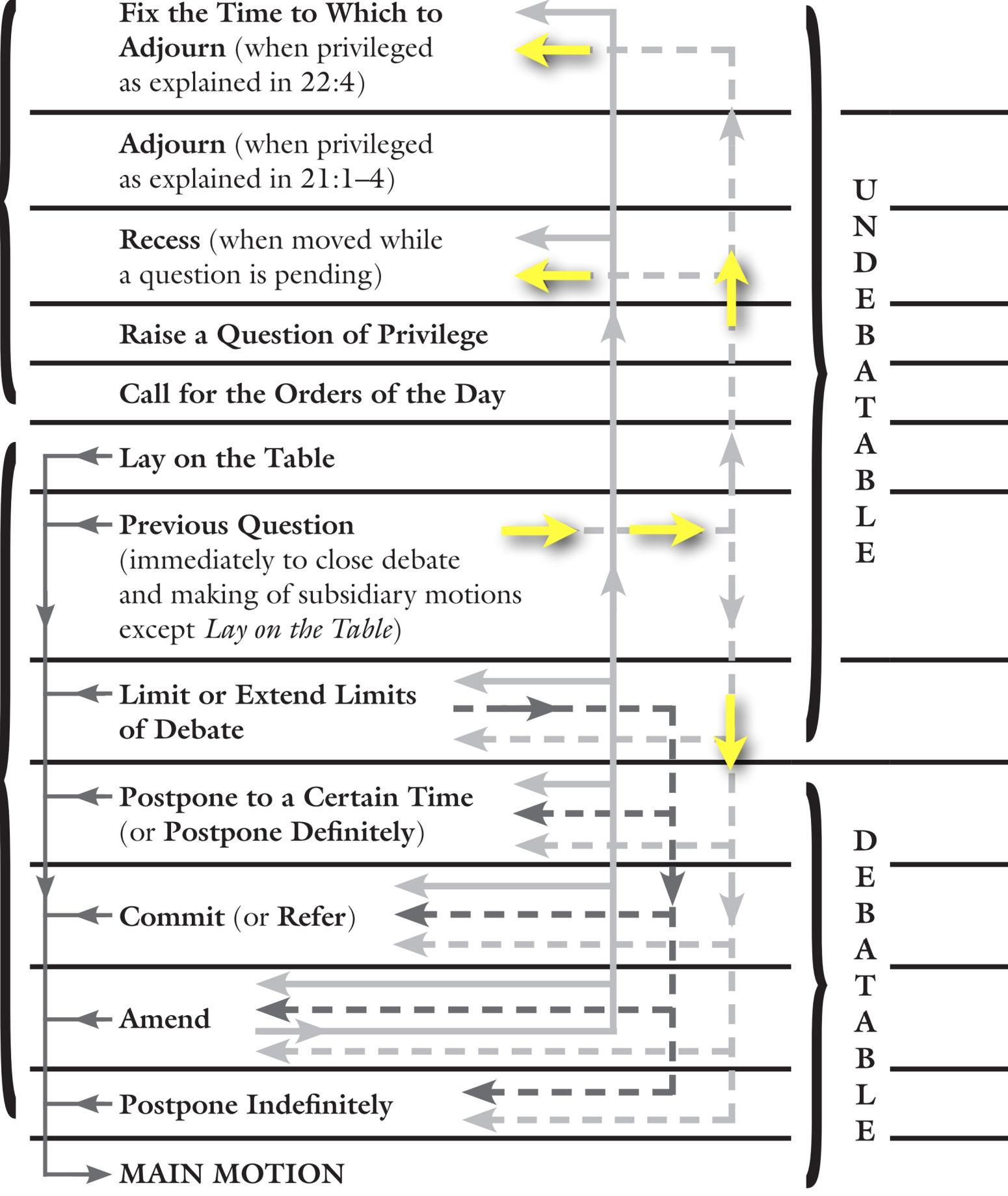
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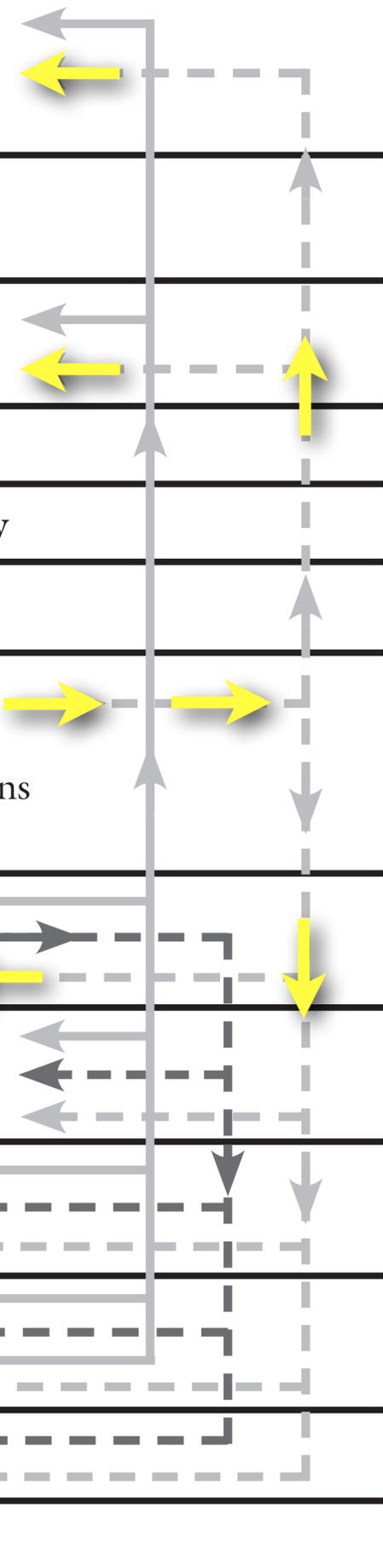
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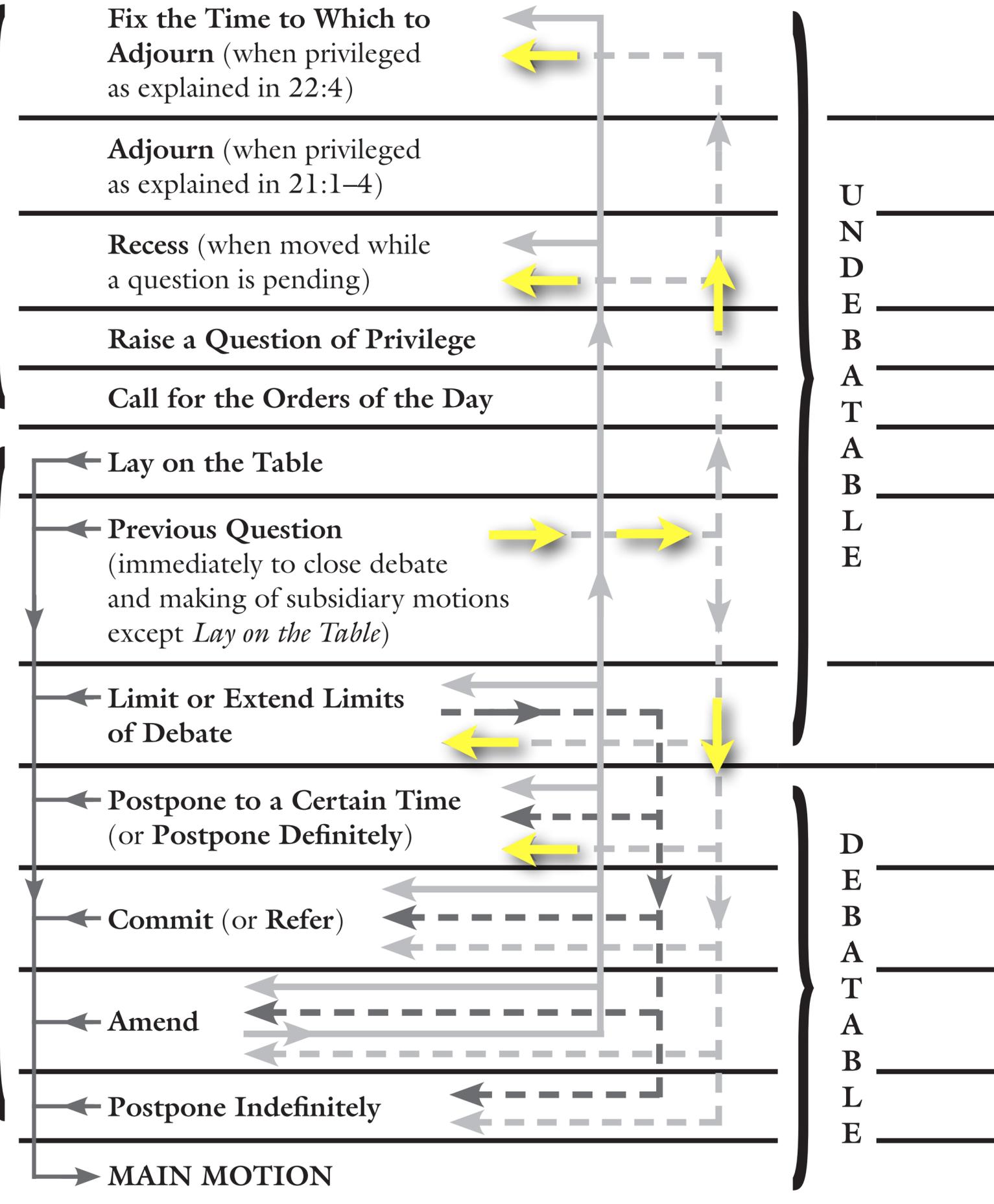
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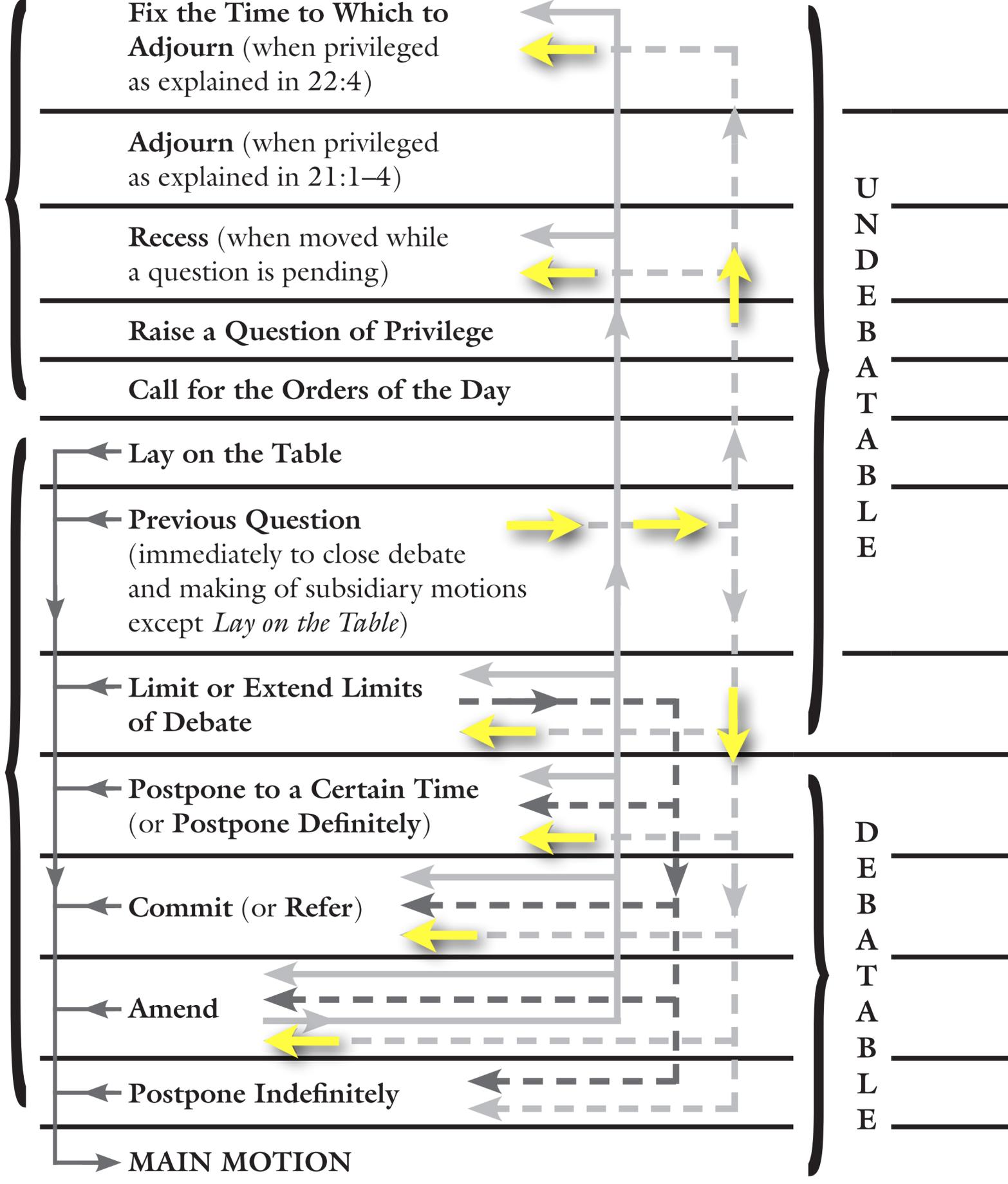
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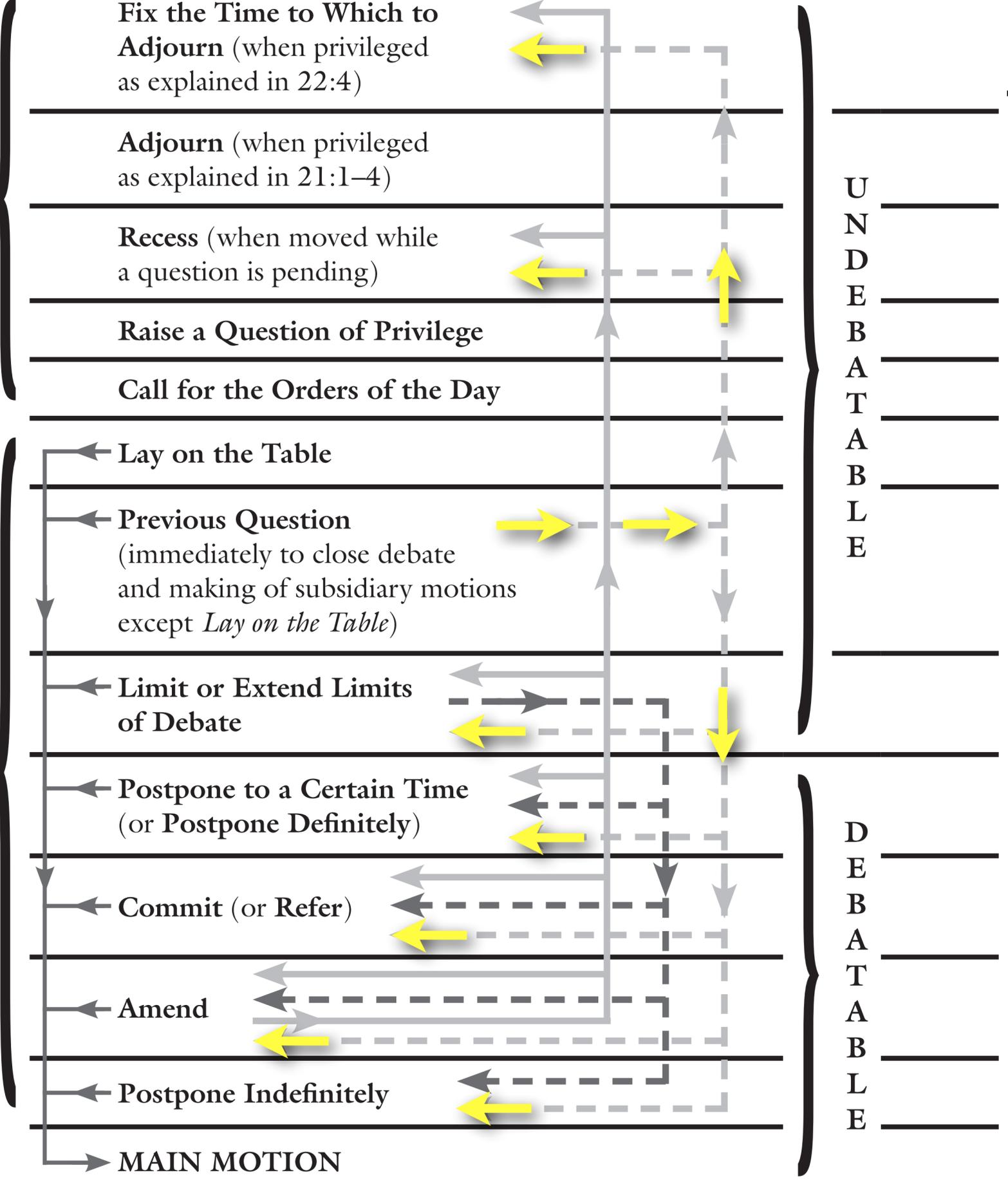
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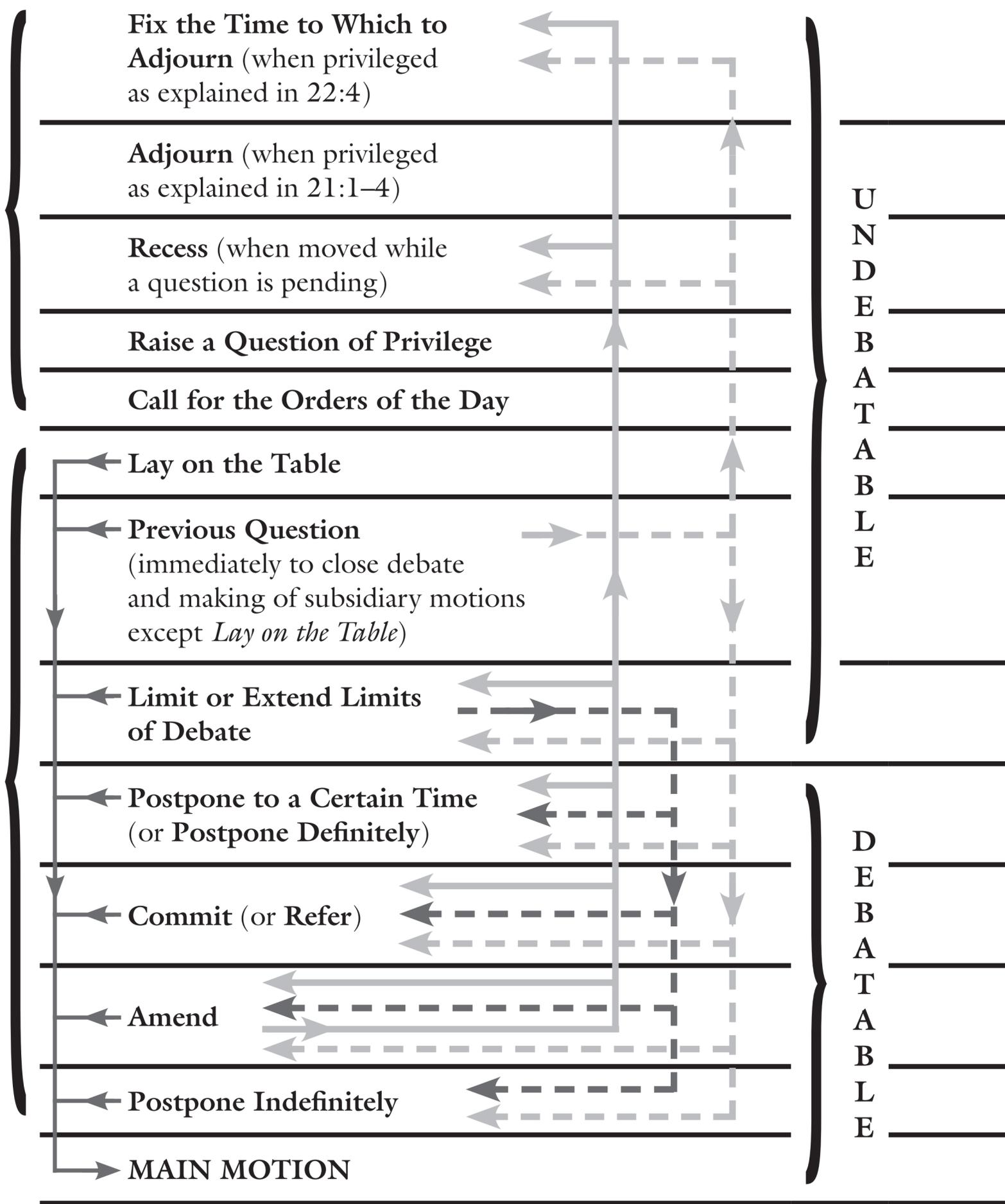
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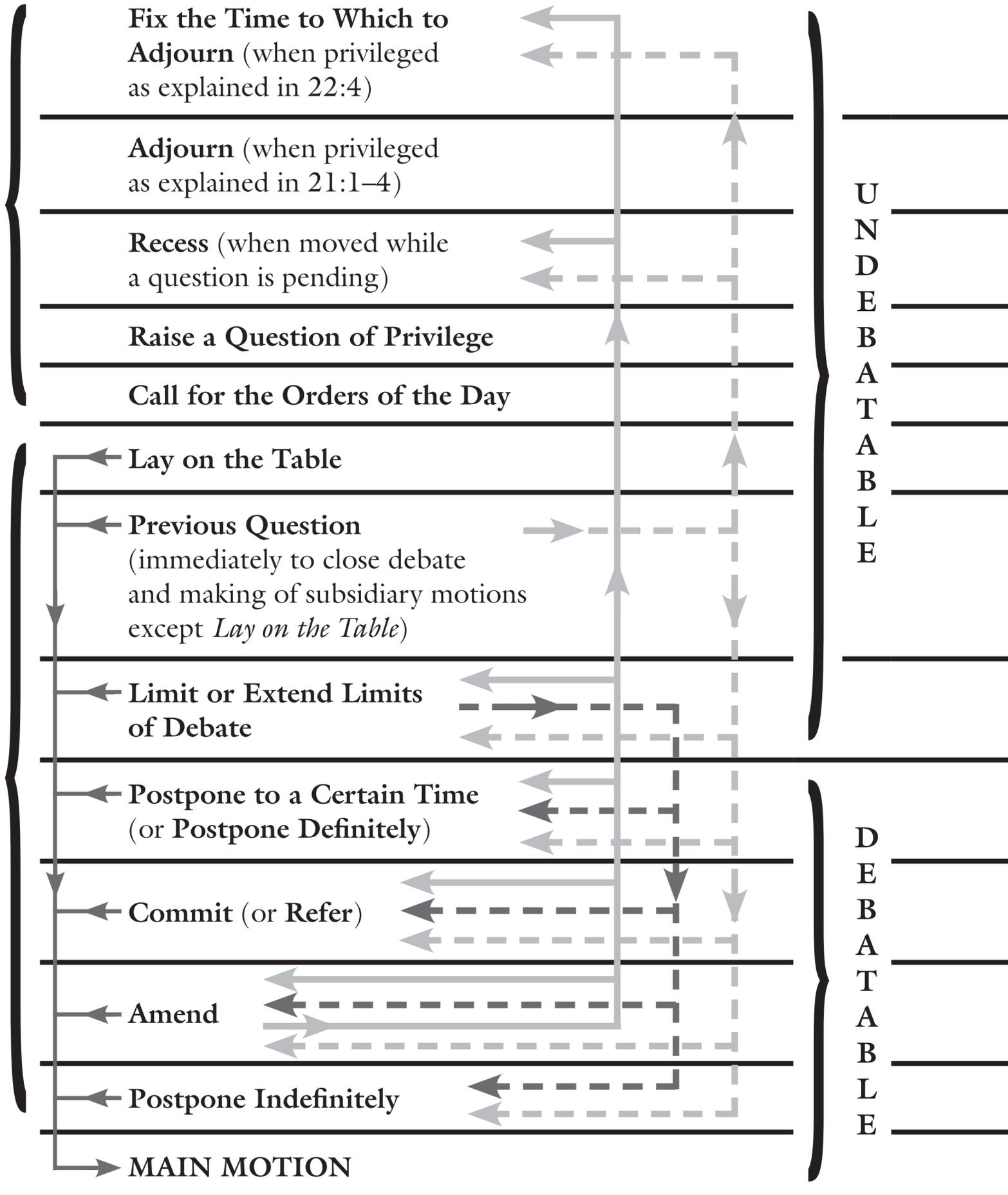
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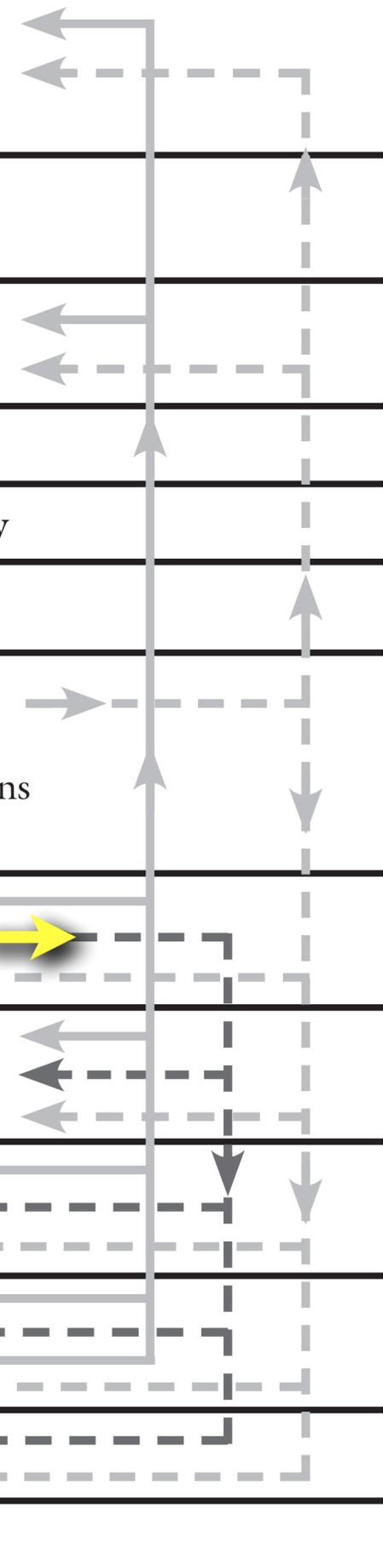
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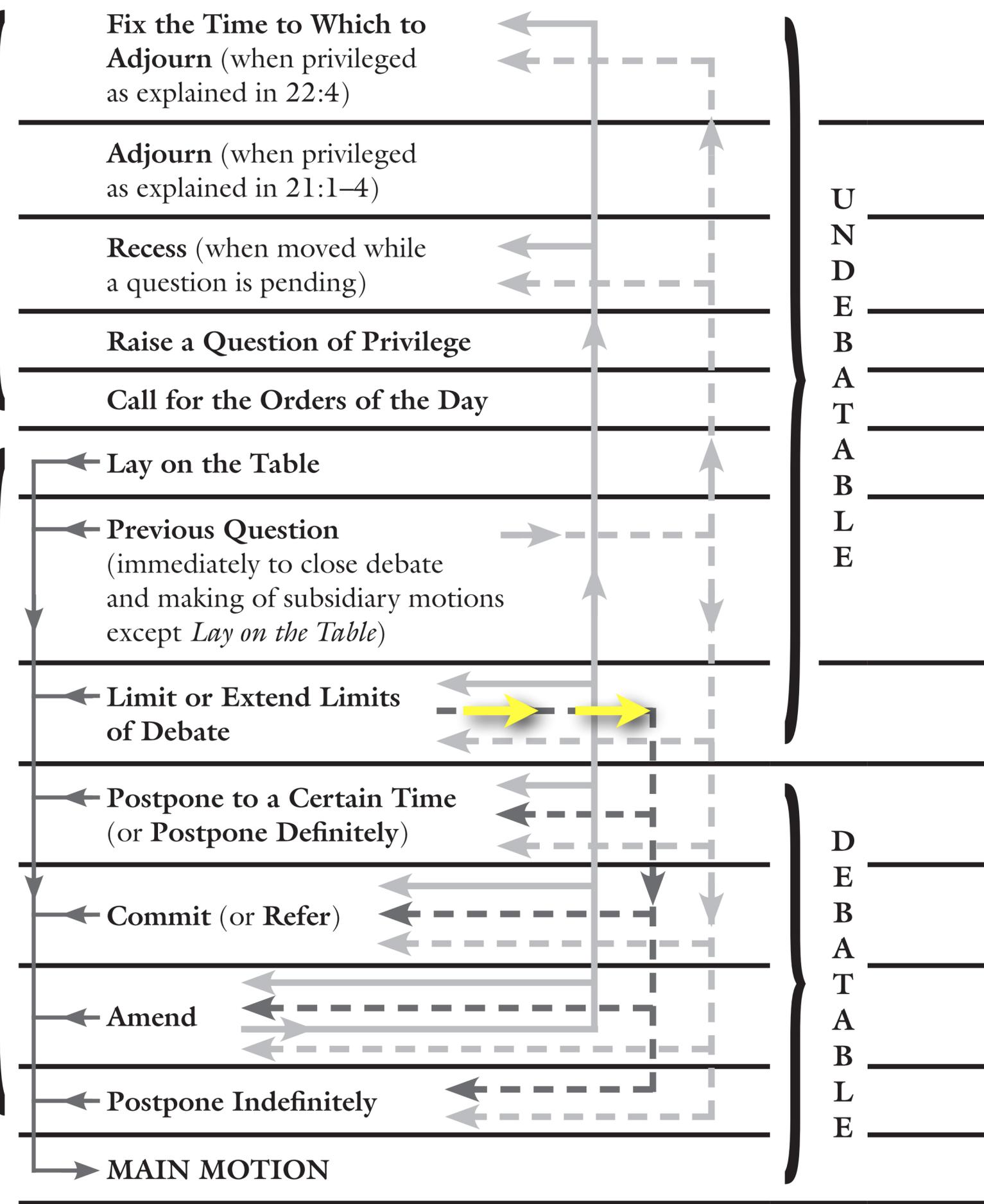
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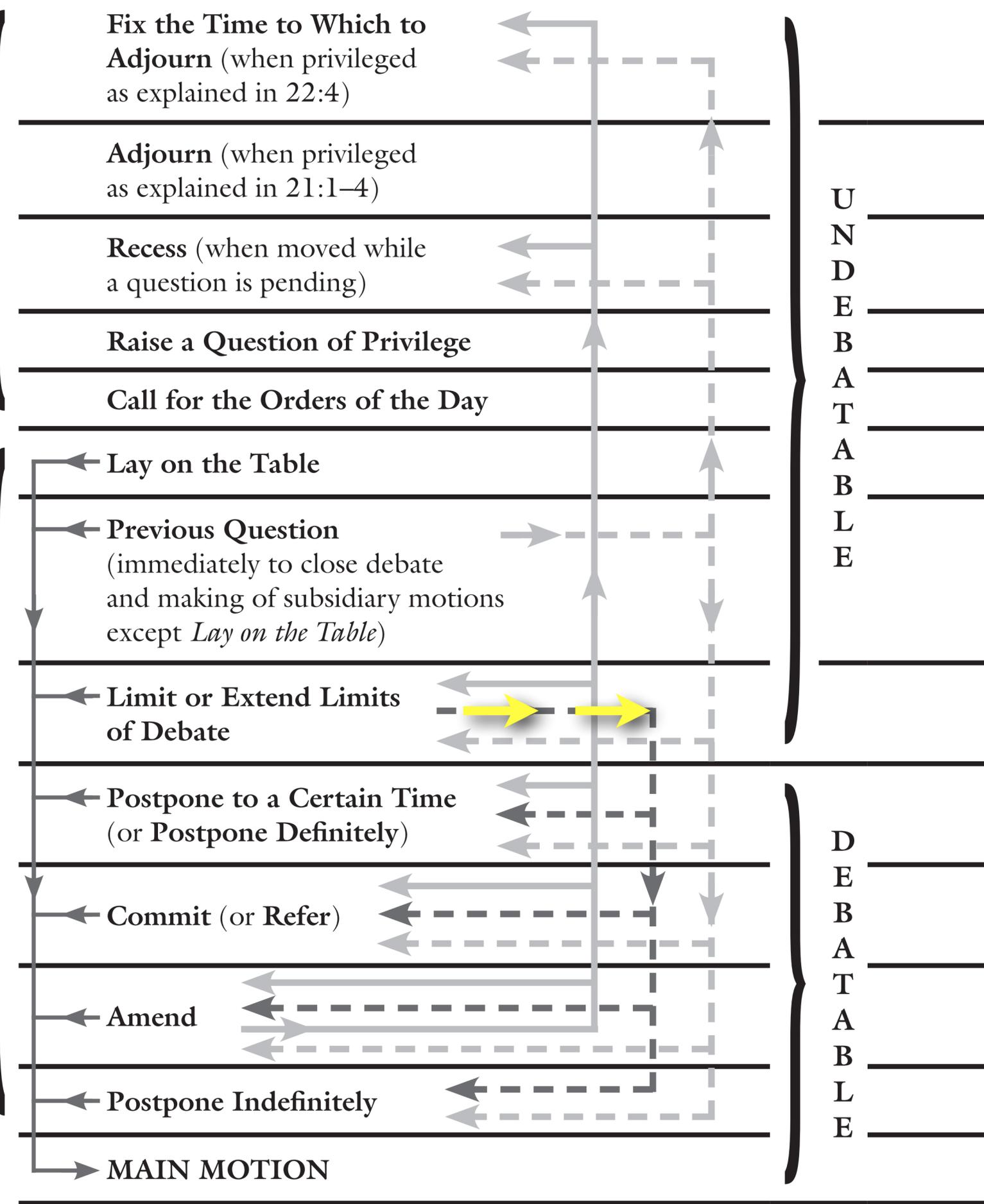
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I  
V  
I  
L  
E  
G  
E  
D

Fix the Time to Which to  
Adjourn (when privileged  
as explained in 22:4)

Adjourn (when privileged  
as explained in 21:1-4)

Recess (when moved while  
a question is pending)

Raise a Question of Privilege

Call for the Orders of the Day

S  
U  
B  
S  
I  
D  
I  
A  
R  
Y

Lay on the Table

Previous Question  
(immediately to close debate  
and making of subsidiary motions  
except *Lay on the Table*)

Limit or Extend Limits  
of Debate

Postpone to a Certain Time  
(or Postpone Definitely)

Commit (or Refer)

Amend

Postpone Indefinitely

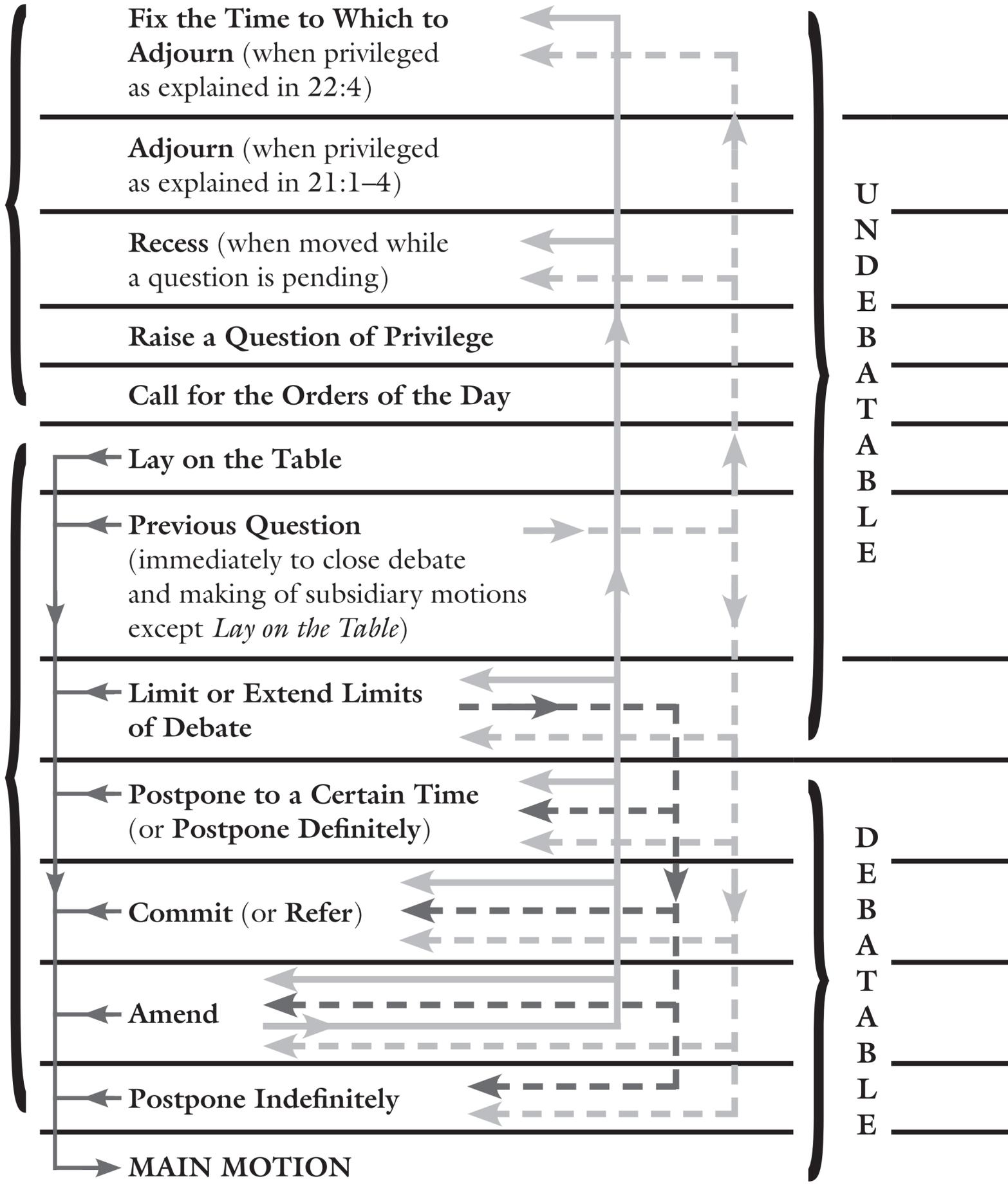
MAIN MOTION

U  
N  
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T  
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E

D  
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B  
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T  
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L  
E

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Application



P  
R  
I  
V  
I  
L  
E  
G  
E  
D

Fix the Time to Which to  
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Adjourn (when privileged  
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Recess (when moved while  
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S  
U  
B  
S  
I  
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A  
R  
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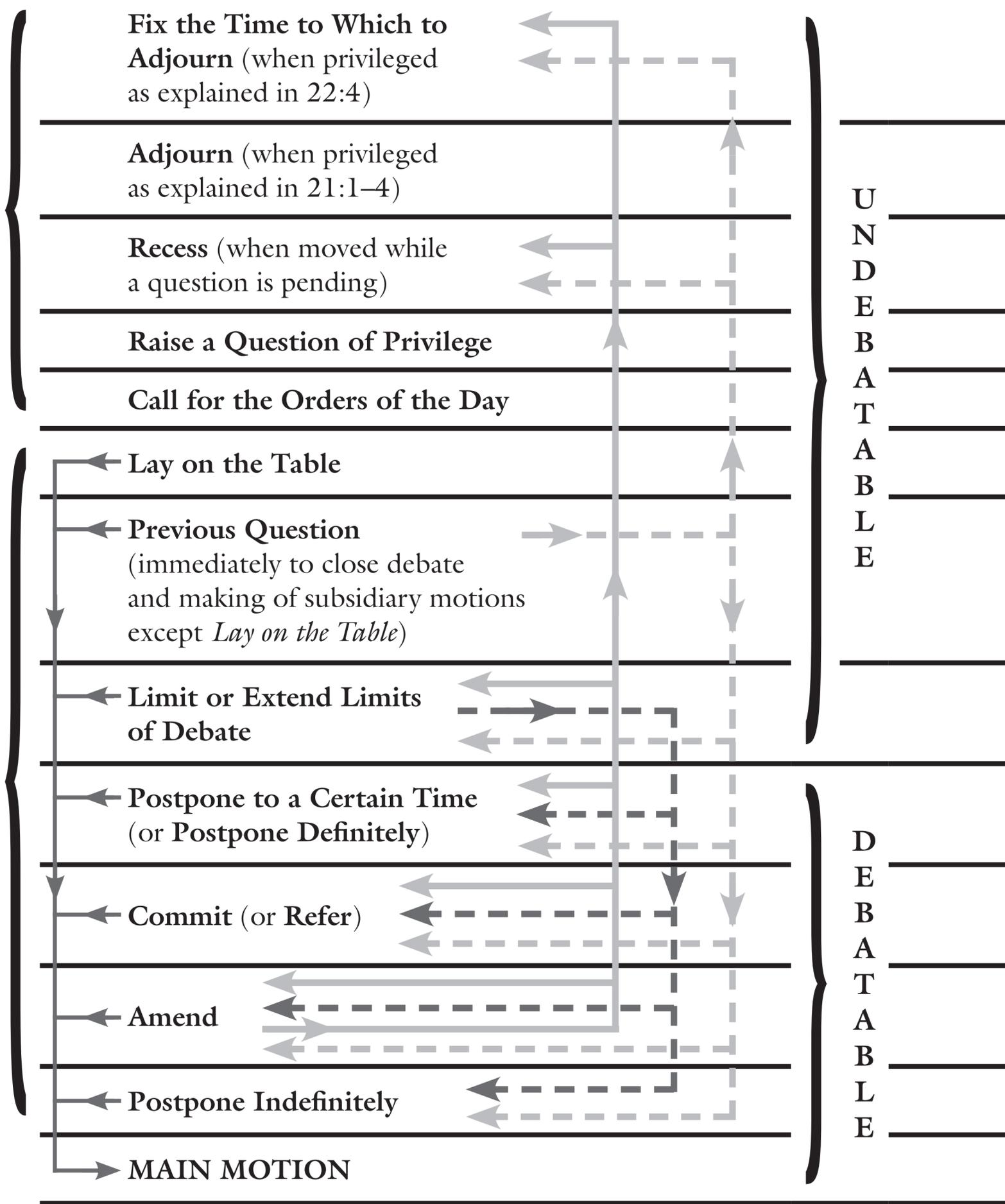
MAIN MOTION

U  
N  
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A  
T  
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D  
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A  
T  
A  
B  
L  
E

Tinted Page 4

Application



# Find it in the Book

## The Tinted Pages

Table of Rules Relating to Motions - Tinted Pages 6-33

# Find it in the Book

## The Tinted Pages

Table of Rules Relating to Motions - Tinted Pages 6-33

### **Standard Descriptive Characteristics**

- |  |                     |
|--|---------------------|
| 1. Precedence                          | 5. Debatable        |
| 2. Application                         | 6. Amendable        |
| 3. In order when another has the floor | 7. Vote Requirement |
| 4. Requires a Second                   | 8. Reconsider       |

MOTION	CLASS <sup>1</sup>	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED <sup>2</sup>	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1. Main motion or question (10)	M	No	Yes	Yes	Yes	Majority, except as explained in 10:8(7)	Yes
2. Adjourn, ordinary case in societies (21)	P	No	Yes	No	No	Majority	No
3. Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved (8, 10, 21)	M	No	Yes	Yes	Yes	Majority	No
4. Adopt, accept, or agree to a report (10, 51)	M	No	Yes	Yes	Yes	Majority	Yes
5. Adopt bylaws or constitu- tion, initially in forming a society (10, 54, 56)	M	No	Yes <sup>3</sup>	Yes	Yes	Majority	Negative vote only
6. Adopt revised bylaws or constitution (35, 56, 57)	M/B	No	Yes <sup>3</sup>	Yes	Yes	As provided in existing bylaws. (In absence of such provision, same as in next line)	Negative vote only
7. Adopt special rules of order (2:14ff.; 10)	M	No	Yes	Yes	Yes	(a) Previous notice <i>and</i> two-thirds; or (b) majority of entire membership	Negative vote only
8. Adopt ordinary standing rules (2:23; 10)	M	No	Yes	Yes	Yes	Majority	Yes
9. Adopt parliamentary standing rules in a con- vention (10; 59:27ff.)	M	No	Yes <sup>3</sup>	Yes	Yes	Two-thirds	Negative vote only

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MOTION	CLASS <sup>1</sup>	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED <sup>2</sup>	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1. Main motion or question (10)	M	No	Yes	Yes	Yes	Majority, except as explained in 10:8(7)	Yes
2. Adjourn, ordinary case in societies (21)	P	No	Yes	No	No	Majority	No
3. Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved (8, 10, 21)	M	No	Yes	Yes	Yes	Majority	No
4. Adopt, accept, or agree to a report (10, 51)	M	No	Yes	Yes	Yes	Majority	Yes
5. Adopt bylaws or constitution, initially in forming a society (10, 54, 56)	M	No	Yes <sup>3</sup>	Yes	Yes	Majority	Negative vote only
6. Adopt revised bylaws or constitution (35, 56, 57)	M/B	No	Yes <sup>3</sup>	Yes	Yes	As provided in existing bylaws. (In absence of such provision, same as in next line)	Negative vote only
7. Adopt special rules of order (2:14ff.; 10)	M	No	Yes	Yes	Yes	(a) Previous notice <i>and</i> two-thirds; or (b) majority of entire membership	Negative vote only
8. Adopt ordinary standing rules (2:23; 10)	M	No	Yes	Yes	Yes	Majority	Yes
9. Adopt parliamentary standing rules in a convention (10; 59:27ff.)	M	No	Yes <sup>3</sup>	Yes	Yes	Two-thirds	Negative vote only

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).

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# Find it in the Tinted Pages

Is Division of a Question in order when another has the floor?

- a. Yes
- b. No

---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

---

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
2. Motions listed as requiring a second do not need to be seconded when made by direction of a board or committee.

5. A negative vote on this motion can be reconsidered only until such time as progress in business or debate has made it essentially a new question.
6. B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to *Commit*; M/B if subject was referred by a main motion (see 36:10–11).

Name of Motion



38. Division of a Question (27)

I

No

Yes

No

Yes

Majority

No

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**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

---

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## Class



---

### 38. Division of a Question (27)

I

No

Yes

No

Yes

Majority

No

---

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---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

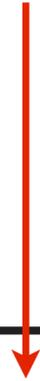
No

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## In Order When Another Has the Floor




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### 38. Division of a Question (27)

I	No	Yes	No	Yes	Majority	No
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---

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**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

---

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Must Be  
Seconded



---

**38.** Division of a Question  
(27)

I

No

Yes

No

Yes

Majority

No

---

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(27)

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6. B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to *Commit*; M/B if subject was referred by a main motion (see 36:10–11).

Debatable



---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

---

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
2. Motions listed as requiring a second do not need to be seconded when made by direction of a board or committee.

5. A negative vote on this motion can be reconsidered only until such time as progress in business or debate has made it essentially a new question.
6. B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to *Commit*; M/B if subject was referred by a main motion (see 36:10–11).

---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

---

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
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6. B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to *Commit*; M/B if subject was referred by a main motion (see 36:10–11).

Amendable



---

**38. Division of a Question  
(27)**

I

No

Yes

No

Yes

Majority

No

---

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
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5. A negative vote on this motion can be reconsidered only until such time as progress in business or debate has made it essentially a new question.
6. B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to *Commit*; M/B if subject was referred by a main motion (see 36:10–11).

---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

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1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
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6. B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to *Commit*; M/B if subject was referred by a main motion (see 36:10–11).

**Vote Required  
for Adoption**



---

**38. Division of a Question  
(27)**

I

No

Yes

No

Yes

Majority

No

---

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
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**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

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1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
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Can be  
Reconsidered



---

**38. Division of a Question  
(27)**

I

No

Yes

No

Yes

Majority

No

---

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**38. Division of a Question**  
(27)

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No

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No

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Majority

No

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38. Division of a Question  
(27)

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No

Yes

No

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Majority

No

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Section  
Number

---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

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**38.** Division of a Question  
(27)

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I

No

Yes

No

Yes

Majority

No

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**Entry  
Number**

---

**38. Division of a Question**  
(27)

I

No

Yes

No

Yes

Majority

No

---

1. Key to classification symbols: M—main motions; S—subsidiary motions; P—privileged motions; I—incidental motions; B—motions that bring a question again before the assembly; M/B—incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).
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# Find it in the Tinted Pages

Is Division of a Question in order when another has the floor?

a. Yes

b. No

# Find it in the Tinted Pages

Is Division of a Question in order when another has the floor?

a. Yes

b. No

RONR (12th ed.) t14

# Find it in the Tinted Pages

Is Division of a Question in order when another has the floor?

a. Yes

b. No

RONR (12th ed.) t14

RONR (12th ed.) tinted pages 14 - 15, #38

# Find it in the Tinted Pages

Does a motion to Take from the Table require a second?

- a. Yes
- b. No

# Find it in the Tinted Pages

Does a motion to Take from the Table require a second?

- a. Yes
- b. No

**Look it up on your own.**

# Find it in the Tinted Pages

Does a motion to Take from the Table require a second?

a. Yes

b. No

# Find it in the Tinted Pages

Does a motion to Take from the Table require a second?

a. Yes

b. No

RONR (12th ed.) t30

# Find it in the Tinted Pages

What vote is required to adopt a motion to Rescind and Expunge from the Minutes?

- a. Majority vote with notice
- b. Two-thirds vote without notice
- c. Majority of the entire membership
- d. Any of the above

# Find it in the Tinted Pages

What vote is required to adopt a motion to Rescind and Expunge from the Minutes?

- a. Majority vote with notice
- b. Two-thirds vote without notice
- c. Majority of the entire membership
- d. Any of the above

**Look it up on your own.**

# Find it in the Tinted Pages

What vote is required to adopt a motion to Rescind and Expunge from the Minutes?

- a. Majority vote with notice
- b. Two-thirds vote without notice
- c. Majority of the entire membership
- d. Any of the above

# Find it in the Tinted Pages

What vote is required to adopt a motion to Rescind and Expunge from the Minutes?

- a. Majority vote with notice
- b. Two-thirds vote without notice
- c. Majority of the entire membership
- d. Any of the above

RONR (12th ed.) t29

# Find it in the Tinted Pages

Can the vote on the motion Postpone Indefinitely be reconsidered?

- a. Yes
- b. No
- c. Affirmative Only
- d. Negative Only

# Find it in the Tinted Pages

Can the vote on the motion Postpone Indefinitely be reconsidered?

- a. Yes
- b. No
- c. Affirmative Only
- d. Negative Only

**Look it up on your own.**

# Find it in the Tinted Pages

Can the vote on the motion Postpone Indefinitely be reconsidered?

- a. Yes
- b. No
- c. Affirmative Only
- d. Negative Only

RONR (12th ed.) t23

# Find it in the Tinted Pages

Can the vote on the motion Postpone Indefinitely be reconsidered?

- a. Yes
- b. No
- c. Affirmative Only
- d. Negative Only

RONR (12th ed.) t23

RONR (12th ed.) tinted pages 22 - 23, #66

# Sample Forms Used in Making Motions

### III. SAMPLE FORMS USED IN MAKING MOTIONS

1. Main motion or question (original)  
[For forms see 4:4–5, 10:9–25.]
2. Adjourn, ordinary case in societies
  - I move to adjourn.
3. Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved
  - I move to adjourn at 4 P.M.
  - I move that the meeting adjourn to meet at 8 P.M. Tuesday.
  - I move to adjourn.
  - I move to adjourn *sine die*.
4. Adopt, accept, or agree to a report
  - I move that the report be adopted.
5. Adopt bylaws or constitution, initially in forming a society
  - On behalf of the committee appointed to draw up bylaws, I move the adoption of the bylaws submitted by the committee.
6. Adopt revised bylaws or constitution
  - On behalf of the committee on revision of the bylaws, I move that, as a substitute for the present bylaws, the bylaws submitted by the committee be adopted with the following provisos: ...
7. Adopt special rules of order
  - In accordance with notice given at the last meeting, I move that the following resolution be adopted as a special rule of order: “*Resolved, That ...*”
8. Adopt ordinary standing rules
  - I move that the following resolution be adopted as a standing rule: “*Resolved, That ...*”
9. Adopt parliamentary standing rules in a convention
  - By direction of the Committee on Standing Rules, I move the adoption of the Standing Rules of the Convention as just read.
10. Adopt convention agenda or program
  - By direction of the Program Committee, I move the adoption of the Convention Program as printed.

11. Amend a pending motion
  - I move to amend by adding ...
  - I move to amend by inserting the word ... before the word ...
  - I move to amend by striking out the second paragraph.
  - I move to amend by striking out “concrete” and inserting “blacktop.”
  - I move to substitute for the pending resolution the following resolution: “*Resolved, That ...*”

[For manner in which above forms are varied in the particular case, see 12:32, 12:53, 12:67, 12:82–83.]
12. Amend an amendment of a pending motion
  - I move to insert in the pending amendment the word ... before the word ...
  - I move to amend the pending amendment by ... [varying form to fit particular case, as under *Amend a pending motion*, No. 11].
13. Amend Something Previously Adopted, general case, including ordinary standing rules
  - I move to amend the resolution relating to ... , adopted at the September meeting, by ...
14. Amend parliamentary standing rules in a convention, when they are not pending
  - I move to amend Standing Rule No. 6 by ...
15. Amend adopted convention agenda or program with reference to items not yet reached
  - I move to amend the agenda [or “program”] by ...
16. Amend bylaws or constitution, when not pending
  - In accordance with notice given, I move the adoption of the following amendment to the bylaws ...
17. Amend special rules of order, when not pending
  - In accordance with notice given, I move to amend Special Rule of Order No. 3 by ...
18. Appeal, general case
  - I appeal from the decision of the chair.

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6. Adopt revised bylaws or constitution
  - On behalf of the committee on revision of the bylaws, I move that, as a substitute for the present bylaws, the bylaws submitted by the committee be adopted with the following provisos: ...
7. Adopt special rules of order
  - In accordance with notice given at the last meeting, I move that the following resolution be adopted as a special rule of order: “*Resolved, That ...*”
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  - On behalf of the committee on revision of the bylaws, I move that, as a substitute for the present bylaws, the bylaws submitted by the committee be adopted with the following provisos: ...
7. Adopt special rules of order
  - In accordance with notice given at the last meeting, I move that the following resolution be adopted as a special rule of order: “*Resolved, That ...*”
8. Adopt ordinary standing rules
  - I move that the following resolution be adopted as a standing rule: “*Resolved, That ...*”
9. Adopt parliamentary standing rules in a convention
  - By direction of the Committee on Standing Rules, I move the adoption of the Standing Rules of the Convention as just read.
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17. Amend special rules of order, when not pending
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18. Appeal, general case
  - I appeal from the decision of the chair.

# Find it in the Tinted Pages

Sample Forms Used in Making Motions

Postpone Indefinitely (#66)

## 65. Parliamentary Inquiry

- I rise to a parliamentary inquiry.
- Parliamentary inquiry, Mr. President!

## 66. Postpone Indefinitely

- I move that the resolution be postponed indefinitely.

## 67. Postpone to a Certain Time, or Definitely, applied to a pending question

- I move to postpone the question to the next meeting.

## 68. Postpone a pending question to a certain time and make it a special order

- I move that the resolution be postponed until 3 P.M. and made a special order.

## 69. Postpone an event or action previously scheduled

- I move that the dinner previously scheduled for September 15 be postponed until October 17.

## 65. Parliamentary Inquiry

- I rise to a parliamentary inquiry.
- Parliamentary inquiry, Mr. President!

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## 67. Postpone to a ~~Certain Time, or Definitely~~, applied to a pending question

- I move to postpone the question to the next meeting.

## 68. Postpone a pending question to a certain time and make it a special order

- I move that the resolution be postponed until 3 P.M. and made a special order.

## 69. Postpone an event or action previously scheduled

- I move that the dinner previously scheduled for September 15 be postponed until October 17.

## 65. Parliamentary Inquiry

- I rise to a parliamentary inquiry.
- Parliamentary inquiry, Mr. President!

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**with section and paragraph numbers  
as in the following examples:**

**RONR (12th ed.) 12:67**

**RONR (12th ed.) 12:7(1)(a)**

**RONR (12th ed.) 35:10–12**

**Footnotes may be cited as follows:**

**RONR (12th ed.) 56:49n1**

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12:4 Adoption of a subsidiary motion to *Amend* does *not* adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of a motion to *Amend* leaves the pending motion worded as it was before the amendment was voted on.

12:5 Neither the member who offers an amendment nor the maker of the main motion *amends* or “makes an amendment”; only the assembly can do that. A member’s vote on an amendment does not obligate him to vote in a particular way on the motion to which the amendment applies; he is free to vote as he pleases on the main motion, whether it is amended or not.

12:6 An amendment must always be *germane*—that is, closely related to or having bearing on the subject of the motion to be amended. This means that no new subject can be introduced under pretext of being an amendment (see 12:16–21).

### Standard Descriptive Characteristics

12:7 The subsidiary motion to *Amend*:

1. a) *When applied to a main motion*: It takes precedence over the main motion and over the subsidiary motion to *Post-*

*pone Indefinitely*. It yields to all subsidiary motions other than *Postpone Indefinitely* and *Amend*, and it also yields to a motion to *Amend* that is applied to it; and it yields to all privileged motions and all applicable incidental motions.

- b) *When applied to other than a main motion*: It takes precedence over the motion that it proposes to amend. It yields to any privileged or subsidiary motion (other than *Amend*) to which the motion that it proposes to amend would yield, and it also yields to motions to *Amend*, to *Limit or Extend Limits of Debate*, or for the *Previous Question* that are applied to it; and it yields to all applicable incidental motions.
2. Can be applied to any main motion (but in the case of some incidental main motions only in a limited manner); also can be applied, in different limited ways, to any other motion that legitimately contains a variable factor; for example, can be applied to change the duration of a proposed recess or the hour to which a pending question is to be postponed. (For lists of motions that cannot be amended, see pages t46–t47.)

*Amend* can be applied to itself (that is, to a pending *primary* amendment), so that a *secondary amendment*<sup>2</sup> (or “amendment to an amendment”) will result, but it cannot be applied to a secondary amendment (see Standard Characteristic 6, below; and *Degrees of Amendment*, 12:11–13).

The sections in this book dealing with each individual motion contain under Standard Characteristic 6 a statement of whether *Amend* is applicable to that particular motion, and if applicability is limited, in what manner.

Motions to *Limit or Extend Limits of Debate* and for the *Previous Question* can be applied to a pending primary amendment or secondary amendment; and these motions affect only the immediately pending amendment unless otherwise specified. A *Division of a Question* can be applied

2. Secondary amendments must not be confused with secondary *motions*, a much more general concept explained in 5:3ff.

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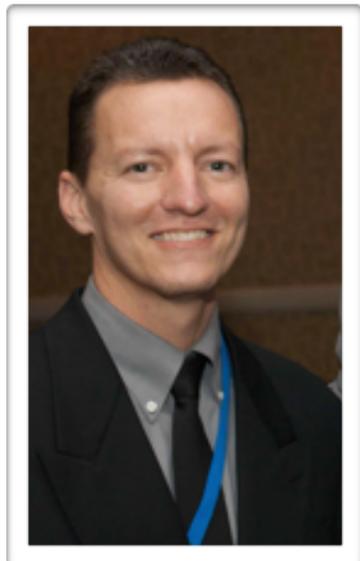
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# Navigating *Robert's Rules* *of Order*

By Tim Wynn, PRP



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