

Motions Quick Guide

Robert's Rules of Order Newly Revised, 11th Ed.



Ranking Motions	I	S	D	A	V
Fix the Time to Which to Adjourn <i>Set a time to continue the meeting</i>		S		A	M
Adjourn <i>Close the meeting</i>		S			M
Recess <i>Take a short break</i>		S		A	M
Question of Privilege <i>Raise an urgent issue</i>	I				C
Call for the Orders of the Day <i>Insist that the agenda be followed</i>	I				1
Lay on the Table <i>Set aside business temporarily</i>		S			M
Previous Question <i>Close debate</i>		S		A	2/3
Limit/Extend Debate <i>Control the amount of debate</i>		S		A	2/3
Postpone to a Specific Time <i>Set a later time for consideration</i>		S	D	A	M
Refer to Committee <i>Delegate the motion to a group</i>		S	D	A	M
Amend <i>Modify the wording of a motion</i>		S	D	A	M
Postpone Indefinitely <i>Kill a motion</i>		S	D		M
Main Motion		S	D	A	M

Incidental Motions	I	S	D	A	V
Point of Order <i>Question the proceedings</i>	I				C
Appeal <i>Challenge a decision of the chair</i>	I	S	D		M
Request for Information <i>Clarify substantive information</i>	I				C
Parliamentary Inquiry <i>Clarify a procedural rule</i>	I				C
Division of the Assembly <i>Challenge the accuracy of a vote</i>	I				1
Suspend the Rules <i>Permission to violate a rule</i>		S			2/3

I	=	Can Interrupt	M	=	Majority Vote
S	=	Second Required	A	=	Amendable
D	=	Debatable	V	=	Vote Needed
C	=	Chair Rules	2/3	=	2/3 Vote
1	=	One Member Can Demand			

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Steps for Processing a Main Motion

1. Member states the motion
2. Member seconds the motion
3. Chair repeats the motion
4. Members debate the motion
5. Chair takes a vote on the motion
6. Chair announces the result of the vote

Tips for Effective Discussion

1. Organize your thoughts before approaching the microphone
2. State the overall reason for your comments first; then address specifics
3. Keep comments relevant to the motion on the floor
4. Avoid personal attacks
5. Be mindful of debate time limits
6. Keep comments productive
7. Propose ideas that benefit the organization as a whole

Bradley is a regional law firm with a global perspective. Our firm has more than 500 attorneys serving established regional, national and international companies, emerging businesses and individuals. Our nine offices—strategically located in Alabama, Florida, Mississippi, North Carolina, Tennessee, Texas, and the District of Columbia—provide an extensive geographic base from which to best accommodate our clients. Recognized across the country, our attorneys serve as national, regional, and statewide counsel for clients across many industries. Clients rely on us for innovative legal services that reflect a deep understanding of their business objectives.

For more information, please visit lawoforderblog.com
or contact **Sarah E. Merkle**, 205.521.8380, smerkle@bradley.com

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