



Robert's Rules of Order: Simplified List of Motions

To:	You Say:	Can you interrupt?	Second Needed?	Debatable?	Amendable?	Vote Needed?
*End Debate Immediately	"I move the previous question"	No	Yes	No	No	2/3
**Suspend consideration of something temporarily	"I move that we table the motion"	No	Yes	No	No	Majority
Postpone consideration of something to a certain time	"I move we postpone this matter until the (next meeting, etc)"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by (striking, adding, inserting, substituting)..."	No	Yes	Yes	Yes	Majority
Postpone Indefinitely (kill a motion)	"I move that we postpone this matter indefinitely"	No	Yes	Yes	No	Majority
Limit or extend limits on debate (change the agreed upon rules of debate)	"I move that we limit debate to (four additional speakers, twenty more minutes, etc)"	No	Yes	No	Yes	2/3
Lengthen the meeting time	"I move to postpone the time of adjournment until..."	No	Yes	No	No	2/3
***Ask a question about parliamentary procedure	"A Parliamentary inquiry"	Yes	No	No	No	Chair responds
Object to a procedural or personal affront	"Point of order"	Yes	No	No	No	Chair makes ruling
****Request Information	"Point of information"	Yes	No	No	No	Someone answers

Notes:

* This is sometimes referred to as 'calling the question.' Regardless of the terminology, if the motion passes, it ends debate on the main motion being discussed and triggers a vote on it. Our handbook specifies that votes on motions concerning legislation or amendments are conducted electronically after faculty meetings. Thus, once debate concludes—either naturally or due to a successful motion to move the previous question—this electronic vote will occur automatically.

**Tabling and Postponing a motion are often confused. If you want to postpone discussion on a motion to a later date, just make a motion to postpone. However, if you want to suspend current discussion to take up another emergency matter, with the intention of returning to the motion during the same meeting, make a motion to table.

***For parliamentary inquiry, point of order, and point of information, ask your question or make your point after being recognized by the chair.

****If you believe that you have the answer to a point of information, raise your hand so the chair can call on you.