

Roberts Rules

Glossary of Terms

Amend Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Appeal Decision of the Chair Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Commit/Refer/Recommit to Committee State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members, election or appointment

Consider by Paragraph Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

Debate Begins After the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Divide the Question Divides a motion into two or more separate motions, must be able to stand on their own

Extend Debate Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Immediately Pending Question The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone

Informal Consideration Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Lay on the Table Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Limit Debate Closing debate at a certain time, or limiting to a certain period of time

Main Motion Brings new business, the next item on the agenda, before the assembly

Modification of Motion Before the motion is stated by the Chair, the question, members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

Object to Consideration Objection must be stated before discussion or another motion is stated

Obtain the Floor Obtain the the right to speak by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Orders of the Day A call to adhere to the agenda - a deviation from the agenda requires Suspending the Rules

Parliamentary Inquiry Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Point of Information Generally applies to information desired from the speaker: "I should like to ask the, speaker, a question."

Point of Order Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Point of Privilege Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Postpone Indefinitely Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

Postpone to a Certain Time State the time the motion or agenda item will be resumed

Preference To The Floor

The member moving the "immediately pending question" is entitled to preference to the floor!

Previous Question Closes debate if successful - may be moved to "Close Debate" if preferred

Recommendations The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

Reconsider Can be made only by one on the prevailing side who has changed position or view

Speak to the Chair All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

Suspend the Rules Allows a violation of the assembly's own rules, except Constitution; the object of the suspension must be specified

Take from the Table Resumes consideration of item previously "laid on the table" - state the motion to take from the table

Take Turns Speaking No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

Withdraw/Modify Motion Applies only after question is stated; mover can accept an amendment without obtaining the floor