



Roberts Rules Cheat Sheet

General Motions:

To:	Say something like:	Debatable?	Interrupt?	Need 2nd?	Vote Needed?
Adjourn	"I move to adjourn"	No	No	Yes	Majority
Stop further discussion of something until something happens	"I move that we postpone the matter until..."	Yes	No	Yes	Majority
Stop further discussion of something	"I move that we table it."	No	No	Yes	Majority
End Debate w/ Vote	"I move the previous question"	No	No	Yes	2/3rds
Amend the thing being considered	"I move that we amend this motion by..."	Yes	No	Yes	Majority
Introduce a thing to be considered	"I move that..."	Yes	No	Yes	Majority
If you want to refer the idea to a committee	"I move that the question be referred to the..."	Yes	No	Yes	Majority
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	Yes	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	No	Yes	2/3rds

Motions, Points and Proposals Debate:

To:	Say something like:	Debatable ?	Interrupt?	Need 2nd?	Vote Needed?
Complain about noise/temp/etc...	"Point of Privilege"	No	Yes	No	Chair Decides
Ask a non-substantive question to chair	"Point of information"	No	Yes	No	N/A
Object to procedure or personal affront	"Point of Order"	No	Yes	No	None
Object to consideration of a proposal	"I object to consideration of the question"	No	Yes	No	2/3rds
Ask for a vote by actual count to verify voice vote	"I call for division" or "Division!!"	No	Yes	No	None unless objection
Pass something by unanimous consent	"I motion to pass by unanimous consent"	No	Yes	Yes	None unless objection
Vote on a ruling by the chair	"I appeal the chair's decision"	Yes	Yes	Yes	Majority
Ask the person speaking a question	"Query to the speaker"	No	speaker recognizes	No	N/A



Sample Procedure Outline:

Getting the Floor

- A member/comrade raises their hand
- Chair Recognizes the member by name

How the Motion is Brought Before the Group

- The member makes the motion: "Comrades, I move that we create a Democratic Socialists of America space program to spread socialism on the moon"
- Another member chimes in to second the motion: "Second!"
- The chair repeats the motion: "It is moved and seconded that DSA create a space program"

Consideration of the Motion

- Before debating, the members must obtain the floor.
- Maker of the motion has first right to the floor.
- Other members can get on stack.
- Debate must be confined to merits of the motion.
- Debate can be closed only by group 2/3rds vote or nobody else wanting to talk on the issue.

Chair Puts Motion to a Vote:

- Chair asks, "are you ready for the question?"
- If no objections, the chair says: "The question is on the adoption of a motion that DSA create a space program to spread socialism on the moon. All those in favor say 'Aye', all opposed say 'Nay'. Any abstentions?"

Chair Announces Vote

- Chair says either: "The ayes have it and the motion carries, DSA will create a space program."
- Or: "the nays have it and the motion fails".



DSA

Democratic Socialists of America – Baltimore

Tips and Other Rules:

- DO NOT USE NAMES! By referring to someone as “my comrade” or “my fellow member” it keeps things from getting personal and helps members not resort to insults or attacks.
- Your comments should generally be addressed to the chair/group not individual members.
- Only Speak when you’re on stack, when recognized by the chair, or when making some of the points/motions/procedures on the first page!
- The chair has power to remove a person from the room if they violate the rules repeatedly!
- When using the “Query to the speaker” procedure, the speaker is free and able to say no. When it’s a question that jives with the speakers point of view on the subject, say “Friendly query to the speaker” which makes the speaker more likely to accept.
- Don’t Clap or celebrate when a motion fails (Even if you really want to). Insult and Injury is always a nasty combo.
- Remember, if the meeting is running long, limit debate by a certain time, but remember to also stipulate how much time someone can talk for.
- Yelling “Division!” after a voice vote can be fun, but becomes exceptionally annoying the more it happens.