

Robert's Rules of Order Motions Cheat Sheet

What Do I Say?

| To Do This | Motion | You Say This | Debate Allowed? | Vote Required? |
|---|------------------|--|-----------------|----------------|
| Introduce Business | Main | "I move that ..." | Yes | Majority |
| Second a Motion | Second | "Second!" | No | No |
| Change the Wording or add Clarity to a Motion | Amend | "I move to amend the motion by ..." (adding words; striking out words; substitute words) | Yes | Majority |
| Send to Committee | Commit/Refer | "I move the motion be referred to ..." | Yes | Majority |
| Postpone Action until a Specific Time | Postpone | "I move the motion be postponed until ..." (provide a specific time on the agenda or next meeting date" | Yes | Majority |
| Postpone Action until an Unspecified Time (a motion will be required to discuss in the future) | Lay on the Table | "I move to lay the motion on the table." | No | Majority |
| Limit Debate | Limit Debate | "I move that the debate on this motion be limited to (one) speech of (two) minutes for each member." | No | Two-Thirds |
| End Debate or Request a Vote | Limit Debate | "I move the previous question." | No | Two-Thirds |
| Take Intermission | Recess | "I move to recess for (time)." | No | Majority |
| Close Meeting | Adjourn | "I move to adjourn." | No | Majority |