

**Summary of Robert's Rules
as Applied during the 2010 Annual Business Meeting of RCA WSO**

A. Basic Intent:

1. Give everyone an equal chance to participate – **expertise in parliamentary procedure not required.**
2. We will follow proper procedure but chair will try to assist in proper wording or proper framing of inquiry or motion.

B. Only three things to remember:

1. Want to make a motion or amendment: **“Here is what I would like to do.”**
2. Parliamentary Inquiry: **“I have a parliamentary inquiry.”** (you may interrupt a speaker)

The chair will try to help determine whether your request is one of a variety of such inquiries:

Raise question of privilege –	“Can not hear in the back.”
Point of order –	“Not following the agenda.”
Parliamentary inquiry –	“Can I offer an amendment now?”
Point of information	“Where is that located in the bylaws?”

3. If you do not like a **ruling** of the chair, you may appeal: Just say **“Appeal.”**

But do not wait or your appeal will be untimely.

C. Some other basic principles:

1. Can only have one amendment to an amendment pending.

The motion
The amendment
The amendment to the amendment

2. Amendments must germane to the subject of the motion you are seeking to amend.

Summary Applicable to RCA Business Meeting

Table 1: Precedence of Motions – the Ladder of Motions										
Order	Motion	Applicable Under Standing Rules or For Business Meeting	Can Interrupt?	Requires Second?	Debatable?	Amendable ?	Vote Required	Can be reconsidered ?	Notes:	Motion Type
1.	Fix time to adjourn	no	no	yes	no	yes	majority	yes		Privileged
2.	Adjourn	no	no	yes	no	no	majority	no		Privileged
3.	Recess	unlikely	no	yes	no	yes	majority	no		Privileged
4.	Raise question of privilege	yes	yes	no	no	no	chair decides	no		Privileged
5.	Call for the orders of the day	no	yes	no	no	no	chair decides	no		Privileged
6.	Lay on the table	unlikely	no	yes	no	no	majority	negative only*		Subsidiary
7.	Previous Question / Move to Close Debate	modified: wording	no	yes	no	no	two-thirds	yes*		Subsidiary
8.	Limit or extend limits of debate	yes	no	yes	no	yes	two -thirds	yes*		Subsidiary
9.	Postpone to a certain time	unlikely	no	yes	yes	yes	majority	yes*		Subsidiary
10.	Commit or refer to a committee	yes	no	yes	yes	yes	majority	yes*		Subsidiary
11.	Secondary amendment – amend an amendment	yes	no	yes	yes	no	majority	yes		Subsidiary
12.	Primary amendment	yes	no	yes	yes	yes	majority	yes		Subsidiary
13.	Postpone indefinitely	no	no	yes	yes	no	majority	affirmative only*		Subsidiary
14.	Main motion	yes	no	yes	yes	yes	majority	yes		Main

* exceptions to reconsideration

Summary Applicable to RCA Business Meeting

Table 2: Selected Incidental Motions										
No.	Motion	Applicable Under Standing Rules or For Business Meeting	Can Interrupt?	Requires Second?	Debatable?	Amendable ?	Vote Required	Can be reconsidered ?	Notes:	Motion Type
1.	Point of order	yes	yes	no	no	no	chair decides	no		incidental
2.	Appeal ruling of chair	yes	yes	yes	yes, in some cases	no	majority in negative required to reverse chair's decision.	yes	1. Not debatable if immediate pending question is not debatable. 2. Chair may open and close debate. 3. Motion is to uphold ruling of chair: upheld on a tie vote.	incidental
3.	Suspend the rules	yes	no	yes	no	no	two-thirds	no		incidental
4a.	Division of the Question: single-subject motion	yes	no	yes	no	yes	majority	no		incidental
4b.	Division of the Question: unrelated items	yes	yes	no	no	no	one member may demand	no		incidental
5.	Consider Seriatim (by paragraph)	yes	no	yes	no	yes	majority	no		incidental
6.	Parliamentary inquiry	yes	yes	no	no	no	chair gives opinion: not appealable	no		incidental
7.	Point of information	yes	yes	no	no	no	chair gives information: not appealable	no		incidental