



ROBERT RULES OF ORDER
ARTICLE I: GENERAL CLASSIFICATIONS OF MOTIONS
(ALL-IN-ONE)

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ARTICLE I
GENERAL CLASSIFICATIONS OF MOTIONS

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TABLE OF CONTENTS | FL | BROWARD COUNTY | PART 1 | ARTICLE 1

Rule	Caption	Page
1	Introduction of Business	4
2	What Precedes Debate	5
3	Obtaining the Floor	6
4	Motions and Resolutions	11
5	Seconding Motions	13
6	Stating the Question	15
7	Debate	16
8	Secondary Motions	17
9	Putting the Question and Announcing the Vote	18
10	Proper Motions to Use to Accomplish Certain...	20
-	Appendix	26



ROBERT RULES OF ORDER

PART: I

ARTICLE: I

TITLE: How Business is Conducted in Deliberative
Assemblies

ITEMS: 1 through 10



ITEM 1 | INTRODUCTION OF BUSINESS

An assembly having been organized as described in 69, 70, 71, business is brought before it either by the motion of a member, or by the presentation of a communication to the assembly. It is not usual to make motions to receive reports of committees or communications to the assembly. There are many other cases in the ordinary routine of business where the formality of a motion is dispensed with, but should any member object, a regular motion becomes necessary, or the chair may put the question without waiting for a motion.



ITEM 2 | WHAT PRECEDES DEBATE

Before any subject is open to debate it is necessary, first, that a motion be made by a member who has obtained the floor; second, that it be seconded (with certain exceptions); and third, that it be stated by the chair, that is, by the presiding officer. The fact that a motion has been made and seconded does not put it before the assembly, as the chair alone can do that. He must either rule it out of order, or state the question on it so that the assembly may know what is before it for consideration and action, that is, what is the immediately pending question. If several questions are pending, as a resolution and an amendment and a motion to postpone, the last one stated by the chair is the immediately pending question.

While no debate or other motion is in order after a motion is made, until it is stated or ruled out of order by the chair, yet members may suggest modifications of the motion, and the mover, without the consent of the seconder, has the right to make such modifications as he pleases, or even to withdraw his motion entirely before the chair states the question. After it is stated by the chair he can do neither without the consent of the assembly as shown in 27(c). A little informal consultation before the question is stated often saves much time, but the chair must see that this privilege is not abused and allowed to run into debate. When the mover modifies his motion the one who seconded it has a right to withdraw his second.

ITEM 3 | OBTAINING THE FLOOR

Before a member call make a motion, or address the assembly in debate, it is necessary that he should obtain the floor -- that is, he must rise after the floor has been yielded, and address the presiding officer by his official title, thus, "Mr. Chairman," or "Mr. President," or "Mr. Moderator;"¹ or, if a woman (married or single), "Madam Chairman," or "Madam President." If the assembly is large so that the member's name may be unknown to the chairman, the member should give his name as soon as he catches the eye of the chairman after addressing him. If the member is entitled to the floor, as shown hereafter, the chairman "recognizes" him, or assigns him the floor, by announcing his name. If the assembly is small and the members are known to each other, it is not necessary for the member to give his name after addressing the chair, as the presiding officer is termed, nor is it necessary for the chair to do more than bow in recognition of his having the floor. If a member rises before the floor has been yielded, or is standing at the time, he cannot obtain the floor provided any one else rises afterwards and addresses the chair. It is out of order to be standing when another has the floor, and the one guilty of this violation of the rules cannot claim he rose first, as he did not rise after the floor had been yielded.

Where two or more rise about the same time to claim the floor, all other things being equal, the member who rose first after the floor had been yielded, and addressed the chair is entitled to the floor. It frequently occurs, however, that where more than one person claims the floor about the same time, the interests of the assembly require the floor to be assigned to a claimant that was not the first to rise and address the chair. There are three classes of such cases that may arise:

- (1) When a debatable question is immediately pending;
- (2) when an undebatable question is immediately pending;
- (3) when no question is pending.

In such cases the chair in assigning the floor should be guided by the following principles:

- (1) When a Debatable Question is immediately Pending.
 - (a) The member upon whose motion the immediately pending debatable question was brought before the assembly is entitled to be recognized as having the floor (if he has



not already spoken on that question) even though another has risen first and addressed the chair. The member thus entitled to preference in recognition in case of a committee's report is the reporting member (the one who presents or submits the report); in case of a question taken from the table, it is the one who moved to take the question from the table; in case of the motion to reconsider, it is the one who moved to reconsider, and who is not necessarily the one who calls up the motion.

(b) No member who has already had the floor in debate on the immediately pending question is again entitled to it for debate on the same question. As the interests of the assembly are best subserved by allowing the floor to alternate between the friends and enemies of a measure, the chairman, when he knows which side of a question is taken by each claimant of the floor, and these claims are not determined by the above principles, should give the preference to the one opposed to the last speaker.

(2) When an Undebatable Question Is Immediately Pending. When the immediately pending question is undebatable, its mover has no preference to the floor, which should be assigned in accordance with the principles laid down under (b) in paragraph below.

(3) When No Question Is Pending.

(a) When one of a series of motions has been disposed of, and there is no question actually pending, the next of the series has the right of way, and the chair should recognize the member who introduced the series to make the next motion, even though another has risen first and addressed the chair. In fact no other main motion is in order until the assembly has disposed of the series. Thus, the motion to lay on the table, properly used, is designed to lay aside a question temporarily, in order to attend to some more urgent business, and, therefore, if a question is laid on the table, the one who moved to lay it on the table, if he immediately claims the floor, is entitled to it to introduce the urgent business even though another has risen first. So, when the rules are suspended to enable a motion to be made, the mover of the motion to suspend the rules is entitled to the floor to make the motion for which the rules were suspended, even though another rose first. When a member moves to

reconsider a vote for the announced purpose of amending the motion, if the vote is reconsidered he must be recognized in preference to others in order to move his amendment.

(b) If, when no question is pending and no series of motions has been started that has not been disposed of, a member rises to move to reconsider a vote, or to call up the motion to reconsider that had been previously made, or to take a question from the table when it is in order, he is entitled to the floor in preference to another that may have risen slightly before him to introduce a main motion, provided that when some one rises before him he, on rising, states the purpose for which he rises. If members, rising to make the above mentioned motions, come into competition they have the preference in the order in which these motions have just been given; first, to reconsider; and last to take from the table. When a motion to appoint a committee for a certain purpose, or to refer a subject to a committee, has been adopted no new subject (except a privileged one) can be introduced until the assembly has decided all of the related questions as to the number of the committee, and as to how it shall be appointed, and as to any instructions to be given it. In this case the one who made the motion to appoint the committee or refer the subject to a committee has no preference in recognition. If he had wished to make the other motions he should have included them all in his first motion.

From the decision of the chair in assigning the floor any two members may appeal,² one making the appeal and the other seconding it. Where the chair is in doubt as to who is entitled to the floor, he may allow the assembly to decide the question by a vote, the one having the largest vote being entitled to the floor.

If a member has risen to claim the floor, or has been assigned the floor, and calls for the question to be made, or it is moved to adjourn, or to lay the question on the table, it is the duty of the chair to suppress the disorder and protect the member who is entitled to the floor. Except by general consent, a motion cannot be made by one who has not been recognized by the chair as having the floor. If it is made it should not be recognized by the chair if any one afterwards rises and claims the floor, thus showing that general consent has not been given.



In Order When Another Has the Floor. After a member has been assigned the floor he cannot be interrupted by a member or the chairman, except by

- (a) a motion to reconsider;
- (b) a point of order; an objection to the consideration of the question;
- (d) a call for the orders of the day when they are not being conformed to;
- (e) a question of privilege;
- (f) a request or demand that the question be divided when it consists of more than one independent resolution on different subjects; or
- (g) a parliamentary inquiry or a request for information that requires immediate answer; and these cannot interrupt him after he has actually commenced speaking unless the urgency is so great as to justify it.

The speaker (that is, the member entitled to the floor) does not lose his right to the floor by these interruptions, and the interrupting member does not obtain the floor thereby, and after they have been attended to, the chair assigns him the floor again. So when a member submitting a report from a committee or offering a resolution, hands it to the secretary to be read, he does not thereby yield his right to the floor. When the reading is finished and the chair states the question, neither the secretary nor any one else can make a motion until the member submitting the report, or offering the resolution, has had a reasonable opportunity to claim the floor to which he is entitled, and has not availed himself of his privilege. If, when he submitted the report, he made no motion to accept or adopt the recommendations or resolutions, he should resume the floor as soon as the report is read, and make the proper motion to carry out the recommendations, after which he is entitled to the floor for debate as soon as the question is stated.



Footnotes

¹"Brother Moderator," or "Brother Chairman," implies that the speaker is also a moderator or chairman, and should not be used.

² In the U. S. House of Representatives there is no appeal from the decision of the chair as to who is entitled to the floor, nor should there be any appeal in large mass meetings, as the best interests of the assembly require the chair to be given more power in such large bodies.



ITEM 4 | MOTIONS AND RESOLUTIONS

A motion is a proposal that the assembly take certain action, or that it express itself as holding certain views. It is made by a member's obtaining the floor as already described and saying, "I move that" (which is equivalent to saying, "I propose that"), and then stating the action he proposes to have taken. Thus a member "moves" (proposes) that a resolution be adopted, or amended, or referred to a committee, or that a vote of thanks be extended, etc.; or "That it is the sense of this meeting (or assembly) that industrial training," etc. Every resolution should be in writing, and the presiding officer has a right to require any main motion, amendment, or instructions to a committee to be in writing. When a main motion is of such importance or length as to be in writing it is usually written in the form of a resolution, that is, beginning with the words, "Resolved, That," the word "Resolved" being underscored (printed in italics) and followed by a comma, and the word "That" beginning with a capital "T." If the word "Resolved" were replaced by the words "I move," the resolution would become a motion. A resolution is always a main motion. In some sections of the country the word "resolve" is frequently used instead of "resolution." In assemblies with paid employees, instructions given to employees are called "orders" instead of "resolutions," and the enacting word, "Ordered" is used instead of "Resolved."

When a member wishes a resolution adopted after having obtained the floor, he says, "I move the adoption of the following resolution," or "I offer the following resolution," which he reads and hands to the chair. If it is desired to give the reasons for the resolution, they are usually stated in a preamble, each clause of which constitutes a paragraph beginning with "Whereas." The preamble is always amended last, as changes in the resolution may require changes the preamble. In moving the adoption of a resolution the preamble is not usually referred to, as it is included in the resolution. But when the previous question is ordered on the resolution before the preamble has been considered for amendment, it does not apply to the preamble, which is then open to debate and amendment. The preamble should never contain a period, but each paragraph should close with a comma or semicolon, followed by "and," except the last paragraph, which should close with the word "therefore," or "therefore, be it." A resolution should avoid periods where practicable. Usually, where periods are necessary, it is better to separate it into a series of resolutions, in which case the resolutions may be numbered, if

preferred, by preceding them with the figures 1, 2, etc.; or it may retain the form of a single resolution with several paragraphs, each beginning with "That," and these may be numbered, if preferred, by placing "First," "Second," etc., just before the word "That." The following form will serve as a guide when it is desired to give the reasons for a resolution:

Whereas, We consider that suitable recreation is a necessary part of a rational educational system; and

Whereas, There is no public ground in this village where our school children can play; therefore

Resolved, That it is the sense of this meeting that ample play grounds should be immediately provided for our school children.

Resolved, That a committee of five be appointed by the chair to present these resolutions to the village authorities and to urge upon them prompt action in the matter.

As a general rule no member can make two motions at a time except by general consent. But he may combine the motion to suspend the rules with the motion for whose adoption it was made; and the motion to reconsider a resolution and its amendments; and a member may offer a resolution and at the same time move to make it a special order for a specified time.



ITEM 5 | SECONDING MOTIONS

As a general rule, with the exceptions given below, every motion should be seconded. This is to prevent time being consumed in considering a question that only one person favors, and consequently little attention is paid to it in routine motions. Where the chair is certain the motion meets with general favor, and yet members are slow about seconding it, he may proceed without waiting for a second. Yet, any one may make a point of order that the motion has not been seconded, and then the chair is obliged to proceed formally and call for a second. The better way when a motion is not at once seconded, is for the chair to ask, "Is the motion seconded?" In a very large hall the chair should repeat the motion before calling for a second in order that all may hear. After a motion has been made no other motion is in order until the chair has stated the question on this motion, or has declared, after a reasonable opportunity has been given for a second, that the motion has not been seconded, or has ruled it out of order. Except in very small assemblies the chair cannot assume that members know what the motion is and that it has not been seconded, unless he states the facts.

A motion is seconded by a member's saying "I second the motion," or "I second it," which he does without obtaining the floor, and in small assemblies without rising. In large assemblies, and especially where non-members are scattered throughout the assembly, members should rise, and without waiting for recognition, say, "Mr. Chairman, I second the motion."

Exceptions. The following do not require a second:¹

Question of Privilege, to raise a	19
Questions of Order	21
Objection to the Consideration of a Question	23
Call for Orders of the Day	20
Call for Division of the Question (under certain circumstances)	24
Call for Division of the Assembly (in voting)	25
Call up Motion to Reconsider	36
Filling Blanks	33



Nominations	33
Leave to Withdraw a Motion	27
Inquiries of any kind	27

Footnotes

¹ In Congress motions are not required to be seconded.



ITEM 6 | STATING THE QUESTION

When a motion has been made and seconded, it is the duty of the chair, unless he rules it out of order, immediately to state the question -- that is, state the exact question that is before the assembly for its consideration and action. This he may do in various ways, depending somewhat on the nature of the question, as illustrated by the following examples: "It is moved and seconded that the following resolution be adopted [reading the resolution];" or "It is moved and seconded to adopt the following resolution;" "Mr. A offers the following resolution [read]: the question is on its adoption;" "It is moved and seconded to amend the resolution by striking out the word 'very' before the word 'good';" "The previous question has been demanded [or, moved and seconded] on the amendment;" "It is moved and seconded that the question be laid on the table;" "It is moved and seconded that we adjourn." [Under each motion is shown the form of stating the question if there is any peculiarity in the form.] If the question is debatable or amendable, the chair should immediately ask, "Are you ready for the question?" If no one then rises he should put the question as described in 9. If the question cannot be debated or amended, he does not ask, "Are you ready for the question?" but immediately puts the question after stating it.

ITEM 7 | DEBATE

After a question has been stated by the chair, it is before the assembly for consideration and action. All resolutions, reports of committees, communications to the assembly, and all amendments proposed to them, and all other motions except the Undebatable Motions mentioned in 45, may be debated before final action is taken on them, unless by a two-thirds vote the assembly decides to dispose of them without debate. By a two-thirds vote is meant two-thirds of the votes cast, a quorum being present. In the debate each member has the right to speak twice on the same question on the same day (except on an appeal), but cannot make a second speech on the same question as long as any member who has not spoken on that question desires the floor. No one can speak longer than ten minutes at a time without permission of the assembly.

Debate must be limited to the merits of the immediately pending question -- that is, the last question stated by the chair that is still pending; except that in a few cases the main question is also open to debate [45]. Speakers must address their remarks to the presiding officer, be courteous in their language and deportment, and avoid all personalities, never alluding to the officers or other members by name, where possible to avoid it, nor to the motives of members. [For further information on this subject see Debate, 42, and Decorum in Debate, 43.]



ITEM 8 | SECONDARY MOTIONS

To assist in the proper disposal of the question various subsidiary [12] motions are used, such as to amend, to commit, etc., and for the time being the subsidiary motion replaces the resolution, or motion, and becomes the immediately pending question. While these are pending, a question incidental to the business may arise, as a question of order, and this incidental [13] question interrupts the business and, until disposed of, becomes the immediately pending question. And all of these may be superseded by certain motions, called privileged [14] motions, as to adjourn, of such supreme importance as to justify their interrupting all other questions. All of these motions that may be made while the original motion is pending are sometimes referred to as secondary motions. The proper use of many of these is shown in 10.



ITEM 9 | PUTTING THE QUESTION AND ANNOUNCING THE VOTE¹

When the debate appears to have closed, the chair asks again, "Are you ready for the question?" If no one rises he proceeds to put the question -- that is, to take the vote on the question, first calling for the affirmative and then for the negative vote. In putting the question the chair should make perfectly clear what the question is that the assembly is to decide. If the question is on the adoption of a resolution, unless it has been read very recently, it should be read again, the question being put in a way similar to this: "The question is on the adoption of the resolution [which the chair reads]; those in favor of the resolution say aye; those opposed say no. The ayes have it, and the resolution is adopted;" or, "The noes have it, and the resolution is lost." Or, thus: "The question is on agreeing to the following resolution," which the chair reads, and then he continues, "As many as are in favor of agreeing to the resolution say aye;" after the ayes have responded he continues, "As many as are opposed say no. The ayes have it," etc. Or, "It is moved and seconded that an invitation be extended to Mr. Jones to address our club at its next meeting. Those in favor of the motion will rise; be seated; those opposed will rise. The affirmative has it and the motion is adopted [or carried]." Or, if the vote is by "show of hands," the question is put and the vote announced in a form similar to this; "It has been moved and seconded to lay the resolution on the table. Those in favor of the motion will raise the right hand; those opposed will signify [or manifest] it in the same way [or manner]. The affirmative has it [or, The motion is adopted, or carried] and the resolution is laid on the table." The vote should always be announced, as it is a necessary part of putting the question. The assembly is assumed not to know the result of the vote until announced by the chair, and the vote does not go into effect until announced. As soon as the result of the vote is announced the chair should state the next business in order, as in the following example of putting the question on an amendment: "The question is on amending the resolution by inserting the word 'oak' before the word 'desk.' Those in favor of the amendment say aye; those opposed say no. The ayes have it and the amendment is adopted. The question is now [or recurs] on the resolution as amended, which is as follows: [read the resolution as amended]. Are you ready for the question?" The chair should never neglect to state what is the business next in order after every vote is announced, nor to state the exact question before the assembly whenever a motion is made. Much confusion is avoided thereby. The vote should always be taken



first by the voice (viva voce) or by show of hands (the latter method being often used in small assemblies), except in the case of motions requiring a two-thirds vote, when a rising vote should be taken at first. When a division is demanded a rising vote is taken. For further information on voting see 46. Under each motion is given the form of putting the question whenever the form is peculiar.

Footnotes

¹ H. R. Rule 1, §5, is as follows:

"5, He shall rise to put a question, but may state it sitting; and shall put questions in this form, to wit: 'As many as are in favor (as the question may be), say Aye;' and after the affirmative voice is expressed, 'As many as are opposed, say No;' if he doubts, or a division is called for, the House shall divide; those in the affirmative of the question shall first rise from their seats, and then those in the negative; if he still doubts, or a count is required by at least one-fifth of a quorum, he shall name one from each side of the question to tell the members in the affirmative and negative; which being reported, he shall rise and state the decision."



ITEM 10 | PROPER MOTIONS TO USE TO ACCOMPLISH CERTAIN OBJECTS

To enable any one to ascertain what motion to use in order to accomplish what is desired, the common motions are arranged in the table below according to the objects to be attained by their use. Immediately after the table is a brief statement of the differences between the motions placed under each object, and of the circumstances under which each should be used. They include all of the Subsidiary Motions [12], which are designed for properly disposing of a question pending before the assembly; and the three motions designed to again bring before the assembly a question that has been acted upon or laid aside temporarily; and the motion designed to bring before another meeting of the assembly a main question which has been voted on in an unusually small or unrepresentative meeting. Motions, as a general rule, require for their adoption only a majority vote -- that is, a majority of the votes cast, a quorum being present; but motions to suppress or limit debate, or to prevent the consideration of a question, or, without notice to rescind action previously taken, require a two-thirds vote [48]. The figures and letters on the left in the list below correspond to similar figures and letters in the statement of differences further on. The figures to the right in the list refer to the sections where the motions are fully treated.

The Common Motions Classified According to Their Objects.

- (1) To Modify or Amend.
 - (a) Amend33
 - (b) Commit or Refer32
- (2) To Defer Action.
 - (a) Postpone to a Certain Time31
 - (b) Make a Special Order (2/3 Vote)20
 - (c) Lay on the Table28
- (3) To Suppress or Limit Debate (2/3 Vote).
 - (a) Previous Question (to close debate now) (2/3 Vote)29
 - (b) Limit Debate (2/3 Vote)30
- (4) To Suppress the Question.



- (a) Objection to Its Consideration (2/3 Vote)23
 - (b) Previous Question and Reject Question29
 - (c) Postpone Indefinitely34
 - (d) Lay on the Table28
- (5) To Consider a Question a Second Time.
 - (a) Take from the Table35
 - (b) Reconsider36
 - (c) Rescind37
- (6) To Prevent Final Action on a Question in an Unusually Small or Unrepresentative Meeting.
 - (a) Reconsider and have Entered on the Minutes36
- (1) To Modify or Amend.
 - (a) When a resolution or motion is not worded properly, or requires any modification to meet the approval of the assembly, if the changes required can be made in the assembly, the proper motion to make is to amend by "inserting," or "adding," or by "striking out," or by "striking out and inserting," or by "substituting" one or more paragraphs for those in the resolution.
 - (b) But if much time will be required, or if the changes required are numerous, or if additional information is required to enable the assembly to act intelligently, then it is usually better to refer the question to a committee.
- (2) To Defer Action.
 - (a) If it is desired to put off the further consideration of a question to a certain hour, so that when that time arrives, as soon as the pending business is disposed of, it shall have the right of consideration over all questions except special orders and a reconsideration, then the proper motion to make is, to postpone to that certain time. This is also the proper motion to make if it is desired to defer action simply to another day. As the motion if adopted cannot interrupt the pending question when the appointed time arrives, nor can it



suspend any rule, it requires only a majority vote for its adoption. A question postponed to a certain time cannot be taken up before the appointed time except by suspending the rules, which requires a two-thirds vote.

(b) If it is desired to appoint for the consideration of a question a certain time when it may interrupt any pending question except one relating to adjournment or recess, or a question of privilege or a specified order that was made before it was, then the proper course is to move "that the question be made a special order for," etc., specifying the day or hour. As this motion, if adopted, suspends all rules that interfere with the consideration of the question at the appointed time, it requires a two-thirds vote for its adoption. A special order cannot be considered before the appointed time except by suspending the rules, which requires a two-thirds vote.

(c) If, however, it is desired to lay the question aside temporarily with the right to take it up at any moment when business of this class, or unfinished or new business, is in order and no other question is before the assembly, the proper motion to use is to lay the question on the table. When laid upon the table a majority vote may take it up at the same or the next session, as described in 35.

(3) To Suppress Debate.

(a) If it is desired to close debate now and bring the assembly at once to a vote on the pending question, or questions, the proper course is to move, or demand, or call for, the previous question on the motions upon which it is desired to close debate. The motion, or demand, for the previous question should always specify the motions upon which it is desired to order the previous question. If no motions are specified, the previous question applies only to the immediately pending question. It requires a two-thirds vote for its adoption. After it has been adopted, privileged and incidental motions may be made, or the pending questions may be laid on the table, but no other subsidiary motion can be made nor is any debate allowed. If it is lost the debate is resumed.

(b) If it is desired to limit the number or length of speeches, or the time allowed for debate, the proper course is to move that the speeches or debate be limited as desired,



or that the debate be closed and the vote be taken at a specified time. These motions to limit or close debate require a two-thirds vote for their adoption, and are in order, like the previous question, when any debatable question is immediately pending.

(4) To Suppress the Question. A legitimate question cannot be suppressed in a deliberative assembly without free debate, except by a two-thirds vote. If two-thirds of the assembly are opposed to the consideration of the question then it can be suppressed by the following methods:

(a) If it is desired to prevent any consideration of the question, the proper course to pursue is to object to its consideration before it has been discussed or any other motion stated, and, therefore, it may interrupt a member who has the floor before the debate has begun. It requires no second. On the question of consideration there must be a two-thirds negative vote to prevent the consideration.

(b) After the question has been considered the proper way to immediately suppress it is to close debate by ordering the previous question, which requires a two-thirds vote, and then to vote down the question. Another method of suppressing a question is to postpone it indefinitely (equivalent to rejecting it), which, however, being debatable and opening the main question to debate, is only of service in giving another opportunity to defeat the resolution should this one fail. For, if the motion to postpone indefinitely is adopted, the main question is dead for that session, and if it is lost, the main question is still pending and its enemies have another opportunity to kill it. When the motion to postpone indefinitely is pending and immediate action is desired, it is necessary to move the previous question as in case (b) above.

(d) A fourth method frequently used for suppressing a question is to lay it on the table, though this is an unfair use of the motion, except in bodies like Congress where the majority must have the power to suppress any motion immediately, as otherwise they could not transact business. But in ordinary societies, where the pressure of business is not so great, it is better policy for the majority to be fair and courteous to the minority and use the proper motions for suppressing a question without allowing full debate, all of which require a two-thirds vote. Unless the enemies of a motion have a large



majority, laying it on the table is not a safe way of suppressing it, because its friends, by watching their opportunity, may find themselves in a majority and take it from the table and adopt it, as shown in the next paragraph.

(5) To Consider a Question a Second Time.

(a) When a question has not been voted on, but has been laid on the table, a majority may take it from the table and consider it at any time when no other question is before the assembly and when business of that class, or unfinished or new business, is in order during the same session; or at the next session in ordinary societies having regular meetings as often as quarterly.

(b) If a motion has been adopted, or rejected, or postponed indefinitely, and afterwards one or more members have changed their views from the prevailing to the losing side, and it is thought that by further discussion the assembly may modify or reverse its action, the proper course is for one who voted with the prevailing side to move to reconsider the vote on the question. This can be done on the day the vote to be reconsidered is taken, or on the next succeeding day of the same session.

(c) If a main motion, including questions of privilege and orders of the day, has been adopted or rejected or postponed indefinitely, and no one is both able and willing to move to reconsider the vote, the question can be brought up again during the same session only by moving to rescind the motion. To rescind may be moved by any member, but, if notice of it was not given at a previous meeting, it requires a two-thirds vote or a vote of a majority of the enrolled membership. At any future session, the resolution, or other main motion, may be rescinded in the same way if it had been adopted; or it may be introduced anew if it had been rejected or postponed indefinitely; provided the question cannot be reached by calling up the motion to reconsider which had been made at the previous session. A by-law, or anything else that requires a definite notice and vote for its amendment, requires the same notice and vote to rescind it.

(6) To Prevent Final Action on a Question in an Unusually Small or Unrepresentative Meeting. If an important main motion should be adopted, lost, or postponed indefinitely, at a small or unrepresentative meeting of the society when it was apparent that



the action is in opposition to the views of the majority of the members, the proper course to pursue is for a member to vote with the prevailing side and then move to reconsider the vote and have it entered on the minutes. The motion to reconsider, in this form, can be made only on the day the vote was taken which it is proposed to reconsider, and the reconsideration cannot be called up on that day; thus an opportunity is given to notify absent members. The motion to reconsider is fully explained in 36.



APPENDIX



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