



Robert's Rules of Order

Most Common Used Actions

Action	You Say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Introducing Business (Primary Motion)	"I Move That"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End Debate	"I move the previous question..."	No	Yes	No	No	2/3
Complaint about noise, temperature, etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Object to procedure or personal affront	"Point of Order"	Yes	No	No	No	Chair Decides
Request Information	"Point of Information"	Yes	No	No	No	None

EXAMPLE

Member: "I move that we donate \$500 to the community food bank"

Exalted Ruler: "There has been a motion to donate \$500 to the community food bank. Is there a second?"

Member 2: "I second the motion"

Exalted Ruler: "It has been moved and seconded that we donate \$500 to the community food bank. Is there any discussion"

[after discussion]

Exalted Ruler: "Is there any further discussion? [Pause] Seeing none, we will now vote on the motion to donate \$500 to the community food bank. All in favor give the usual voting sign of an Elk".

Exalted Ruler: "All opposed, same sign"

Exalted Ruler: "The motion passed"

OR

Exalted Ruler: "The motion is defeated"