

EXHIBIT “A”
Summary of Important Robert’s Rules of Order

In order of precedence. See number key at bottom of page.

- To adjourn the meeting, say “I move that we adjourn” or “I move the Ferris motion.” 1 5
- To call an intermission, say “I move that we recess for . . .” 2 4 5
- To complain about noise, heat, etc., say “I rise to a question of privilege.” When recognized by the chair, describe complaint. 1 7
- To temporarily suspend a motion, say “I move to table the motion.” 2 5
- To end debate or amendments, say “I move to postpone discussion until . . .” 2 3 4 5 8
- To give closer study to a motion, say “I move to refer the matter [to committee].” 2 3 4 5 8
- To amend a motion, say “I move to amend the motion by . . .” 2 3 4 5 8
- To introduce a motion, say “I move that . . .” 2 3 4 5 8

No order of precedence. See number key at bottom of page.

- To protest breach of conduct, say “I rise to a point of order.” When recognized, explain 1 7
- To vote on a rule of the chair, say “I appeal from the chair’s decision.” 1 2 3 5 8
- To suspend rules temporarily, say “I move to suspend the rules so that . . .” 2 6
- To avoid considering an improper matter, say “I object to consideration of this motion because . . .” 1 6
- To verify a voice vote by having members stand, say “I call for a division.” 1 7
- To take up a previously tabled matter, say “I move to take from the table the motion . . .” 2 5
- To reconsider a hasty action, say “I move to reconsider on . . .” 1 2 5

Number Key

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| 1. You may interrupt the speaker. | 5. A majority vote is needed. |
| 2. You need a second before a vote. | 6. A 2/3 (67%) vote is needed. |
| 3. The subject matter can be debated. | 7. No vote is needed. |
| 4. The motion can be amended. | 8. Motion can be reconsidered. |