

ROSENBERG’S RULES OF ORDER CHEAT SHEET

| To: | You say: | Interrupt Speaker | Second Needed | Debatable | Vote Needed & Threshold |
|---|--|--------------------------|----------------------|------------------|------------------------------------|
| Make a Motion | "I move to ..." | No | Yes | Yes | Yes- Majority |
| Withdraw a Motion | "I withdraw my motion" | Yes | No | No | No |
| Adjourn a Meeting | "I move we adjourn" or "I move we adjourn the meeting at ..." | No | Yes | No | Yes- Majority |
| Call a Recess | "I move that we recess until..." | No | Yes | No | Yes- Majority |
| End debate on an Item | "I move the previous question" or "I call the question" | No | Yes | No | Yes- Two-Thirds |
| Table or Postpone Consideration of an Item | "I move we postpone this matter until..." or "I move we table this item" | No | Yes | No | Yes- Majority |
| Refocus the Discussion | "Order of the day" or "Let's return to the agenda item" | Yes | No | No | No |
| Object to Consideration of an Improper Matter | "I object to consideration of this item" | Yes | No | No | Yes- Two-Thirds |
| Reconsider Something Already Decided | "I move we reconsider our decision to..." (Only a member of the prevailing side can make a motion to reconsider) | Yes | Yes | Yes | Yes- Majority |
| Object to Procedure or Personal Affront | "Point of order" | Yes | No | No | No |
| Request Information | "Point of information" | Yes | No | No | No |
| Vote on a Ruling by the Chair | "I appeal the Chair's decision to ..." | Yes | Yes | Yes | Yes- Majority |
| Suspend Parliamentary Procedure | "I move to suspend the rules regarding ..." | No | Yes | Yes | Yes- Two-Thirds |
| Close Nominations | "I move to close nominations for ..." | No | Yes | Yes | Yes- Two-Thirds |

