

# Roberts Rule Of Order Cheat Sheet



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In Order To...	You Say...	May The Person Be Interrupted?	Must Be There A Second?	Is The Motion Debatable?	Is This Motion Amendable?	What Vote Is Required?
Adjourn the meeting	"I move to adjourn the meeting"	NO	YES	NO	NO	Majority
Recess the meeting	"I move that we recess until..."	NO	YES	NO	YES	Majority
Complain about noise etc	Point of privilege	YES	NO	NO	NO	None (Chair Decides)
Suspend consideration of something	"I move we table it"	NO	YES	NO	NO	Majority
End debate	Call the question.	NO	YES	YES	YES	Two-thirds
Postpone consideration of something	"I move we postpone this matter until..."	NO	YES	YES	YES	Two-thirds

## Roberts Rule of Order Cheat Sheet

Roberts Rules of Order is a widely recognized set of parliamentary procedures that provides a framework for conducting meetings and making decisions in an orderly, fair, and efficient manner. Whether you're part of a formal organization, a community group, or any assembly that requires decision-making, understanding these rules is essential for smooth operations. This cheat sheet serves as a quick reference guide to the most important aspects of Roberts Rules of Order, helping you navigate meetings with confidence.

## Understanding the Basics of Roberts Rules of Order

Roberts Rules of Order was first published in 1876 by Henry Martyn Robert, an American Army officer. The purpose of this guide is to facilitate democratic decision-making and provide a structure for discussions. Here are some fundamental concepts:

# Key Terminology

- Motion: A formal proposal made by a member during a meeting.
- Second: A statement indicating that another member supports the motion, allowing it to be debated.
- Amendment: A change proposed to the main motion.
- Quorum: The minimum number of members required to be present to conduct business.
- Vote: The method by which members express their approval or disapproval of a motion.

# The Structure of Meetings

Meetings typically follow a structured agenda, which includes:

1. Call to Order: The meeting is formally started by the presiding officer.
2. Roll Call: Attendance is taken to ensure a quorum.
3. Approval of Minutes: The minutes from the previous meeting are reviewed and approved.
4. Reports: Officers and committees present updates.
5. Old Business: Discussion of unfinished matters from previous meetings.
6. New Business: Introduction of new topics for discussion and decision-making.
7. Adjournment: Officially ending the meeting.

# Types of Motions

Motions are the backbone of Roberts Rules of Order, and understanding the different types can greatly enhance your effectiveness in meetings.

## Main Motion

This is used to introduce a new item of business. For example, "I move that we allocate \$500 for community outreach."

## Subsidiary Motions

These motions modify or dispose of the main motion. Some common subsidiary motions include:

- Amend: Change the wording of the main motion.
- Table: Temporarily suspend consideration of the main motion.
- Postpone: Delay the discussion to a later time.

## Privileged Motions

These motions are urgent and take precedence over other business. Examples include:

- Call for the Orders of the Day: Request to return to the agenda.
- Adjourn: End the meeting.
- Recess: Pause the meeting for a specified time.

## Incidental Motions

These arise out of other motions and are related to the procedure. Examples include:

- Point of Order: Challenge a breach of the rules.
- Appeal: Question the decision of the chair.

## Making a Motion

To effectively make a motion during a meeting, follow these steps:

1. Obtain the Floor: Wait until the current speaker has finished and ask to speak.
2. Make the Motion: Clearly state your proposal. For instance, "I move that we..."
3. Wait for a Second: Ensure another member seconds your motion to proceed.
4. State the Motion: The chair should restate the motion for clarity.
5. Discuss: Members debate the motion, providing their viewpoints.
6. Vote: A vote is taken after discussion concludes, using methods such as voice votes, show of hands, or ballot.

## Voting Procedures

Voting is a critical part of decision-making in meetings. Here are some voting methods:

### Types of Votes

- Voice Vote: Members verbally express their approval or disapproval.
- Show of Hands: Members raise hands to indicate their vote.
- Ballot Vote: Members write their votes on paper for more privacy.
- Roll Call Vote: Each member's vote is called out and recorded.

## Majority vs. Supermajority

- Simple Majority: More than half of the votes cast. Applicable for most motions.
- Two-thirds Majority: Requires two-thirds of votes for motions such as amending bylaws or closing debate.

## **Amendments to Motions**

Amending a motion allows members to change the original proposal. Here's how to do it:

1. Obtain the Floor: Wait for the right moment after the original motion is stated.
2. Make the Amendment: Clearly specify the change. For example, "I move to amend the motion by adding..."
3. Second the Amendment: Like the main motion, it must be seconded.
4. Discuss and Vote: Members debate the amendment before voting on it separately from the main motion.

## **Handling Debate**

Effective debate is crucial for a productive meeting. Here are guidelines for managing discussions:

### **Rules for Debate**

- Time Limits: Set time limits for each speaker to ensure fairness.
- Order of Speaking: Members should wait for their turn and only speak when recognized by the chair.
- Stay on Topic: Members must focus on the current motion and avoid irrelevant discussions.

### **Closing Debate**

To close debate, a member can move to "previous question." This motion requires a second and a two-thirds majority to pass. If successful, no further discussion occurs, and a vote on the motion follows.

## **Maintaining Order**

The presiding officer plays a vital role in maintaining order during meetings. Here are some essential responsibilities:

- Enforce Rules: Ensure all members adhere to the established rules of order.

- Facilitate Discussion: Encourage participation while preventing monopolization of the floor.
- Handle Disruptions: Address any breaches of conduct swiftly and fairly.

## **Conclusion**

Understanding Roberts Rules of Order is crucial for effective meetings and decision-making processes. This cheat sheet provides a concise overview of the essential components, from making motions to voting procedures. By familiarizing yourself with these rules, you can contribute to a more organized, respectful, and productive environment in any assembly. With practice, you will not only enhance your leadership skills but also empower your organization to function more efficiently, ensuring that every voice is heard and every decision is made democratically.

## **Frequently Asked Questions**

### **What are Robert's Rules of Order?**

Robert's Rules of Order is a widely used manual of parliamentary procedure that provides guidelines for conducting meetings and making decisions in an orderly manner.

### **What is a 'cheat sheet' for Robert's Rules of Order?**

A cheat sheet for Robert's Rules of Order is a simplified reference guide that summarizes key concepts, motions, and procedures to help individuals effectively participate in meetings.

### **What are some common motions included in a Robert's Rules cheat sheet?**

Common motions include 'Main Motion', 'Amend', 'Table', 'Close Debate', 'Refer to Committee', and 'Point of Order', among others.

### **How can a Robert's Rules cheat sheet benefit meeting participants?**

It helps participants understand the process, ensures orderly conduct, enhances participation, and aids in making informed decisions quickly.

### **Where can I find a reliable Robert's Rules of Order cheat sheet?**

Reliable cheat sheets can often be found on official organization websites, educational institutions, or reputable online resources that specialize in parliamentary procedure.

# Is it necessary to memorize Robert's Rules of Order to use the cheat sheet effectively?

No, it is not necessary to memorize all the rules; the cheat sheet serves as a quick reference tool that allows users to look up procedures as needed during meetings.

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Is the Home Depot Protection Plan Worth It? : r/appliancerepair

Is the Home Depot Protection Plan Worth It? I know the general consensus with most extended warranties or protection plans is they are not worth it. I've actually never purchased an extended warranty in my life. But, I'm curious if anyone has experience with Home Depot's protection plan.

*/r/HomeDepot: a place to talk shop - Reddit*

Hangout for Home Depot associates. No affiliation with The Home Depot Inc. This is not a customer service subreddit for issues with The Home Depot. Please contact your store or call 1-800-HOMEDEPOT (1-800-466-3337) with any issues. ...

**Is the Home Depot appliance protection plan worth a damn?**

Is the Home Depot appliance protection plan worth a damn? Looking at buying a new washer and dryer, and curious what my best option is for a protection plan. Is Home Depot's any good? Other suggestions for service assistance beyond the initial manufacturer warranty?

**New carpet: Home Depot vs. local carpeting store? - Reddit**

We need new carpet in our home and before I delved into a bunch of research on who to go with I was wondering if anyone had an opinion based on their own experience of who usually provided the better and more affordable carpeting Home Depot or the local carpet places. Any advice would be much appreciated! Thank you!

Large Purchase at Home Depot (Any Coupons?) : r/couponing

Feb 20, 2024 · Large Purchase at Home Depot (Any Coupons?) I'm planning a large appliance purchase at Home Depot and I was wondering if any of you couponers have any active promo codes for Home Depot? I recall when I moved several years ago that I received a 10% off coupon by mail, but I haven't seen any codes around since then.

Flashing at your favorite retail locations! - Reddit

Welcome to r/RetailFlashing! We celebrate AMATEUR women in public retail and restaurant settings, such as Home Depot, Target, Walmart, local supermarkets, Chili's, Olive Garden, and more. No professional model images, please. We value authenticity over staged setups. Sellers are welcome, but refrain from posting links in titles or comments. Please note that private ...

List of all department numbers? : r/HomeDepot - Reddit

Dec 3, 2020 · Hangout for Home Depot associates. No affiliation with The Home Depot Inc. This is not a customer service subreddit for issues with The Home Depot. Please contact your store or call 1-800-HOMEDEPOT (1-800-466-3337) with any issues. ... No, we cannot tell you when something will go on sale.

*Military exchange online shoppers can now buy Home Depot*

May 25, 2023 · Home Depot will schedule delivery and installation of the appliances, which include washers and dryers, refrigerators, freezers, dishwashers, countertop or built-in microwaves, ranges, cooktops, ovens and hoods. The home improvement chain will also provide customer service for all deliveries and installations.

### **Home Depot Asset Protection Specialist : r/lossprevention - Reddit**

Mar 25, 2024 · Not sure about now — but a few years ago, some Home Depot regions went full-uniform; meaning no more undercover/plainclothes at all. You wear a “low visibility” shirt that still has the HD logo on it.

*Has anyone used home depot for carpet installation? If so how*

The Home Depot store employee who set everything up told us that their carpet subcontractors were great, but he has a harder time recommending the local hardwood and tiling subcontractors because of customer issues (also those jobs are less forgiving than carpet). Also, you can ask HD who they use as subcontractors and google them for reviews.

### **Miss Peregrine's Home for Peculiar Children (film) - Wikipedia**

Miss Peregrine's Home for Peculiar Children is a 2016 dark fantasy film [5] directed by Tim Burton and written by Jane Goldman, based on the 2011 novel by Ransom Riggs.

### **Miss Peregrine's Home for Peculiar Children (2016) - IMDb**

The film follows the extraordinary journey of Jake, portrayed by Asa Butterfield, as he discovers a mysterious orphanage filled with peculiar children and embarks on a thrilling adventure beyond ...

*The Peculiar Children Wiki | Fandom*

In 2011, author Ransom Riggs announced that 20th Century Fox bought film rights to his novel Miss Peregrine's Home for Peculiar Children. The movie is directed by Tim Burton.

*Miss Peregrine's Home for Peculiar Children | Rotten Tomatoes*

When his beloved grandfather leaves Jake clues to a mystery that spans different worlds and times, he finds a magical place known as Miss Peregrine's School for Peculiar Children.

*Miss Peregrine's Home for Peculiar Children streaming*

Currently you are able to watch "Miss Peregrine's Home for Peculiar Children" streaming on HBO Max. It is also possible to buy "Miss Peregrine's Home for Peculiar Children" on Apple TV, ...

### **Miss Peregrine's Home for Peculiar Children (2016) - Movie**

Discover showtimes, read reviews, watch trailers, find streaming options, and see where to watch Miss Peregrine's Home for Peculiar Children (2016). Explore cast details and learn...

**Miss Peregrine's Home for Peculiar Children - 20th Century ...**

Sep 30, 2016 · From visionary director Tim Burton, comes a wildly imaginative fantasy-adventure about a secret world for children with unusual powers.

### **Miss Peregrine's Home for Peculiar Children - Goodreads**

Jun 7, 2011 · A spine-tingling fantasy illustrated with haunting vintage photography, Miss Peregrine's Home for Peculiar Children will delight adults, teens, and anyone who relishes an ...

*Miss Peregrine's Home for Peculiar Children (Miss Peregrine's Peculiar ...*

Jun 4, 2013 · As he explores the abandoned rooms, he uncovers a chilling truth—these children were not just peculiar, they were potentially dangerous, and they may have been quarantined ...

[Miss Peregrine's Home for Peculiar Children - Netflix](#)

Inspired by his grandfather's old photographs, a teenager unravels the mystery of a remote orphanage that's a refuge for children with odd abilities. Watch trailers & learn more.

Master meetings with our comprehensive Roberts Rule of Order cheat sheet! Get quick tips and guidelines to enhance your efficiency. Learn more now!

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