

Robert's Rules Simplified

1. To MAKE A MOTION

The mover of the motion addresses the Chair and introduces the motion by stating, "I move..." The motion is repeated by the Chair. If the motion is long and involved, the Chair will ask the mover to submit it in writing.

2. To SECOND a motion

A second is indicated by stating, "Second" or "I second the motion." This may be done without rising or addressing the Chair. All important motions should be seconded.

3. To AMEND

This motion is to change, add, or omit words in the original main motion. It is DEBATABLE; MAJORITY VOTE.

TO AMEND THE AMENDMENT

This is a motion to change, add, or omit words in the first amendment. It is DEBATABLE; MAJORITY VOTE.

METHOD

The first vote is on changing words on the second amendment. The second amendment. The second vote (if the first vote adopts a change) is on the first amendment as changed. The third vote is on adopting the main motion as changed.

4. To COMMIT

When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to COMMIT the motion to a committee for further consideration. DEBATABLE; AMENDABLE. COMMITTEE MUST MAKE A REPORT ON SUCH QUESTION.

5. To TABLE

This motion postpones the subject under discussion in such a way that it can be taken up at some time in the near future when a motion "to take from the table" would be in order. This motion is NOT DEBATABLE or AMENDABLE; MAJORITY VOTE.

6. To DEFER

A motion to defer the question being discussed to some future time is in order, except when a speaker has the floor. DEBATABLE; MAJORITY VOTE.

7. To SUSPEND

This motion is always in order except:

- a. When a speaker has the floor;
- b. When a vote is being taken;
- c. After it has just been voted down;
- d. When the committee is in the midst of some business which cannot be abruptly stopped.

The time of reconvening must be specified. There is NO DEBATE; MAJORITY VOTE.

8. To ADJOURN

This motion is always in order except:

- a. When a speaker has the floor;
- b. When a vote is being taken;
- c. After it has just been voted down;
- d. When the committee is in the midst of some business which cannot be abruptly stopped.

Under all the above circumstances, the motion is NOT DEBATABLE; MAJORITY VOTE.

9. To RECONSIDER

The motion to reconsider a motion that was carried or lost is in order if made on the same day or the next calendar day. The motion must be made by one who voted with the prevailing side. No question can be twice reconsidered. DEBATABLE; MAJORITY VOTE.

10. The PREVIOUS QUESTION

This motion closes debate on the pending question. This motion may be made when debate becomes long or drawn out. It is NOT DEBATABLE.

The form is "Mr. (Madam) Chair, I move the previous question." The Chair then asks, "Shall debate be closed and the question now be put to a vote?" If this motion is adopted by a two-thirds (2/3) vote, the question before the Commission is immediately voted upon.

11. POINT OF ORDER

This motion is always in order, but can be used only to present an objection to a ruling of the Chair or some method of parliamentary procedure.

The form is "Mr. (Madam) Chair, I rise to a point of order." The Chair replies, "please state your point of order." After the member has stated his/her objection, the Chair answers: "Your point of order is sustained," or "Your point of order is denied" or with the needed information.

If any member is not satisfied, he/she may appeal the decision of the Chair. The Chair shall address the Commission, "Shall the decision of the Chair be sustained?" This is debatable and the presiding officer may discuss it without leaving the chair. Voted on like any other motion, majority or tie vote sustains the decision of the Chair. A majority or "no" votes is required to reverse the decision of the Chair.

12. VOTING

Each member of the Cultural Resources Commission, present and voting at the time of voting, has ONE vote on any matter before the Commission.

Each vote cast by a show of hands/placards or by responding "AYE" or "NO" on a voice vote or by responding "YES", "NO", or "ABSTAIN" on a roll call vote.

The Chair may ask, "Is there an objection to accepting this motion, report, etc.?" If a member objects, then one of the above methods of voting is in order.

A roll call vote may be requested by any member immediately before a vote is taken.

A majority vote shall be the decision on any question except that of Previous Question, which shall require a two-thirds (2/3) majority. A tie vote means the motion has failed.

