

Robert's Rules Reminders

1. Appealing A Ruling By The Chair

- a. Requires a majority vote of the members present to overturn a decision
- b. Yes- sustains the decision of the chair
- c. No- overrules the decision of the chair

2. Dissent

- a. The chair does not have to give you the opportunity to explain your dissent
- b. If the Chair gives you the opportunity to explain dissent:
 - i. You can only explain why the conversation should continue
 - ii. Example: You believe there is still more to discuss before the vote is called
 - iii. NOT: To share your opinion on the topic
- c. If you do not declare your dissent, that means you agree.

3. Motion

- a. Any action that can properly be taken at a meeting
- b. Must be recognized by the chair

4. Motion to Refer To A Committee

- a. If you do not think there is enough information to continue, you can refer something back to a committee for further consideration
- b. Must be done before a vote is taken

5. Point of Information

- a. Only used to gain information – not to give information or to make a point

6. Point of Order

- a. To address a breach of the rules or procedure

7. Question of Privilege

- a. Disturbances (such as condition of the room) or your rights as a member of the Assembly
- b. Wanting to make a point or ask a question before the subject changes is not a question of privilege

8. Speaking Privileges

- a. No member may speak until they are recognized by the chair
- b. Discussion must be relevant to pending question
- c. Members must address the chair

9. Subsidiary, Privileged and Incidental Motions

- a. Debate must take place on these first before debate can resume on the main motion

10. Suspending the Rules

- a. Should be used very rarely – there are rules for a reason!

11. Table vs Postpone

- a. To table means to put on hold indefinitely (until someone requests to bring it up again either later in the meeting or at a future meeting)
- b. To postpone a motion, you must set a designated time to continue discussion

12. Yield My Time To The Chair (or to someone else)

- a. If you have been recognized by the chair to speak and no longer want to speak, you can yield your time back to the chair or turn the floor over to any other member