

ROBERT'S RULES OF ORDER
(A Simple Reference Guide)

| If you want to: | Do this: |
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| Bring up a new idea. | After being recognized by the bishop, present your motion. It will need a second to be considered. |
| Object to a motion just presented. | Say, "I object to consideration of the motion." No need to wait to be recognized but you must object before debate begins. |
| Change the wording in a motion under debate. | After being recognized, move to amend by adding words and/or striking words. |
| Reword a motion under debate beyond simple word changes. | Move to substitute your motion for the original motion. Debate continues on both motions until a vote is taken. |
| Have more study given to the motion under debate. | Move to refer to a particular committee. |
| Have more time to personally study the item under debate. | Move to postpone debate to a definite time or date. |
| Limit debate to a set period of time or number of speakers. | Move to limit debate. Be specific with your request. This requires a 2/3 vote. |
| End debate. | Move to close debate or move the previous question. Both require a 2/3 vote. |
| Postpone a motion until a later time. | Move to table the motion. |
| Take a short break. | Move to recess for a set period of time. |
| End the meeting. | Move to adjourn. |
| Question the bishop's ruling on a vote. | Call for a "Division of the House" without being recognized. |
| Register a concern or complaint. | Request a "Point of Personal Privilege." |
| Ask for clarification about a motion. | Call for a "Point of Information" without being recognized. Be ready with your question. |
| Change your mind about something that was voted on earlier in the session for which you were on the winning side. | Move to reconsider. If the majority agrees with you, the motion is back on the floor. |
| Change an action voted on at an earlier session. | Move to rescind the previous action. |