

University Senate of Michigan Technological University

Roberts Rules of Order Cheat Sheet

| Motion or Point: | What to Say: | Interrupt speaker: | Second needed: | Debatable: | Amendable: | Vote needed: |
|---|--|---------------------------|-----------------------|------------------------------------|-------------------|---------------------|
| Motion to Adjourn | "I move to adjourn" | No | Yes | No | No | Majority |
| Motion to Adopt or Accept | "I move to accept..." | No | Yes | Yes | Yes | Majority |
| Motion to Adopt or Accept (Resolution or Emergency Item) | "I move to accept... (resolution or emergency proposal)" | No | Yes | Yes | Yes | Two-thirds |
| Motion to Refer Item to Committee | "I move to refer... to committee" | No | Yes | Yes | Yes | Majority |
| Point of Information | "Point of information..." | Yes | No | No | No | Not voted on |
| Motion to Lay on Table | "I move to table..." | No | Yes | No | No | Majority |
| Motion to Postpone Indefinitely | "I move to postpone... indefinitely" | No | Yes | Yes; debate can into main question | No | Majority |
| Motion to Postpone to a Certain Time, or Definitely | "I move to postpone... until..." | No | Yes | Yes | Yes | Majority |

| | | | | | | |
|---|---|----|-----|----|-----|------------|
| Motion to Suspend the Rules | "I move to suspend the rules" | No | Yes | No | No | Two-thirds |
| Motion to Take from Table | "I move to take... from the table" | No | Yes | No | No | Majority |
| Motion to Vote | "I move to vote on..." | No | Yes | No | Yes | Majority |
| Motion to Limit or Extend Debate | "I move to limit debate to..." or "I move to extend debate by..." | No | Yes | No | Yes | Two-thirds |