

Printable Robert's Rules of Order Cheat Sheet

Basic Principles

- One thing at a time
- Everyone has a right to speak (once per issue before repeats)
- Follow an agreed agenda

Typical Agenda Order

- Call to Order
- Invocation (optional)
- Approval of Minutes
- Officer & Committee Reports
- Old Business
- New Business
- Announcements
- Adjournment

How to Make a Motion

- Used to introduce an idea or propose action.
- Member says: "I move that..."
- Another member says: "I second the motion."
- Chair restates: "It is moved and seconded that..."
- Discussion occurs.
- Chair calls vote: "All in favor say 'Aye'..."
- Chair announces result: "The motion passes/fails."

Common Motions & What They Do

- Main Motion: Propose a new action
- Amend: Change wording of a motion
- Table: Postpone discussion
- Previous Question: End discussion
- Point of Order: Call out a rule violation
- Point of Information: Request clarification
- Adjourn: End the Meeting

Quick Voting Guide

- Voice Vote: "Aye" or "No" (most common)
- Show of Hands: For smaller groups
- Ballot Vote: For elections or sensitive issues
- Majority: More than half of votes cast
- 2/3 Vote: Needed to limit rights (e.g., end debate early)

Printable Roberts Rules of Order Cheat Sheet (Continued)

Tips for Chairs / Presidents

- Stay neutral in discussion
- Restate motions clearly
- Always call for a second
- Alternate between speakers for and against a motion
- Use a timer if needed
- Ask for a vote only after discussion has ended

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👉 Questions? Refer to the full Robert's Rules of Order, Newly Revised or visit www.robertsrules.org.