

IRWA Robert's Rules of Order (RRO) Cheat Sheet

Action	Verbal Response	Interruption Allowed?	Second Needed?	Allowed to Debate?	Allowed to Amend?	Votes Required?
Present main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend..."	No	Yes	Yes	Yes	Majority
Move matter to Committee	"I move that we refer the matter to the Committee."	No	Yes	Yes	No	Majority
Postpone matter	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	Two-Thirds
Enforce the rules or point out the incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	Two-Thirds
Take up the previously tabled matter	"I move to take from the table..."	No	Yes	No	No	Majority
Reconsider something already disposed of*	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	Two-Thirds
Conclude the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

* A member may make a motion to reconsider something that was already disposed; the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend a meeting that lasts for more than one day.

**Please refer to attachment for meeting minutes approval and Treasurer report filing processes.