

Robert's Rules of Order: Quick Cheat Sheet

Use these common phrases to participate effectively in meetings:

Common Motions & Phrases

- Make a Motion: "I move that we..." (Example: I move that we approve the budget.)
- Second a Motion (Support to move forward): "I second the motion."
- Amend a Motion (Propose a change): "I move to amend the motion by..."
- Point of Order (Raise a procedure issue): "Point of order!"
- Point of Privilege (comfort, ability to participate): "Point of Privilege"
- Table a Motion (Temporarily Postpone discussion): "I move to table this motion"
- Call the Question: (End debate and vote) "I call the question."

Quick Tips

- Address the chairperson, not other members directly.
- Speak clearly and stick to the topic.
- Only one motion may be considered at a time.
- Use formal phrases to avoid confusion.