

Robert's Rules of Order Cheat Sheet

1. **Robert's Rules of Order** protects: The practice of Democracy, The right of the majority to decide. The right of the minority to be heard, the rights of individual members, and the rights of the absent.
2. All **members** are equal. They all have the right to: attend meetings, make motions, speak in debate, to nominate, to vote, and to hold office.
3. A **Quorum** must be present to conduct business. A Quorum is the number of members who need to be present to legally conduct business and should be clearly stated in the By-Laws. In a committee, the Quorum is usually a majority of its members. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the whole organization.
4. The **majority rules**. This a basic tenet of the democratic process. The minority have the right to be heard, but once the majority have made a decision, the minority must respect and abide by that decision.
5. Silence or **abstaining** is consent. Those members who do not vote are in essence, agreeing to go along with the decision of the majority.
6. The **Two-Thirds Vote Rule**. It is only necessary when you are limiting or taking away the rights of members. Or when you changing something that has already been decided.
7. **Main Motions** are a proposal that the group take action or that an opinion be expressed by the group. The words to use are "I move..."
8. A **Secondary Motion** is made when a Main Motion is on the floor and before it has been decided. For example, if a motion is on the floor and I move that a special committee be formed to address it. Secondary motions always take priority of over main motions. (Picture a stack of cards. Secondary motions go on top, and must be dealt with first, before you can reach the bottom card again, or main motion.) There are three types of Secondary Motions: Subsidiary motions, Privileged motions, and incidental motions.
9. **Subsidiary motions** relate directly to the motion on the floor. They may change the words, delay it, send it to a committee, etc. They are designed to expedite business by suspending the motion rather than adopting or rejecting it.
10. **Privileged motions** are motions of an emergency nature. Usually used to call for a recess or adjourn. They do not relate to the motion on the floor, but the welfare of the group.
11. **Incidental motions** are procedural. They deal with enforcing rules, correcting errors, verifying votes. Etc.
12. A **majority vote** is defined as "more than half the votes cast"