

This summary is taken from 11th edition of Robert's Rules of Order Newly Revised (RONR) (see [www.robertsrules.com](http://www.robertsrules.com)). Please feel free to forward any questions to be researched regarding procedure or form to [davidread@weber.edu](mailto:davidread@weber.edu). Please also forward any correction to the following summary; please include a direct reference to the 11<sup>th</sup> edition of Robert's Rules to support the correction.

## SUMMARY OF COMMON MOTIONS

*Only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. Pending motions must be disposed of in descending order of precedence.*

- A. **Main Motion:** Introduces business to the assembly for its consideration. A main motion can only be made when no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions. (Ch. III, §6, p. 62).

295-298)." (§12, p. 162).

3. **Secondary Amendment:** An amendment can be offered to an amendment (amendment of the second order). (§12, p. 144).
4. **Refer (Commit):** Sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee. (§13, p. 179).
5. **Postpone Definitely (Postpone to a Certain Time):** Delays action until a certain time specified in the motion (not beyond the next regular business meeting). (§14, p. 144).
6. **Limit or Extend Debate:** Is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote. (§15, p. 191).
7. **Previous Question ("Call the Question"):** Immediately closes

5. **Fix the Time to Which to Adjourn:** Sets the time, and sometimes

next regular business meeting to continue business of the session  
(§22, p. 242).

(1)

III. **Motions That Bring a Question Back Before the Assembly:** (Ch. III, §6, p. 74-79) (See Ch. IX for detailed discussion of these motions).

A. **Take from the Table:** Resumes consideration of a motion laid on the

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table earlier in the same session or in the previous session. Not debatable. (§34, p. 300).

B. **Rescind; Amend Something Previously Adopted:** Repeals or amends a motion for which it is too late to reconsider. Normally requires a two-thirds vote of those present or a majority vote of the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed. (§35, p. 305).

C. **Reconsider:** Reopens a motion to debate that has already been voted upon in the same session. The motion to reconsider can only be made by a member who voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. (§37, p. 315).