

NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION: At Your Fingertips

Robert's Rules of Order Motions Chart - Based on Robert's Rules of Order Newly Revised

Local school board rules of order and/or special rules govern proceedings for the conduct of business. Special rules adopted by the board supersede any rules contained in an adopted parliamentary authority in which they are in conflict. The business meeting is carried forward by motions or through informal procedures according to the rules adopted by the board. NHSBA does not recommend strict adherence to Robert's Rules of Order. Rather, Robert's Rules should be used as a guide and resource. Strict adherence to Robert's Rules may be too rigid for the purposes of running an orderly school board meeting. Last, this document is intended only as a guide.

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority



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Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly. No order of precedence. Introduce only when nothing else is pending.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Pertinent NHSBA Sample Policies:

- BBAB, Roles and Duties of the Board Chairperson
- BEA, Regular Board Meetings
- BEDD, Rules of Order

