

Robert's Rules of Order Meeting Cheat Sheet

1. **Gaining recognition:**

- Raise your hand or stand to be recognized by the chair.
- Wait until the chair acknowledges you before speaking.

2. **Making a motion:**

"I move that..."

- State your motion clearly and concisely.
- You need a second to proceed with discussion.

3. **Seconding a motion:**

"I second the motion."

- Indicate your support for the motion.
- This is not a time for debate; it must be seconded beforehand.

4. **Debate and discussion:**

- Speak to the motion only.
- Address the chair, not other members directly.
- Keep your comments concise and relevant.

5. **Yielding the floor:**

"I yield the floor."

- Indicate that you have finished speaking.
- This allows others to have a turn.

6. **Point of order:**

"Point of order, Mr./Madam Chair."

- Use this to address a violation of the rules.
- The chair will rule on the point of order.

7. **Point of information:**

"Point of information, Mr./Madam Chair."

- Seek clarification or ask a question related to the discussion.
- The chair or a knowledgeable member can respond.

8. **Call for the previous question:**

"I move to call the question."

- Use this when you want to end debate and proceed to a vote.
- Requires a second and a two-thirds majority vote.

9. Voting:

- The chair will call for a vote.
- Raise your hand or use a voting device if available.
- The chair will announce the result of the vote.

10. Appeal the decision of the chair:

"I appeal the decision of the chair."

- Use this when you believe the chair made an incorrect ruling.
- Requires a second and a majority vote to overturn.

Remember, these are just some of the basics of Robert's Rules of Order. It's always a good idea to familiarize yourself with the complete set of rules to ensure smooth and fair meetings. The most current version of Robert's Rules of Order is available for free:

<https://yorkcountymfireschool.org/wp-content/uploads/2023/05/Roberts-Rules-of-Order-Newly-Revised-12th-Edt.pdf>