

Making & Handling Motions According to Robert's Rules

| Step | What to Say |
|--|--|
| 1. The member rises and addresses the chair. | “Madam Chairman...” |
| 2. The chair recognizes the member. | “The chair recognizes Ms. Paul.” |
| 3. The member makes a motion. | “I move to purchase a copy of <i>Robert's Rules For Dummies</i> for our president.” |
| 4. Another member seconds the motion. | “Second.” |
| 5. The chair states the motion. | “It is moved and seconded to purchase a copy of <i>Robert's Rules For Dummies</i> for your president. Are you ready for the question?” |
| 6. The members debate the motion. | “The chair recognizes Ms. Paul to speak to her motion...” |
| 7. The chair puts the question and the members vote. | “All those in favor of adopting the motion to buy a copy of <i>Robert's Rules For Dummies</i> for your president will say 'aye,' [pause] those opposed will say 'no.'” |
| 8. The chair announces the result of the vote. | “The ayes have it and the motion carries, and a copy of <i>Robert's Rules For Dummies</i> will be purchased for your president.” |

* *Robert's Rules For Dummies* is the source for this table & the chart on the right.

Occupy Denver General Assembly Hand Signals

In order to communicate non-verbally and unilaterally we use hand signals!
Hand raised: if you have something to say

Triangle hands: point of order – stay on topic, issue from outside

Spirit fingers: I like this!

Peace fingers/vibes: respect each other, intense emotions causing problems

Chopping hands: point of clarification/answer – not a new idea, short sentences only

Rolling hands: you have made your point, respectfully move on

Downward spirit fingers: I disagree or do not like this

* OccupyDenver.org/denver-general-assembly/ is the source for this table.

A Motion Chart For Robert's Rules

| | Can Interrupt | Requires Second | Debatable | Amendable | Vote Required | Can Reconsider |
|---|---------------|-----------------|-----------|-----------|---------------|------------------|
| P Fix the Time to Which to Adjourn | | S | | A | M | R |
| R Adjourn | | S | | | | |
| I Recess | | S | | A | M | |
| V Raise a Question of Privilege | I | | | | Chair decides | |
| E Call for Orders of the Day | I | | | | Chair decides | |
| L | | | | | | |
| E | | | | | | |
| C | | | | | | |
| O | | | | | | |
| N | | | | | | |
| D | | | | | | |
| A | | | | | | |
| R | | | | | | |
| Y | | | | | | |
| S Lay on the Table | S | | | | M | Negative Only* |
| U Previous Question | S | | | | 2/3 | R* |
| S Limit or Extend Limits of Debate | S | | | A | 2/3 | R* |
| I Postpone Definitely | S | | D | A | M | R* |
| O Commit (or Refer) | S | | D | A | M | R* |
| N Amend | S | | D* | A* | M | R |
| I Postpone Indefinitely | S | | D | | M | Affirmative Only |
| M Main Motion | S | | D | A | M | R |

* See text for exceptions

M = Majority vote