Robert’s Rules of Order

The phrase that pays: words to use when making different motions.

Believe it or not, *Robert’s Rules of Order Newly Revised* is an easy to use reference manual and there are several sections in it that make navigation of difficult situations a lot simpler. One component of the charts, tables and lists includes “Sample Forms Used in Making Motions.” There are 86 listed, but I will only highlight the most commonly used ones at city hall (with the action paraphrased).

Action: Phrase

Adjourn I move to adjourn

Adopt, accept, or agree to a report I move that the report be adopted

Amend a pending motion I move to amend by adding (or inserting, or striking out, etc.)

Amend something previously adopted I move to amend the resolution relating to …, adopted at the September meeting, by …

Approve minutes I move that the minutes be approved as read [or “as corrected”].

Change or depart from an adopted agenda I move to suspend the rules and take up …

Close debate I move the previous question

Close nominations I move that nominations be closed.

Delay a vote on something I move to postpone the question to the next meeting.

Limit debate for a meeting I move that during this meeting debate be limited to five minutes for each member

Limit debate on a pending question I move that debate be limited to one speech of three minutes for each member

Make a main motion I move that ...

Make a motion go away I move that the resolution be postponed indefinitely

Make a nomination I nominate George Beall.

Reconsider I move to reconsider the vote on the motion relating to …

Rescind, repeal or annul I move that the resolution relating to … adopted on [date] be rescinded.

Take a recess I move to recess for five minutes

Vote by roll call I move that the vote on this question be taken by roll call

Withdraw a motion I move that I be permitted to withdraw the motion.