**Robert's Rules of Order - Some Basics**

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Adapted from the [Field Guide to Developing and Operating Your Nonprofit Board of Directors](http://www.authenticityconsulting.com/pubs/BD_gdes/BD_pubs.htm#_blank).

*The following was condensed from the Robert's Rules of Order and includes typical rules to manage a board meeting. Readers wanting the last official version should see Robert's Rule of Order Newly Revised, published by Scott, Foresman (known as NONR). This is the 9th Edition of Robert's book.*[About Motions](http://managementhelp.org/boards/roberts.htm#anchor684313)
[About Debate](http://managementhelp.org/boards/roberts.htm#anchor685302)
[About Voting](http://managementhelp.org/boards/roberts.htm#anchor688363)

All motions must be seconded and adopted by a majority vote unless otherwise noted.
All motions may be debated unless otherwise noted.

**About Motions**

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| **About Motions** | **Purpose of Motion** | **To Enact Motion** |
| Main Motion | to take action on behalf of the body | debatable; requires majority vote |
| Adjourn | end the meeting | not debatable; immediately voted upon and requires majority vote |
| Call for Orders of the Day | asks to stick to the agenda | not debatable; requires 1/3 majority to sustain |
| Call to Question | closes debate and forces vote | not debatable; requires 2/3's majority vote |
| Motion to Limit or Extend Debate | limits or extends debate | not debatable; requires 2/3's majority vote |
| Point of Order | is a question about the process or a particular motion | automatic if granted by Chair |
| Point of Information | to ask about the process or particular motion | automatic |
| Motion to Rescind | to change the results of a vote | requires 2/3's majority vote to reverse results of earlier vote |
| Motion to Suspend the Rules | suspend formal process for a short period | debatable and requires 2/3's majority vote |

**About Debate**

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

**About Voting**

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.

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