Robert's Rules of Order cheat sheet

Based on Robert's Rules of Order Newly Revised, 12th edition · meetingnotestemplate.com

Bring business to the meeting

Only one main motion can be on the floor at a time.

Motion	Interrupt a speaker?	Needs a second?	Debatable?	Amendable?	Vote to pass
Main motion `"I move that we..."`	No	Yes	Yes	Yes	Majority

Change or set aside the motion on the floor

Listed from lowest to highest rank. A higher one can be made while a lower one is pending.

Motion	Interrupt a speaker?	Needs a second?	Debatable?	Amendable?	Vote to pass
Postpone indefinitely `"I move to postpone the motion indefinitely."`	No	Yes	Yes	No	Majority
Amend `"I move to amend by striking ... and inserting ..."`	No	Yes	If the motion it changes is debatable	Yes (an amendment to an amendment cannot be amended)	Majority
Refer to a committee `"I move to refer this to the ... committee."`	No	Yes	Yes	Yes	Majority
Postpone to a certain time `"I move to postpone this to the next meeting."`	No	Yes	Yes	Yes	Majority (two-thirds if it makes the item a special order)
Limit or extend debate `"I move that each member may speak once, for two minutes."`	No	Yes	No	Yes	Two-thirds
Previous question `"I move the previous question." or "I move we vote now."`	No	Yes	No	No	Two-thirds
Lay on the table `"I move to lay the motion on the table."`	No	Yes	No	No	Majority

Urgent matters about the meeting itself

These outrank everything above.

Motion	Interrupt a speaker?	Needs a second?	Debatable?	Amendable?	Vote to pass
Call for the orders of the day `"I call for the orders of the day."`	Yes	No	No	No	None, the chair must comply (two-thirds to keep going off agenda)
Question of privilege `"I rise to a question of privilege."`	Yes	No	No	No	Chair decides
Recess `"I move to recess for ten minutes."`	No	Yes	No	Yes (the length only)	Majority
Adjourn `"I move to adjourn."`	No	Yes	No	No	Majority

Questions about how the meeting is run

No rank among themselves. They come up as needed.

Motion	Interrupt a speaker?	Needs a second?	Debatable?	Amendable?	Vote to pass
Point of order `"Point of order."`	Yes	No	No	No	Chair decides
Appeal from the decision of the chair `"I appeal from the decision of the chair."`	Yes	Yes	Usually	No	Majority against the chair overrules it (a tie keeps the ruling)
Parliamentary inquiry or request for information `"Parliamentary inquiry." or "Point of information."`	Yes, if urgent	No	No	No	None, the chair answers
Division of the assembly `"Division!"`	Yes	No	No	No	None, one member can demand it
Objection to the consideration of a question `"I object to the consideration of the question."`	Yes	No	No	No	Two-thirds against consideration
Suspend the rules `"I move to suspend the rules and ..."`	No	Yes	No	No	Two-thirds (a majority for a standing rule)
Withdraw a motion `"I ask permission to withdraw my motion."`	Yes	No	No	No	No objection, or a majority

Bring a question back

For items already voted on or set aside.

Motion	Interrupt a speaker?	Needs a second?	Debatable?	Amendable?	Vote to pass
Take from the table `"I move to take from the table the motion about ..."`	No	Yes	No	No	Majority
Reconsider `"I move to reconsider the vote on ..."`	Yes (to make it, not to debate it)	Yes	If the original motion was debatable	No	Majority
Rescind or amend something previously adopted `"I move to rescind the motion adopted on ..."`	No	Yes	Yes	Yes	Two-thirds, or a majority with previous notice, or a majority of the entire membership

Majority: more than half of the votes cast. Abstentions and blanks don't count. **Two-thirds:** at least two-thirds of the votes cast.
General consent: "If there is no objection..." for routine items; any one member can object and force a vote. **Quorum:** set by your bylaws; without a rule, a majority of the members.
Small boards (no more than about a dozen present) may relax some rules: no seconds needed, members may speak more than once, the chair may discuss and vote.

Your bylaws, any state law and your own rules come first. This sheet is general guidance, not legal advice.