

## CHEAT SHEET FOR ROBERT'S RULES OF ORDER<sup>1</sup>

To Do This	You Say This	May you Interrupt the Speaker?	Requires a Second? <sup>2</sup>	Is this Motion Debatable?	What vote is Required?
<b>Adjourn the meeting<sup>3</sup></b>	<i>I move we adjourn</i>	No	<b>Yes</b>	Yes, if no business pending	<b>Majority</b>
<b>Take a short break</b>	<i>I move that we Recess [for X minutes, until YY:YY, etc.]</i>	No	<b>Yes</b>	Yes, if no business pending	<b>Majority</b>
<b>Ask the Chair how to do something</b>	<i>Parliamentary Inquiry</i>	<b>Yes<sup>4</sup></b>	No	No	No Vote
<b>Complain about noise, sound, general room condition, etc.</b>	<i>Question of Privilege</i>	<b>Yes</b>	No	No	No Vote
<b>Ask the current speaker a question</b>	<i>Will the speaker yield for a question?</i>	<b>Yes<sup>5</sup></b>	No	No	No Vote
<b>Call attention to a breach of the rules or a personal affront</b>	<i>Point of Order</i>	<b>Yes</b>	No	No	No Vote, <b>Chair decides</b>
<b>Change a decision made by the Chair</b>	<i>I appeal from the decision of the Chair</i>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Majority<sup>6</sup></b>
<b>Kill a new main motion without debate</b>	<i>I Object to the Consideration of the Question</i>	<b>Yes<sup>7</sup></b>	No	No	<b>2/3 Vote<sup>8</sup></b>

<sup>1</sup> Please note *Robert's Rules of Order, Newly Revised* is more than 600 pages long. This is a very brief summary of a few of the more common parliamentary procedures used in WSFS meetings. Also consult the WSFS Standing Rules for rules specific to WSFS meetings.

<sup>2</sup> The motion fails if no one offers the required second; however, if anyone other than the motion's maker begins to speak to the motion, a point of order that the motion was not seconded is not in order, inasmuch as debating the motion implicitly seconds it.

<sup>3</sup> For all but the final meeting of the Worldcon, "adjourn" ends that day's meeting only. The final meeting ends with the motion "to adjourn *sine die*" (without date), which ends the "session" and all business until next year. All of the meetings at a given Worldcon are considered one long continuous meeting for procedural purposes.

<sup>4</sup> Generally you should wait until nobody has the floor before making a Parliamentary Inquiry unless the matter is urgent.

<sup>5</sup> The speaker need not yield for the question. If the speaker yields, the time for the question and answer comes out of the speaker's debate time. Do not use this mechanism to try and point out perceived errors of fact. If you want to contradict the speaker, use your own debate time to do so.

<sup>6</sup> A majority must be opposed to the Chair's ruling to overturn the ruling. A tie vote sustains the ruling of the chair.

<sup>7</sup> An Objection to Consideration is in order before anyone has begun to speak in debate, or before the Chair has stated a subsidiary motion (such as setting debate time limits).

<sup>8</sup> The question then becomes "Shall the motion be considered?" A 2/3 vote *against* consideration kills the main motion without debate.

To Do This	You Say This	May you Interrupt the Speaker?	Requires a Second?	Is this Motion Debatable?	What vote is Required?
<b>End debate</b>	<i>I move the Previous Question [to Call the Question, to End Debate, that we Vote Now]</i>	No	<b>Yes</b>	No	<b>2/3 Vote</b>
<b>Limit or extend debate</b>	<i>I move to extend debate by X minutes</i>	No	<b>Yes</b>	No	<b>2/3 Vote<sup>9</sup></b>
<b>Switch to an informal discussion to hash out the details of a motion (no minutes are taken)<sup>10</sup></b>	<i>I move that we go into a Committee of the Whole [with instructions]</i>	No	<b>Yes</b>	No	<b>Majority</b>
<b>Refer a motion to a committee</b>	<i>I move that we refer the motion to a committee [with instructions]</i>	No	<b>Yes</b>	No	<b>Majority</b>
<b>Amend a motion<sup>11</sup></b>	<i>I move to amend this motion by . . .</i>	No	<b>Yes</b>	<b>Yes</b>	<b>Majority</b>
<b>Divide a complicated motion</b>	<i>I move to split the motion by . . .</i>	No	<b>Yes</b>	<b>Yes</b>	<b>Majority</b>
<b>Introduce New Business (as a primary motion)<sup>12</sup></b>	<i>I move that . . .</i>	No	<b>Yes</b>	<b>Yes</b>	<b>Majority</b>

<sup>9</sup> At the Preliminary Business Meeting, debate times for new proposals are set by majority vote, with the Chair establishing the default. Usually if there are other proposals for the debate time, the time is selected by the method of Filling Blanks.

<sup>10</sup> While in a Committee of the Whole, non-binding “straw polls” may be taken to see how the room feels about the issue. The Committee of the Whole ends by voting to “Rise and Report,” which is equivalent to the committee adjourning and submitting a report to the meeting.

<sup>11</sup> Once a motion is before the meeting, the fact that the maker considers it a “friendly” amendment is irrelevant; only the meeting can amend a motion. The maker of a motion can request unanimous consent to modify or withdraw a motion, but if even one person objects, the motion must stay before the meeting in its current form.

<sup>12</sup> The WSFS Standing rules require that new main motions (constitutional amendments, standing rule amendments, and resolutions) must be submitted at least 14 days before the first Preliminary Business Meeting. New main motions may be introduced when no business is pending if the Chair agrees, or if the rules are suspended to allow it.