

MERCER TRIGIANI

ROBERT'S RULES OF ORDER

Proposed action is presented for consideration by **motion**. After being recognized by the meeting presider, a board or committee member - at a board or committee meeting – may introduce a motion if no other motion is on the table. A motion requires a second in order to be considered. If there is no second, the matter is not considered. Discussion typically follows a seconded motion. Each motion must be disposed of (passed, defeated, tabled, referred to committee or postponed indefinitely). Robert's establishes rules for introduction, adoption and dispensing motions detailed in the table below.

MOTIONS QUICK REFERENCE GUIDE					
	Second Required	Open for Discussion	May be Amended	Vote Required	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Recess	✓		✓	Majority	
Adjourn (End Meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓

**This guidance document incorporates and adapts material originally developed by Cornell University - Office of Assemblies, “[Roberts Rules of Order – Simplified].” Content has been revised for applicability to Virginia common interest community associations for educational purposes; substantive information remains unaltered. Cornell University is not affiliated with or responsible for this publication.*