

Robert's Rules of Order

Motions Chart Based on Roberts Rules of Order Newly Revised (10th Edition)

State law requires that “A school board meeting shall be conducted in accordance with the Vermont Open Meeting Law and Robert’s Rules of Order.” Use the Robert’s Rules chart below when the Board is running a meeting or conducting a formal public hearing. The chart will help the Board chair and members maintain an effective deliberation and decision making process. Boards with fewer than twelve members may choose to operate less formally using the Robert’s Rules for Small Boards system outlined on the next page.

§	YOU WANT	YOU SAY	INTERRUPT	2ND	DEBATE	AMEND	VOTE
21	Close meeting	Move to adjourn	No	Yes	No	No	Majority
20	Take break	Move to recess for...	No	Yes	No	No	None
19	Register complaint	Point of order	Yes	No	No	No	None
18	Make follow agenda	Call for the orders of the day	Yes	No	No	No	None
17	Lay aside temporarily	Move to lay the question on the table	No	Yes	No	No	Majority
16	Close debate	Move the question	No	Yes	No	No	2/3
15	Limit or extend debates	Move that debate be limited to...	No	Yes	No	Yes	2/3
14	Postpone to a certain time	Move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
13	Refer to committee	Move to refer the motion to ...	No	Yes	Yes	Yes	Majority
12	Modify wording of motion	Move to amend the motion by ...	No	Yes	Yes	Yes	Majority
11	Kill main motion	Move the motion be postponed indefinitely	No	Yes	Yes	No	Majority
10	Bring business before assembly (a main motion)	Move that (or “to”)...	No	Yes	Yes	Yes	Majority