ROBERT'S COMPANION

for local governmental assemblies

This book is not a "make it simple" book about Robert's Rules of Order Newly Revised (RONR) 12th edition.

This is a book aimed at helping to de-mystify the authoritative book itself; hence why this is Robert's Companion.

Further, this book points out where state requirements should be examined when they conflict with Robert's Rules, such as the Open Meetings Act.

This book focuses on local municipal government assemblies such as statutorily authorized Town Councils, and Commissions, for example Planning and Zoning; however, it is useful for any assembly of any kind.

This book takes the official book of Robert's Rules and first explains concerns that often arise in reading that tome, then it places the rules in the context of guidance such as state statutes, and Municipal Leage Guidance. One section follows the sequence in the book; another repeats that but in alphabetical order with more details for motions or concepts.

Models that many have found helpful in business meetings are also suggested.

Prerequisites for this book are the personal possession of both Roberts Rules of Order Newly Revised 12th edition, and Roberts Rules of Order Newly Revised In Brief 3rd edition.

ISBN 978-0-9960026-8-4
Library of Congress Control Number: pending
(c) 2023, 2024, 2025 Simon Wheaton-Smith
10/24/25
Simon Wheaton-Smith
Second Edition

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PREFACE

Robert's Rules should be studied in the context of higher authorities such as federal and state statutes, attorney general guidance, municipal league guidance, assembly bylaws, and special and customary rules. Open Meetings Act guidance may differ from and may limit Robert's Rules actions, so this book points out where caution may be needed. Similarly, Robert's Rules and Town Ordinances may further limit some higher authorities. Something missing in many governmental bodies are common business meeting models that can enhance decision quality, they complement Robert's Rule, so some are offered for your consideration.

This covers what you will wish you knew before and while studying Robert's Rules Of Order in detail. This is not a book on Robert's Rules as such, nor a competitor of Robert's Rules Made Simple or Robert's Rules For Dummies, but a book on intricacies not always obvious when reading Robert's Rules of Order Newly Revised.

This document takes great care to be accurate. Some of the wording in RONR can be somewhat open to interpretation as the wording is at times less than entirely clear. Please verify for yourself what these notes say by using the official Robert's Rules of Order Newly Revised 12th edition (RONR) book, and by verifying statutory and other information. Please notify the author of any issues you may find in this book.

This book starts with concepts and terms, addresses the key topics and motions in RONR book sequence. After that, it covers each key concept or motion in alphabetical order with more detailed discussions. To use this book effectively, get a copy of the official Robert's Rules of Order Newly Revised 12th edition (RONR) book. Then in parallel with that, take one section of this book, read it first and do not try to remember anything. Then read it again while remembering the easy stuff. Then read it a third time this time getting into some details. Finally, read it a fourth time and digest all the points and thinking how it all fits together.

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This book is offered individually to local government officials engaged in a detailed study of Robert's Rules. While this document focuses on one town, Silver City, in New Mexico, the principles here should apply to other towns and even states. Carefully review your own state and local references as this book uses Silver City, New Mexico only as a model.

The author of this book is not an attorney and cannot offer legal advice. The objective of this book is to look further into Parliamentary Procedure and bring into focus important issues in the context of local government. Please verify each key point for yourself, which is why references are abundant.

INTRODUCTION

The author of this document has studied Robert's Rules under highly qualified **RONR** (Robert's Rules of Order Newly Revised) instructors. In addition, he has ten years working with different editions of Robert's Rules as a Town Clerk, a Town Councilor, a Mayor Pro Tem, and as a Planning and Zoning Commissioner, Vice Chair, and Chair. The author also has more than ten years using and training people in another parliamentary system which employed business meeting models of various kinds for which the author was awarded a National Visionary Award. He is a member, by rigid examination, of the National Association of Parliamentarians, and also the New Mexico Association of Parliamentarians.

The 1943 5th edition of Robert's Rules "Plan For Study" says "The Manual is not arranged primarily with a view to study". That is still true today, it is still not the easiest book to navigate and understand, while accepting that it must cover meetings small and large, of various complexities, using formal bodies as well as less formal committees, and in both governmental as well as business environments.

The 12th edition is 714 pages. The sequencing of pages as well as paragraphs may seem less effective for learning than desired. For example, figuring out what "secondary" motions are allowed when no main motion is on the table requires looking in about five different places, sometimes without success. The table of motions in Table II in the t-pages of the RONR book may not include some motions described in the book; and some names of motions there may not match their names used elsewhere in the same book.

The National Association of Parliamentarians founded in 1930 is the leader involved in Robert's Rules of Order, and it has chapters in most states. The American Association of Parliamentarians founded in 1958 addresses other established Parliamentary Authorities also in common use.

Robert's Rules is like the universe, ever expanding. It exists in a multi-verse because other rule systems exist such as the Standard Code of Parliamentary Practice (formerly Sturgis) adopted by the American Institute of Parliamentarians, and similarly Demeter's Manual of Parliamentary Law and Procedure.

All parliamentary procedures for governmental assemblies must operate within bylaws, ordinances, state and federal statutes and guidance, it is important to know how such things interact otherwise it is possible to violate a higher authority. For example, Open Meetings Acts has "**noticing**" requirements focusing on the **public**, over and above those **noticing** rules in Robert's Rules which focuses on **members**. Similarly, Robert's Rules as well as Municipal Ordinances may add additional limitations over and above those contained in higher authorities. One must always use the most restrictive rule.

There are many very good concepts employed in Robert's Rules, yet it takes several readings to discover the significance of things in the system that initially may not seem crucial at the time in understanding the rules. This means the learning **law of primacy** can get violated since impressions may be formed early that last, which in retrospect may be incorrect. This book aims to avoid those early misunderstandings.

Pictorials that could simplify concepts are seldom used in RONR, and run on sentences make exceptions hard to detect. Some terms may at times seem confusing. This book aims to help in that area also.

Robert's Rules do not work well in some settings, for example while motions are wisely phrased in the positive (RONR 10:12), the mover of a motion cannot argue against their own motion (RONR 43:25); this can make a quasi-judicial process difficult when a motion might at times be expected to fail.

Further, the rule of no formal debate and only limited discussion before making a motion (RONR 4:7) makes clear and easily understandable motions hard to form without several "**amend**" motions. However, for small bodies, Robert's Rules does have exceptions for some issues, RONR 49:21.

New Mexico Statutes Annotated 1978 (NMSA 78), the NM Attorney General Guides, NM Municipal League guidance, Town Ordinances, and various bylaws use some terms that may not match the Robert's Rules definitions, for example "**recess**"; one must be aware of the differences.

This document is an analysis of the Robert's Rules Newly Revised 12th edition (**RONR**), and it covers key concepts such that when reading the sections sequentially they make sense; and pictorials are used to show how motions interact as well as any requirements for timing of motions.

HINTS ABOUT WHAY TO LEARN FIRST OF ALL, IT WILL SAVE TIME

WHY RONR	Good versus bad meeting
MEETING:SESSION	What is the difference between a meeting and a session, and why does it matter
MOTION SDC's	SDCs or Standard Descriptive Characteristics define how a motion interacts
	Study each motion's SDCs and figure out why each of the 8 SDCs is good
FORM AND EXAMPLE	Study the form to be used for each motion, and why does it matter
BIGGER PURPOSE	How motions have built in brakes

THEN

MAIN MOTIONS	What is the difference between a main and an incidental main motion
SEONDARY MOTIONS	Privileged and Subsidiary, and then Incidental motions
PRECEDENCE	And SDC 1
INTERACTION	And SDC 2, 3, 4, 5, 6, 7, and 8
BRING BACK	What are they and how do they interact with other sessions
QUARTERLY RULE	What is the quarterly rule and why

THEN

VOTING	Majority and abstained votes, and of what
CONFUSING TERMS	Orders of the day, Out of Order, Special Rule of Order, Standing Order, Order
	Recess, Adjourn

THEN

CONCEPTS	Meeting, session, prior sessions. Points of Order. Quorum. Open Meetings.
MOTIONS	All of them. How to memorize.
ADHERING MOTIONS	What adheres, impact on them with table and postpone and commit
A MEETING EXAMPLE	The infamous July 29th. Scenarios.

PART ONE

INITIAL CONCEPTS

This part is in essence
the most common
Robert's Rules
in just a few pages

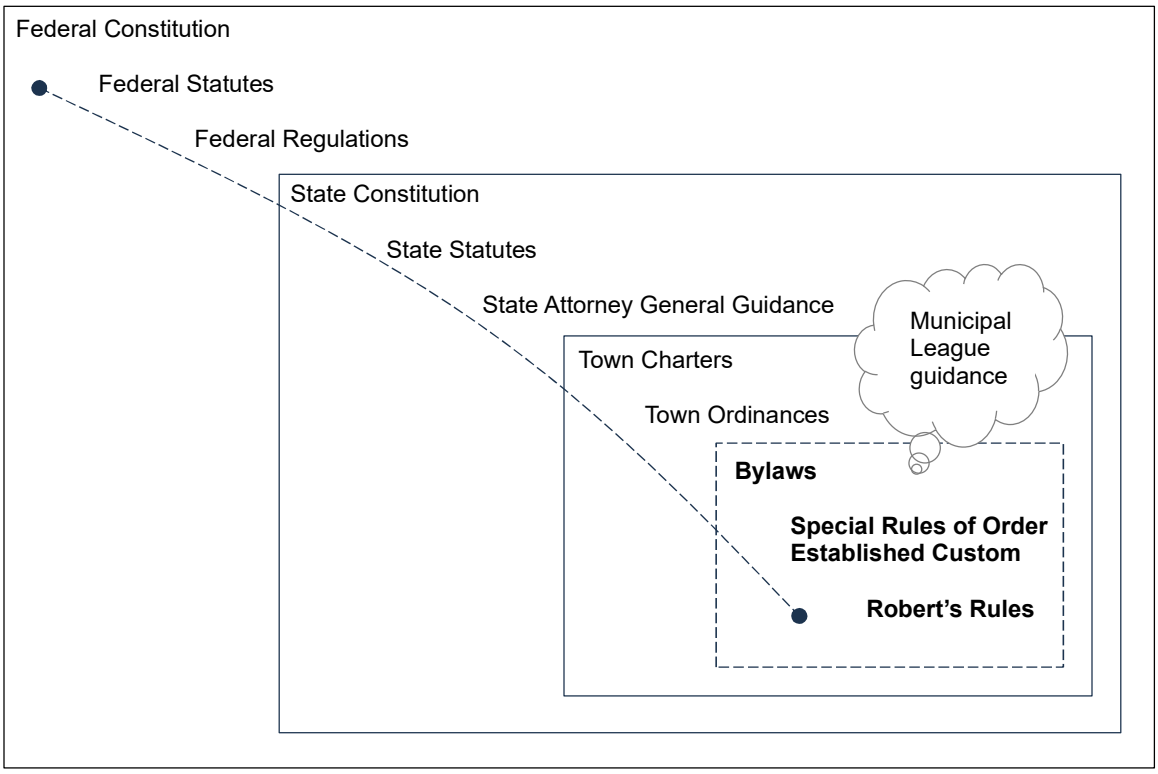
PARLIAMENTARY PROCEDURES AND HIGHER AUTHORITIES

A Parliamentary Procedure is the **foundation of getting work done efficiently** while balancing efficiency with supportable solutions to issues. Parliamentary Procedures do not operate in a vacuum.

Parliamentary Procedures are just one part of the puzzle, they are subservient to modification by customary rules, special rules of order, and bylaws. And those are subservient to municipal ordinances and town charters. And those are subservient to state requirements which in turn are subservient to Federal requirements.

In this book, the Parliamentary Procedures discussed are Robert's Rules of Order, developed by Major Henry Robert in **1876**. In particular, this book focuses on Robert's Rules Of Order Newly Revised 12th Edition abbreviated to **RONR**.

Robert's Rules developed out of confusion surrounding Cushing's Manual from **1845**, and Jefferson's Manual from **1801**. They in turn leaned heavily on the work of the Parliament in London, England which was refined between about **1580 to 1640**.



Robert's Rules consists of processes, concepts, rules, motions, and the like which consume 714 pages in the official RONR (Robert's Rules Newly Revised).

Parliamentarians can advise on parliamentary process, but never on the substance of something. Only lawyers can advise on substantive law.

- Parliamentary procedure is about process, not substance. Procedural law
- The content of motions may have substance. Substantive law

NOTE: RONR specifically allows a specific bylaw that is clearly a **special rule of order** to be suspended even though it is in the bylaws, refer to **RONR 2:21** and **10:26(1) n1.**

This book focuses on one state, New Mexico, and on one town in that state, Silver City. Silver City is the only town in New Mexico that still operates on a Territorial Charter. Having said that, the principles in this book should apply to other towns and states. The author is not an attorney, so this book offers no legal advice, and the reader is asked to locate equivalent guidance for their town and their state, and then to locate specific sections to bring them into focus.

BUSINESS MEETING MODELS

"Making haste only creates the illusion of speed"

Just as Parliamentary Procedure **is the foundation of getting work done efficiently**, so also are business models that **ensure work done will be wise and effective**, and not need to be redone.

The New Mexico Municipal League guidance (**NMML**) "Coordination With Governing Body, Staff, and Others", found in NMML CHAPTER IV, D,1-7 suggests "**analytical problem solving**" is essential. The models below are not from the New Mexico Municipal League, they are simply a recommendation to use to provide analytical problem solving. A public body **should adopt whatever models** it feels most appropriate.

WHEN PLANNING A CHANGE OR A NEW PROJECT, WHO SHOULD BE INVOLVED

You exclude people at your peril; varying perspectives are essential.

Those planning the change
Those making the change
Those affected by the change
Those with a legal, moral, or ethical interest in the change

WHAT TO CONSIDER BEFORE A MEETING

This model helps verify the bases are covered before the meeting starts.

E	experts needed?
L	location ~ *usually covered by the meetings legal notice*
P	purpose of the meeting ~ *ditto*
A	agenda designed to achieve this ~ *ditto*
T	timing ~ *ditto*
I	what information should people bring to the meeting?
O	what are the desired outcomes

PROBLEM SOLVING MODEL

D	Define the problem
A	Analyze it for critical causes and factors
D	Dialog various solutions for **each** identified problem
I	Implement each solution, on paper first
E	Evaluate the effectiveness of each solution

POSITIONAL ISSUES

P	Clarify a persons position
I	Using "why", identify the underlying interests
D	Dialog to resolve the underlying interests, not wishes

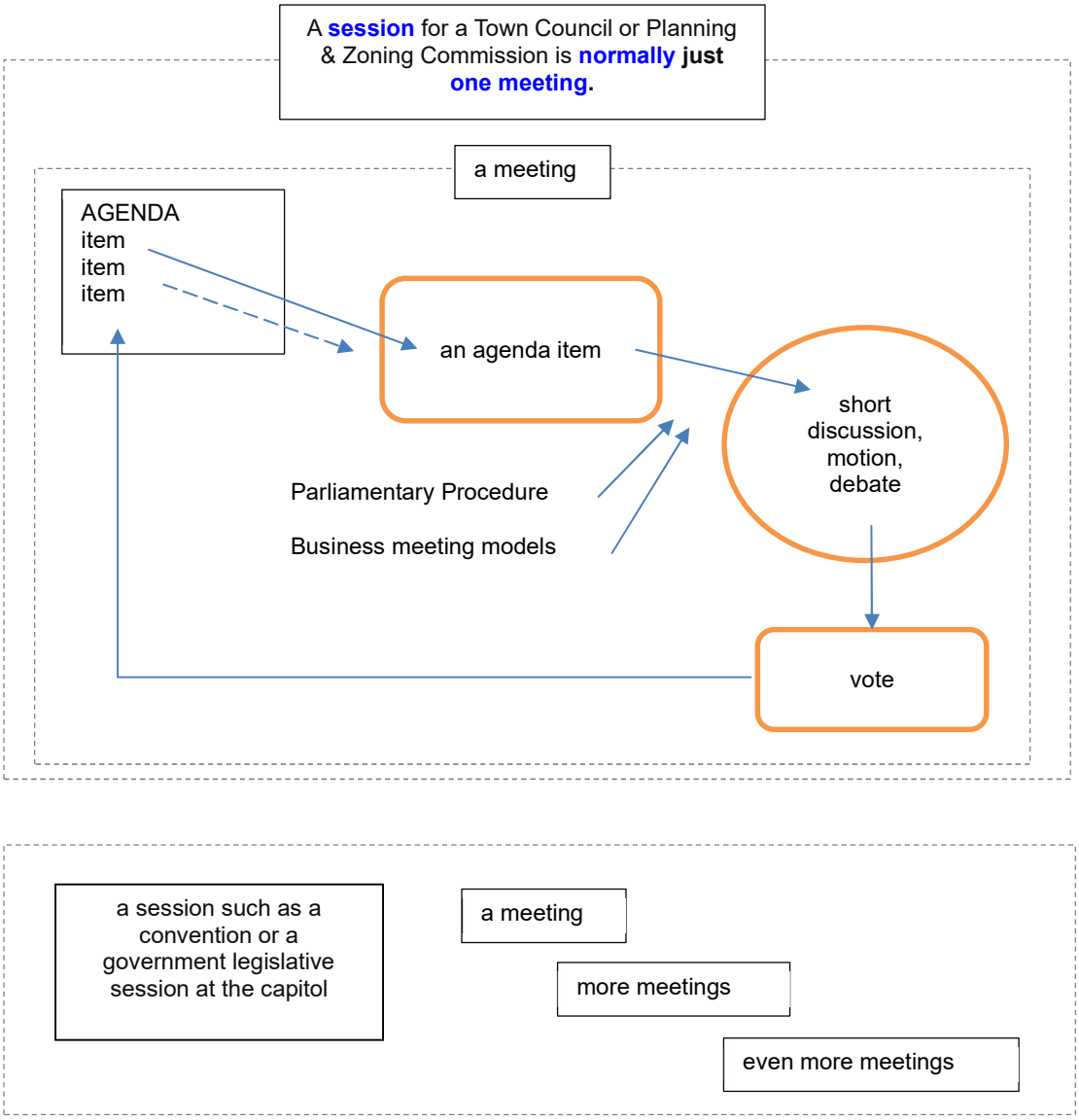
BRAINSTORMING MODEL *Alex Osbourne's well established process.*

think	a few days before the meeting, think about the project
F	Flood ideas with **no** evaluation, no questioning, and **no** explanation
C	Clarify with explanations after flooding dies down
C	Condense by merging duplicates
then	present results to appropriate parties

WHAT IS A GOOD SOLUTION *Metrics based on Harvard's Project on Negotiation and other sources.*

F	fair to participants
E	efficient solution
W	wise based on legal or other standards
S	supportable by participants
E	effective solution
A	adaptable as situations change
P	participative by all stakeholders
D	data driven before and after the solution is implemented

AN OVERVIEW OF A MEETING



Robert's Rules is a system for organized business meetings **balancing efficiency with effective outcomes, while preventing bullies from monopolizing meeting time**.

The system has concepts and rules. The concepts need to be understood in order to make sense of the rules. The rules use those concepts to manage workflow.

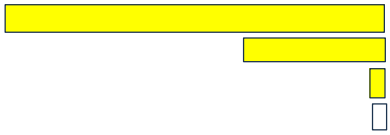
- **The abbreviation RONR** means Robert's Rules of Order Newly Revised 12th Edition.
- **The abbreviation RONRIB** means Robert's Rules of Order Newly Revised In Brief 3rd Edition..
- **The word Member** means a Councilor, a Commissioner, or a Committee member.
- **The Presiding Officer** may be referred to as a Mayor or a Chair.
- **The word Assembly** here usually means a Town Council or a Commission, but **not** a committee.
- **RONR** sections may appear as **RONR n:n,** or sometimes **§n:n**

ROBERT'S RULES IN FOUR PAGES

Please consider viewing the two local government trainings which are free on YouTube and whose internet links and QR codes are included herein; all QR codes in this document were created and checked by the author. References are given throughout so you can and should verify the information in this book. RONR references are shown as **RONR n:n, §n:n, RONR n:n(m), §n:n(m)**, etc.

The general philosophy for Robert's Rules is summed up as: A deliberative assembly is free to do what it wishes with consideration for the rights of its members. Rules of parliamentary law as found in RONR *page xlix* are "based on a regard for the rights of":

- the majority,
- the minority, especially a strong minority (one-third plus),
- individual members, and
- absentees

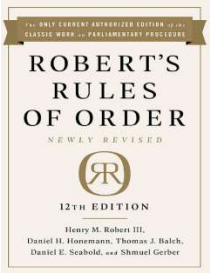


The above principles are achieved by the following guidance:

- Everyone has the right to participate in the discussion, all members are equal.
- The "Presiding Officer" generally ensures members speak in turn ensuring equal participation. An orderly flow results when the Presiding Officer (often the "Mayor" or "Chair") manages the meeting's flow by "recognizing" each speaker who is then given the "floor".
- The member who moved the motion can speak first RONR 4:6 and can reserve that right RONR 3:33; no member can speak a second time until all other members have had the chance to speak once. RONR 3:33
- Only one topic or "motion" is **generally** discussed at a time. RONR 43:20
- Members talk to other members and people **through the Chair**. RONR 43:22
- Speech limits are ten minutes, and no more than two speeches for each topic. RONR 43:15
- Issues are not in order if similar to issues disposed of earlier in the same session RONR 10:26 3

RONR

RONR, Robert's Rules Of Order newly revised 12th edition is the Parliamentary Authority referred to in this book. It has a wealth of information, yet is not quite as easy to comprehend for a first time reader. It is hoped that when read, RONR will be more easily understood by the guidance in this book you are reading now.



These notes are simplified so there are exceptions, in fact, Robert's Rules are full of exceptions!. These notes focus on a governing body such as a **Town Council,** and the most common municipal Commission such as **The Planning and Zoning Commission (P&Z)**. In small commissions or boards of 12 or less there can be more flexibility using the rules. RONR 49:21

The **Presiding Officer** (**Mayor or Chair**) is the traffic controller in that **when an assembly member wishes to speak** they must be **"recognized"** RONR 4:28; they do this by catching the Presiding Officer's attention verbally or by a hand signal. The recognized person then has the **"floor"** RONR 43:12. A **Member** (Councilor, Commissioner, or Committee Member) may ask a question or raise an issue, and a follow up but then "**yields**" the floor back to the Presiding Officer (Mayor or Chair) for other member's questions or comments. This ensures everyone has an equal opportunity to participate, it ensures an orderly flow which paces discussions. **Decorum** means being orderly and respecting rules RONR 43

- The **six basic steps** for a motion are: (1) be recognized and make a **motion**, (2) with no need for recognition just say **second**, (3) chair **states the question**, (4) then **debating** follows, (5) then chair **puts the question**, and finally (6) the chair says **whether the AYEs or NOs** won, **whether the motions is won or lost,** and optionally, **effect of the vote**.

A wise presiding officer might encourage the use of "**business models**" in the formulation of public policy.

If a member (Councilor or Commissioner) wishes an agenda topic discussed, **and** there isn't a current motion, they attract the Chair's attention and when **recognized** they are given the **floor** and can make a **"motion"**. As a general rule, a motion needs a "**second**"; if there is no second, the motion often dies for lack of interest.

In local government, discussions and debates must be publicly "**noticed**" so the public can attend and see government in action. This comes from a state's **Open Meetings Act**. In other words, members cannot make a substantive motion to discuss something unless it has been publicly noticed and is on the agenda.

Motions that relate to agenda items are called **original main motions**; other **main** motion types exist such as **incidental-main**, **bring-back**, and some other less frequently used motions.

Sometimes a motion needs fine tuning by a **subsidiary motion** to **amend** RONR 4:20, 10:30 1, 12:91

If someone jumps in before a "second" then they can offer a "**friendly**" amendment to a motion.

Motions must be specific, and should be **phrased positively** RONR 10:12. The benefit of positively phrased motions is to avoid confusion. If they are phrased negatively then to pass an idea means using a no vote, and to reject it means a positive vote; in one case a councilor vote against their own cherished ordinance!

Motions are **phrased positively** RONR 10:12, so even if a member intends to vote down an issue, they still make the motion to approve it, e.g., "I move to approve such and such". How one votes and how one makes a motion, may at times seem at odds. In Robert's Rules RONR 43:25, a speaker may not speak against their own motion, however quasi judicial debates might collapse if the members think they may vote an issue down; so in quasi-judicial hearings that rule is often not followed by **custom**. **Rules of custom** are ones that have become commonplace locally and override Robert's Rules, but when challenged, they "**fall to the ground**".

When **a motion is seconded,** the chair "**states the question"** and a **"debate**" follows amongst the members, managed by the Presiding Officer (Mayor or Chair). During debate, **discussion is focused on the topic alone** with the discussion among members only, except a member may ask clarifying questions of staff or of any citizen who had spoken earlier on the topic. Unrelated questions or comments are not appropriate, they must be **germane**.

When the debate dies down**,** the Chair **repeats the motion**, and **"puts the question"** §4:34. i.e. calls for a "**vote**". Some votes may be voice votes (**viva voce**), and in rare circumstances a hand raised may be used. After the vote, the chair says **whether the AYEs or NOs** won, **whether the motions is won or lost,** and optionally, **effect of the vote**. However, some **laws** may require the minutes reflect each member's vote §45:45 and that triggers a "**roll call**" to see who voted **AYE** or **NO**. When voting motions down, remember that future issues are normally not in order if similar to issues voted down in the same "**session**" §10:26 3

Some topics require a 2/3 vote, not just a simple majority. That is usually a balance between individual and assembly rights which could be impacted by the vote's outcome. RONR p t48-t49

Some ordinances and bylaws may not clearly define what is a majority vote. A vote definition should address (1) the ratio of AYEs to (2) to the members present, the votes cast, or the NO votes; and (3) how abstentions will be handled §44:1, 7 and 9. In most cases the AYEs define the result, and the NOs are implied, but not always, for example as when roll call votes are required **AYE** (and NO) votes are what counts, in Robert's Rules an **abstention is a non-vote** and is not counted §44:1. Usually there is no reason for the presiding officer to ask for abstentions §4:35. Bylaws based on NM Municipal League (**NMML**) guidance only allow abstentions if there is a conflict of interest, members are thus required to adopt a position. For **governing bodies** (Town Councils), NMML guidance is that the reason must be stated and entered into the minutes.

There can be "**special rules of order**" built by the assembly to override established Robert's Rules. Special Rules of Order allow things like defining how a majority is to be determined, debate limits, and so on, if the assembly believes Robert's Rules do not meet their needs. To change the rule defining a majority, such changes need careful thought §44:9. **Special Rules of Order** should be adopted by a resolution or a bylaw amendment; each has pros and cons §2:17, §2:20 , §44:10

A suspension of the rules §25:1 cannot suspend **bylaws**, ordinances or statutes; only Robert's Rules and **Special Rules of Order** or **Rules of Custom** may be suspended, and the reason (not the rule) must be stated in the motion to suspend, and the rule suspension is usually for the current agenda item only. That is why "special rules of order" for meeting procedures are better than "bylaws"; because bylaws cannot normally be suspended whereas special rules of order can §2:17, §2:20, §44:10. [RONR allows a specific bylaw that is clearly a **special rule of order** to be suspended even though it is in the bylaws RONR 2:21 and 10:26(1) n1]

Of course, normally no business may be transacted unless there is a **quorum** RONR 40:1 40:7 §40:8. However, RONR 40:7 does allow "Taking Measures to Obtain a Quorum", for more details please see later.

Members may kill a motion (**postpone indefinitely**) §11, **amend** a motion §12, send it to a committee §13, **postpone** discussion to a definite time and place §14, limit or extend debate §15, "**call the question**" or "**previous question**" to cut off debate in favor of an immediate vote §16:6, and "**table**" the motion §17:8.

Lay on the table (tabling) and its partner "**Take From the Table**" have **rules about time lines**, as does the motion to postpone to a definite time and place. The Open Meetings Act may apply to "take from the table".

Postponing an agenda item to a date not yet scheduled often needs an "**adjourned meeting**" to be created by "**Fix the time to which to adjourn**", it has to do with **sessions** vs **meetings**. It is not a big deal. Remember that by definition, an adjourned meeting is not a meeting that is ended, but rather it is a future meeting created to hold postponed issues.

If something is out of order, a Member can call "**Point of Order**" §23, the Presiding Officer then says "**state the point**" and then rules on the issue which can be appealed to the assembly itself.

The motion table below is **not** complete, it only covers some common motions and features that a Council or Commission may be likely to use. There are 5 (or 6 sometimes) **Privileged** motions that focus on the meeting and are the most important to address as a rule. There are 7 **Subsidiary** motions that treat or dispose of the main motion. Privileged and subsidiary motions have an order of precedence defining when they are in order. There are 11 **Incidental** motions having no predefined precedence but like their privileged cousins must also be processed immediately and with each having their own special rules about how they interact. In small meetings, much fewer than all secondary motions are used, it all depends on complexities.

NOTE: Most parliamentarians give precedence a numerical value of 1 to 13 or 14, RONR does not do so.

Regarding main motions, there are 4 bring back motions, some incidental main motions, and other standard main motions also exist, see RONR 10:44 and 10:52.

MAIN MOTION	SOME COMMON SECONDARY MOTIONS ..... PRIVILEGED	SUBSIDIARY	INCIDENTAL	RONR Sec.	Standard Descriptive Characteristics int	SECOND	DEBATE	AMEND	VOTE	recon
1 **Original**				**§10:8**	n	y	y	y	**majority**	y
	13 Fix Time To			§22:3	n	y	n	y	majority	y
|	12 Adjourn			§21	n	y	n	n	majority	n
|	11 Recess			§20	n	y	n	y	majority	n
|	10 Qn Privelege			§19	?	n	n	n	chair	n
|	affects entire meeting	8 Lay On The Table		§17:8	n	y	n	n	majority	y if -ve
|		5 Postpone definitely		§14:1	n	y	y	y	majority	y if +ve
|		4 Commit or Refer		§13:1	n	y	y	y	majority	y if +ve
|		3 Amend		§12	n	y	if motion is	once	majority	?
|		treats or disposes of	Rqst information	§33:3, 6	y ?	n	n	n	Chair	?
|			Division: question	§27:1	n	y	n	y	majority	n
			Consdr by para	§28:1	n	y	n	y	majority	n
|		main motion	Suspend Rules	§25:4	n	y	n	n	2/3	n
|			Appeal	§24	y	y	y	n	majority	y
|			Point of Order	§23:1	YES	n	n	n	Chair	appeal
|		questions of procedure			int=can interupt					recon=reconsider

INCIDENTAL MAIN MOTIONS

1 **Incidental**	Point of Order, Appeal, Suspend rules, Request info, Recess, Adjourn, and more ~ each use the original main motion SDC §10:8

MOTIONS BRINGING QUESTIONS BACK AGAIN . . . . .

1 Bring back	Take from table §34, Rescind/Amend §35, Discharge §36, Reconsider §37 ~ each have their own SDCs, see §34 to §37

09/02/25

For more training on Robert's Rules, consider the free YouTube trainings at:-

Bothell Council RONR Training (free)
https://www.youtube.com/watch?v=7j_Wa5HM1Gs

Port of Olympia RONR Training (free)
https://www.youtube.com/watch?v=OBaifHMo5a8

Common motions (privileged and subsidiary) used which have a precedence or rank:-

Adjourn	**12**	To end the meeting, normally when all agenda items are addressed.
Recess	**11**	A short pause. NM guidance often uses recess to mean adjourn.
Postpone definitely	**5**	Or postpone to a certain time allows an agenda item to be postponed to allow for more thought. This **may** require the Fix The Time To Which To Adjourn motion. Postpone can be to a date/time, or based on an event in an existing agenda §14:1 14:20(c). If the delay is very short the Open Meetings act allows a shorter noticing period. Postponing beyond the next session (meeting in a Council or P&Z meeting) is normally out of order. ***If postponing beyond the next*** *session or quarter (i.e.* ***meeting in P&Z****), consider COMMIT to a committee to track the postponed issue, and report back when that issue can become an agenda item §9:7-****10***
Fix The Time To Which To Adjourn	**13**	This sets the time for a future meeting for the Postpone definitely motion. This expands a Governing Body or Commission's session beyond one meeting to add in another meeting, because for assemblies with regular pre-published meeting dates, each meeting is one session.
Question of Privilege	**9**	This is a motion to allow something urgent to be addressed, for example too noisy, to cold, too hot, and so on. Moving to go into an **executive session** §9:24, and to be **excused from an essential duty** §32:7 are also **questions of privilege**.
Lay on the Table	**8**	Should only be used when an urgent matter needs to be addressed.
Commit or Refer	**4**	Used to send an issue to a committee; this may be a special or a standing committee, or it can simply turn the assembly into a committee itself which offers some degree of flexibility.
Amend	**3**	Normally changes the immediately pending motion, such as the duration of a recess, or text in a motions, etc.

Common motions (incidental) for somewhat urgent issues but which have no precedence or rank:-

Point of Order	- -	Allows any member to cause a procedural issue to be addressed. Be wary of getting into substantive issues, stick to process.
Appeal	- -	Allows any member to cause a ruling from a point of order to be reviewed by the entire body.
Request Information	- -	Allows a member to ask via the Chair for factual or parliamentary information. If parliamentary, is an opinion and not a ruling.
Suspend the Rules	- -	Allows the rules to suspended for an agenda item, in particular the reason why is stated, but not the actual rules.
Consider by paragraph	- -	Break consideration of a long report into paragraphs.
Division of the Question	- -	If a motion is too long, ask it to be split into a few parts.

Other motions exist which are less commonly used. For example "The Previous Question" is sometimes used to halt debate, and that brings up the idea of what majority applies to each vote; for example Previous Question needs a 2/3 majority vote, Amend only needs a simple majority, and understanding the reasons behind what kind of majority is required is important. Understanding the majority vote also brings into question just what exactly is the vote a majority of, and how are abstentions handled.

Understanding how motions can be stacked up and when they are or are not in order is important. Also, understanding the session and meeting concept is important because there are rules about things such as how long a motion can be postponed, or tabled etc. Also, rules exist about bringing back issues already settled.

PART TWO

INTERMEDIATE CONCEPTS

This part may duplicate some
information in the previous part,
but it goes more deeply into
Robert's Rules

KEY CONCEPTS, TERMS, AND SESSIONS

The following terms are used. Notice that it is very significant that **making** a motion is very different from it being **called** or **taken** up later; that has caused confusion in some readers of RONR.

Debate A debate is a discussion on the merits of the motion or question RONR 3:13 RONR 3:30

Moved A motion is moved when it is made. This is different from when a motion is taken up or called up, being a result of some delay after the motion was made.

Called up The phrases "call up" or "called up" are used for a couple of purposes. One is the case where "**reconsider**" was made during a debate and the motion was kept pending, to be "called up" later when the **Open Meetings Act** requires noticing of **CALL UP;** see "taken up" RONR 37:14 and "called up" later 37:15.

Taken up The phrases "take up" and "taken up" are also used for "reconsider", as well as for postponed items, tabled items, and orders of the day, among other things.

Question A question is a motion that has been seconded if required, and then "**stated**" by the chair; and after debate, the motion is "**put**" to the assembly for a vote.

Adhere Describes motions that stick together when shoveled out of the way. To be more technical, subsidiary or incidental **motions adhere to a main question if** it is related to the main question in such a way that **once introduced it must be decided before** the main question can be decided §10:35. See §10:8 for rules for commit, and also for postpone and table.

Order Some motions create **an "order"**, such as **limit or extend**, **previous question**, and so on. This is not an order of the day, a special rule of order, about being in order, it is the hangover of a specific motion, and when that order has served its purpose, it is **"exhausted".**

Floor The "floor" is given by the chair to the next person who wishes to speak. It is also where motions go to be worked upon.

Some abbreviations are used:

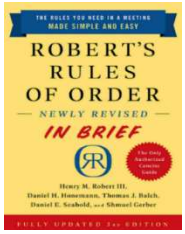
- **References** RONR sections may appear as RONR n:n, §n:n, RONR n:n(m), §n:n(m) etc
- **RONR** means Robert's Rules of Order Newly Revised, 12th Edition
- **RONRIB** means Robert's Rules of Order Newly Revised In Brief, 3rd Edition
- **Member** means a Councilor, a Commissioner, or a Committee member.
- **Presiding Officer** may be referred to as a Mayor or a Chair
- **Assembly** usually means a Town Council or a Commission. A committee is not an assembly §50:1

How to read this chapter:

- read it first and do not try to remember anything. Then
- read it again while remembering the easy stuff. Then
- read it a third time this time getting into the details. Finally
- read it a fourth time and digest all the points and thinking how it all fits together

The RONRIB 3rd edition is very simplified:

- The authority itself is Robert's Rules of Order Newly Revised 12th edition, known as **RONR**
- Robert's Rules Of Order Newly Revised In Brief, however, is not a Parliamentary Authority itself, it is only a supplement to **RONR.** While helpful, it does not address important areas that many find confusing, hence this book!



LEGISLATIVE BODIES, BOARDS, AND COMMITTEES

A **Deliberative Assembly** may exist in many forms RONR 1:9. Among the principal types Robert's Rules consider are:

- A **Legislative Body** is a constitutionally established **public lawmaking body** of **members chosen by the public voters** for a term of office. A **Town Council is a legislative body.** RONR 1:19-21
- A **Board** is an **administrative** or **quasi-judicial** body of elected or **appointed** members whose function is determined by powers delegated to it by authority outside itself. **Commissions such as Planning and Zoning (P&Z) are boards.** RONR 1:22-23
- A **Committee** is not considered by Robert's Rules to be a form of assembly, however they use many of Robert's Rules. RONR 1:24

CONFUSING TERMS EXIST ~ THE WORDS RECESS AND ADJOURN

Robert's rules uses many terms and confusion can arise. For example, **meetings** are a subset of **sessions**, and the terms have important meanings and differences. Another example is **recess vs adjourn**; in RONR a recess is short and does not span meetings or days, whereas adjourn ends meetings and can also end sessions. To add to that, NMSA 78 (NM Statutes Annotated 1978) and the NM AG (Attorney General) as well as some NMML (New Mexico Municipal League) documents use the word recess to span meetings where a parliamentarian (some one who loves Parliamentary Procedures) would suffer some form of cardiac disruption. The words "**adjourned meeting**" do not mean a meeting that adjourns RONR 8:4, rather it is a meeting that will come into play after the current meeting adjourns. For the differences between recess and adjourn, review RONR 8:6-7. Take very seriously the meaning of terms RONR uses.

CONFUSING TERMS EXIST ~ THE WORD "ORDER"

Several key motions or terms are used which have the word "order" in them. **Point of Order** is a motion made when **a rule is being violated**, such as speaking without being recognized. **Orders Of The Day** is a motion to bring the assembly back to following the agenda. **Special Rules Of Order** are rules the assembly has decided to use to override some of Robert's Rules. **Special Orders** and **General Orders** are agenda items created in an earlier meeting for subsequent discussion or debate. And some normal motions create an **Order** that will control some actions, and when its job is done, it is **exhausted**; examples are the Limit Or Extend §15 or Previous Question §16 motions.

SOMETIMES CONFUSED TERMS

An **Order of Business** is a generic term, and is an established sequence of business items. There is RONR's standard order of business, then the bylaws, then the agenda itself for a specific meeting.
The **Standard Order of Business** has general categories of business in a certain order, it is defined in RONR, see mnemonic MRSSUN. It can be replaced by a different order stated usually in the bylaws.
The **Agenda** is an adopted list (often in the bylaws) where the standard order of business is not practical.
The **Program** is like an agenda but may have lunch breaks and other activities.
Orders of the day are the items scheduled for a particular session or meeting

MEETINGS VERSUS SESSIONS

A session is a series of connected meetings such as a convention or a state or national legislative body. Within a session the meetings progressively do the work, and **while** RONR 8:12 says that **as a rule one session is limited on how it can interact with another session**, there are at least 5 ways it can RONR 9:7-9.

The purpose of sessions is to place boundaries on wasting time by bringing up dead issues yet again; and that boundary is the session itself; a sour grapes kind of rule.

In support of all that, some motions have specific rules such as how far out they can "**postpone**" something.

Those valuable boundary rules can sometimes make life difficult especially for sessions of only one meeting, and the way that is handled is to allow the one-meeting-session be expanded to add another meeting. It seems artificial, but the benefit is a consistent approach regardless of whether a session is one or many meetings; the rules works for all bodies large and small, public or private, and so on.

Rules do not allow dead issues to be re-introduced in a session RONR 38:4, however the next session can take up a preceding session's dead issues. Of course there are ways around many restrictions but it takes a good working knowledge of Robert's Rules to do that. The rules also stop factions from dominating meetings.

As mentioned, a meeting can be one of many in a session, however for **bodies with regular meeting schedules** (usually denoted in the bylaws) then a meeting is a session and a session is a meeting; Town Councils and their Commissions thus have **one meeting per session**. There are times when a second meeting can be connected to the previous one for a Town Council or a Commission, and that is often done when postponing an agenda item to before the next regular meeting, it is done by extending the session.

A Town Council or a Commission's session can be extended with the motion to "**Fix The Time To Which TO Adjourn**" and then by a motion to "**Postpone** to that definite time and place" the agenda item to be continued later in what is called an "adjourned meeting".

Meanwhile, in real life on this planet, local governmental assemblies often skip the "**Fix The Time To Which TO Adjourn**" step and simply agree to postpone the agenda item while naming the time and place. It works and often has become a custom. Robert's allow rules of custom as long as no one challenges them; if a custom is challenged then it **drops to the ground** and can only come back as a new **special rule of order**.

Another solution is to use the "**suspend the rules**" motion RONR 25

As an aside, there are a number of rules that are not rigidly followed anyway for assemblies made of "about" twelve or less members RONR 1:24 49:21. The "about" adds some discretion.

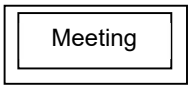
Also, remember that statutes and attorney general guidance such as the Open Meetings Act Guide can play a part in such postponements. The **Presiding Officer**, usually the Mayor or Chair, **is responsible for complying** with the statutes, attorney general guidance, Land Use and Zoning Codes or Ordinances, Commission bylaws, as well as the rules of order such as Robert's Rules of Order Newly Revised, or RONR.

A meeting begins with a call to order and ends with adjourning (not with a recess). Recess is used for coffee breaks and the like, and for an occasional "**executive session**".

For councils, commissions, and deliberative assemblies that have regular meetings such as weekly or monthly, one meeting is one session. For committees, the session is the collection of their meetings.

The distinctions are important because some motions that may fail or die in a **meeting** cannot easily be raised again in the same **session**. For state legislative bodies, that means dead issues are usually dead until the next session. For Town Councils and their Commissions with one session equaling one meeting, dead issues are **usually** dead for the rest of the meeting; they can come back in the next meeting because that is a new session. Always keep the Open Meetings Act in the back of your mind.

A County or Municipal session…
one meeting is one session



two meetings are **normally** two sessions
(but a session can be expanded if needed by a special motion, more on that later.

However …

A state legislative session, or a convention…
have many meetings in a session

An example of why this is relevant is the" **Lay on the Table**" motion RONR 17, and the rule about how long something can lie on the table before it dies. Another example is when "**postponing**"an agenda item to another day RONR 14; again, always think of the Open Meetings Act rules when anything is postponed.

Yet another is the motion to "**reconsider**" which has its own very special rules about how it works §37:10(b) 37:15; i.e. who can even make the motion, and when, and when is the reconsider actually "taken up" 37:14 or "called up" later §37:15. In other words, pay attention to sessions vs meetings, and motions that deal with past or future issues.

Pay attention to state statutes including the Open Meetings Act which has noticing requirements over and above those specified in Ordinances; and Ordinances override bylaws. They all override Robert's Rules.

- Robert's Rules "noticing" requirements are aimed at the assembly's members.
- The Open Meetings Act "noticing" requirements are aimed at the general public

Another interesting concept is that **one session cannot normally bind another session** in what it does, that is true for most assemblies or public bodies. RONR 8:12 addresses good reasons why; however RONR 9:7-9 **shows 5 ways of session to session** communication if the sessions are within a quarter (three months) of each other, but only shows one way if they are further apart.

To get stuff from one session to future one use: postpone, table, unfinished business, commit, and reconsider motions if the sessions are not further apart than one quarter. But if the sessions are further apart than one quarter, then the only way to communicate to a distant session is by using the motion "**commit**" to give the agenda item to a committee.

Of course, looking at past sessions can be done with **rescind** or **amend something previously adopted.**

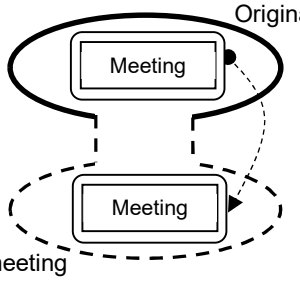
It is important to know how far apart two sessions are since the rules change for session to session communication depending on if the next session is within a quarter or beyond that; see later for simple graphical examples under "POSTPONE TO A CERTAIN TIME OR POSTPONE DEFINITELY**"**.

GETTING TECHNICAL ~ THE ADJOURNED MEETING

For Town Councils and their Commissions whose sessions are only one meeting, the motion to "**Fix The Time To Which To Adjourn**" can extend the session when an adjourned meeting is needed before the next regular meeting. Then a postponed item gets put into that space using the motion to "**Postpone To A Certain Time**" which takes the agenda item needing more work and puts it into the now extended session, and that future meeting is called an "**adjourned meeting**" because it comes into play when the current meeting itself adjourns. In so doing, that agenda item cannot be brought up again in the current meeting, Robert's Rules prohibits that. Of course, the Open Meetings Act must be considered.

Under RONR, such an "adjourned meeting" does not need new noticing. However, the NMAG Guidance about the Open Meetings Act provides a **special abbreviated noticing** option if that adjourned meeting is within about a couple of days; if the delay is extended then normal Open Meetings Act rules apply and normal longer noticing rules are followed such as 10 (Open Meetings Act) or maybe 15 days (Land Use and Zoning Code).

A county or municipal session is only one meeting, so how do you increase that?



You need two motions…..

"To Fix The Time To Adjourn to" extends the session a few days!

then a "postpone to a certain time" to complete the movement and thus extend the session with a new "adjourned meeting"

Those previous sections are foundational to understanding the intricacies of a number of common motions.

MOTIONS AND AGENDA TYPES

THE MAIN MOTION, AND MOTIONS CALLED SECONDARY MOTIONS THAT AFFECT IT

The building block of a meeting is the agenda which is worked using a sequence of motions. **Main motions** are often created from an agenda. Once the meeting approves the agenda, it must normally be followed in the agreed upon sequence. Robert's Rules has a standard order of business but most assemblies tailor it to a specific meeting's detailed agenda; the Open Meetings Acts requires a **specific agenda** so the public knows what is going on NMSA 78 10-15-1(F).

There are two frequent kinds of main motions; one is the "**original main motion**" which comes from the agenda, and the other is the "**incidental main motion**" which **affects the business** of the assembly, which happens in the pauses between agenda items.

More on kinds of motions later, but a quick note, there are **secondary motions** that affect main motions as well as the meeting itself, and those secondary motions are also discussed in RONR 5:2

CLASSES OF MOTIONS

Main motions often come from the meeting's approved agenda. Those main motions are what Robert's Rules uses to allow debate. And the debate can modify, or "**amend**" that main motion to fine tune it. Motions like "amend" are **secondary motions**, they often have a precedence or rank which us higher than the main motion.

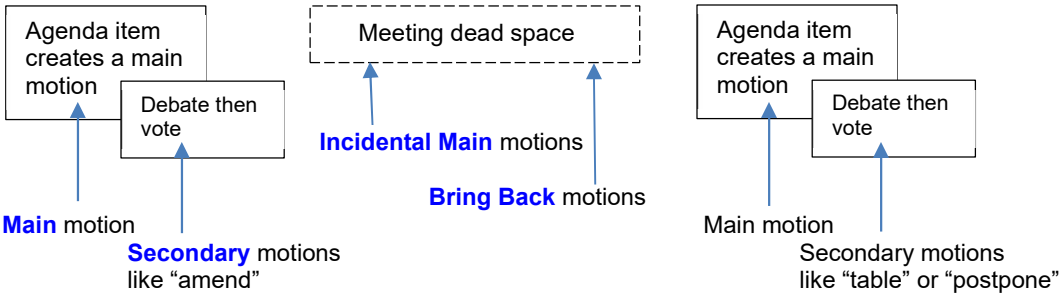
- **Original main motions** often come from the agenda, and are affected by…
  - **Secondary motions** which consist of three kinds…
    - **PRIVILEGED** motions affect the meeting itself and are dealt with when moved, eg "**recess**"
    - **SUBSIDIARY** motions affect the agenda item itself, eg "**amend**" and "**postpone**"
    - **INCIDENTAL** motions are similar to privileged motions, eg "**point of order**"

  - **Incidental main motions**, like "**recess**" and "**point of order**" usually occur in dead space (not an RONR term). Note "recess" and "point of order" are **examples of motions that can be either secondary** motions (i.e. a main motion is pending), or with some slight variations, as **incidental main** motions with no main motion pending. In general, incidental main motions are variations of the secondary privileged, subsidiary, and incidental motions, see the table elsewhere.

- **Bring back motions** act **like main motions**, they occur in dead space (not an official RONR term), and examples are: "**take from the table**", "**amend something previously adopted**", and so on. Bring back motions can generate new main motions, in fact it is what they do.

When one agenda item has been finalized and before the next agenda item is called up by the Presiding Officer (Chair or Mayor), there is dead space. In that dead space "**incidental main motions**" can be made, examples are "**recess**" and "**point of order**". They are called "**incidental main motions**" to differentiate them from the "**original main motions**" and also from "**secondary incidental motions**".

A simplified small meeting with two agenda items and some dead space between them.



To be repetitive, incidental main motions are made up of some of the secondary privileged, secondary subsidiary, and secondary incidental motions, they work in the dead space in a meeting; similar functions but sometimes different rules. Example are "**recess**" and "**point of order**".

Simply, **RECESS** is a **privileged motion** if an agenda item is being discussed as a main motion; but **RECESS** is an **incidental main motion** if in the meeting's dead space. They basically do the same thing.

Why focus on such trivia one might ask. Because in order to efficiently yet wisely get through an agenda, rules are needed and those rules can get intricate. Also, RONR uses these terms so it helps to understand them.

In most local government meetings these complexities usually don't arise. Yet when more information is needed to help with a debate, when unforeseen incidents occur, when disagreement becomes rather robust, then the rules are used to slow things down and to help move forward with efficiency and wisdom. The rules also stop strong speakers dominating a debate.

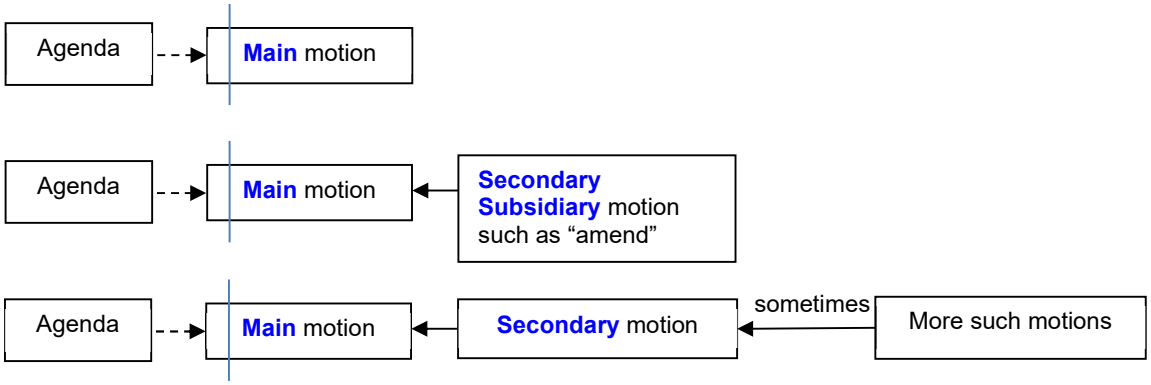
LOOKING AT THE MAIN MOTION FURTHER

There is a main motion, often related to an agenda item, and there are gaps in a meeting when there is no main motion, in essence, the meeting's dead space. If there is a main motion then secondary motions can be made to modify or dispose of it, or they can affect the actual meeting itself.

As mentioned earlier, there are three secondary motion classes: subsidiary, privileged, and incidental.

Privileged motions affect the entire meeting rather than the main motion under discussion; one example is to "**recess**", another is "**question of privilege**". A question of privilege is for urgent issues that can affect one member or everyone, such as when it is too cold, and so on. A question of privilege should not be confused with the term "privileged motion"; again, an example of potentially confusing terms.

Subsidiary motions affect the main motion, they treat or dispose of it. One example is to "**amend**". Subsidiary motions can attach, or "**adhere**" to the main motion or other ones already in line.



Incidental motions are rather like privileged motions except they may have different rules on how that interact with other motions. Examples are "**point of order**", "**suspend the rules**", "**request information**". Like privileged motions, they are dealt with when they arise.

Secondary privileged and secondary subsidiary motions have an order of **precedence** (sometimes called **rank**) to control how they interact, and this is one reason why a secondary motion may or may not be "**in order**". Secondary **incidental motions** have no such precedence but rather they each may have special rules about when they can interact with the debate.

The agenda:

- Often generates each new **original main** motion.
- Each "**original main**" motion is handled one at a time, debates may use secondary privileged, subsidiary or incidental motions while the original main motion is being worked.
- Dead space exists between each "original main" motion after its discussion, debate, and vote
- Dead space is where "**incidental main**" motions come alive for a short time, those incidental main motions consist of many of the secondary motions, they do similar things and the concept exists to enable more complex meetings to function given the complexities of Robert's Rules.
- Dead space (not an RONR official term) can also have "**bring back**" motions such as "**take from the table**" something tabled earlier. In essence they are like main motions, and what they impact were, are, or will become main motions. It all fits together.

The “**floor**” means one of two things; a motion being worked on is “**on the floor**”, and a person recognized as a speaker “**has the floor**”. The “**table**” is where some active motions go so an urgent issue can be moved up.

The “**table**” is a temporary parking lot, and sometimes a place where motions can die. The table is a concept to let something be delayed a bit while other more urgent business is handled. The intent is to “**take from the table**” in the same meeting. The intent of the table is not to be a grave yard where motions go to die.

When a tabled item is taken up, there are special rules depending on where this **meeting** is and when the next **session** is. If the issue is not taken off the table, then it can die depending on a number of circumstances. For a local government meeting, it typically dies if not taken off the table either **during this** or the **next meeting** RONR 17:8 because one meeting equals one session.

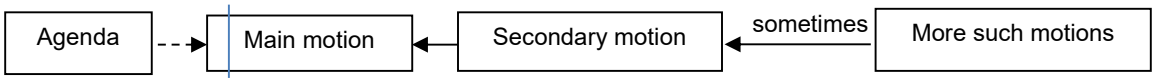
Robert’s Rules take a dim view of tabling something with the intent to let it die; one should use the correct motion “To Postpone Indefinitely”, it sounds better than “kill”.

KEY GROUPS OF SECONDARY MOTIONS: PRIVILEGED, SUBSIDIARY, AND INCIDENTAL.

Main motions usually come from an agenda item and secondary motions can gang up on it. As mentioned earlier, the secondary motions consist of subsidiary, privileged, and incidental motions. Each motion has “**Standard Descriptive Characteristics**” (SDCs) which tell you how it interacts with other motions and things such as: is a second required, is it debatable, is it amendable, what sort of vote is needed, and so on.

Subsidiary motions usually affect the main motion by treating or disposing of it. The “**amend**” motion often treats the main motion. More later, but the “amend” motion actually has two ideas of precedence, so keep that in mind as it can be a bit of a bully. And a second amend motion can be made on top of an earlier amend motion, but **no more than two secondary “amends”** can stack up on another motion!

Subsidiary and privileged motions have an order of precedence because there can be several secondary motions stacked up on the main motion, so the precedence, also called “**rank**”, determines if the motions are “**in order**”. As a rule, a secondary motion must have a higher precedence than the immediately pending motion it wants to tack itself on to.



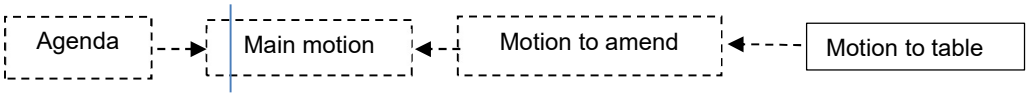
PRECEDENCE OF MOTIONS: MAIN, AND SECONDARY MOTIONS.

Privileged motions usually affect the entire meeting, they also have an order of precedence, and they rank higher than the subsidiary motions. Privileged and subsidiary motions are often ranked from 2 to 13 and are higher in precedence than the main motion whose precedence is 1. Privileged motions are acted on as they arise. Robert’s does not give motions a numerical rank, but almost all parliamentarians do that for you.

The “**amend**” motion is an odd one out, it has a precedence of 3, but is in order on some motions with a higher precedence! Each motion has **Standard Descriptive Characteristics** if you want to find out more; element 1 is its precedence, and element 6 says if the motion itself is amendable; these are all discussed later.

Incidental motions are rather like privileged motions, however they do not have a numerical precedence. Instead, incidental motions have rules that govern how they interact, they are situational, and often focus on things happening around the main motion. Just like privileged motions, they are dealt with as they arise.

A common sequence of motions might be like below:



Motions are debated starting with the most recent one (TABLE in the above diagram), then AMEND, etc.

It is simple; however Robert’s Rules manage to cram simple concepts into about 714 pages, so far; and “amend” has 38 pages all to itself! To be fair some special things can happen when the “amend” motion is made in that it can change its order of precedence when convenient, more on that later.

OTHER CLASSES EXIST: "BRING BACK" AND "INCIDENTAL MAIN MOTIONS".

There are two kinds of main motions, one is an "**original main motion**" which often comes from the agenda and is **about substance**, and the other is the "**incidental main motion**" which **affects the business** of the assembly RONR 10:4 and which happens between agenda items, i.e. in a meeting's dead space.

The "**incidental main**" motions mostly consist of some of the secondary privileged, subsidiary, and incidental motions but with some changes.

For example, the motion to recess can happen **while there is a main motion** on the "**floor**", and then it would be a **privileged** motion RONR 20:2

However, **if there is no main motion** on the "floor", i.e. the meeting is between agenda items, and someone wants a coffee break then the privileged recess motion is morphed into an incidental main motion, and the coffee break happens RONR 20:3.

It seems complicated but it is to allow complex things to happen thus keeping "parliamentarians" both excited as well as employed.

There is another group of interesting motions that "**bring back**" some prior business, and when used they often generate a new main motion. Needless to say one must consider **Open Meetings Act** requirements because of noticing requirements, and those motions have some interesting rules associated with them.

In the world of secondary motions, there are 5 (or 6 sometimes) privileged motions, 7 subsidiary motions and 11 incidental ones. In typical Town Council and P&Z meetings, far fewer motions are actually used.

Robert's Rules documents subsidiary motions first, privileged next, and incidental motions after that. Secondary subsidiary motions work on the main motion that is why they discuss them first; privileged motions affect the entire meeting and that is why they are discussed second, and incidental ones can affect the main motion and the entire meeting somewhat like the privileged motions, so that is why they are discussed last. That does not mean that it is the best order if you wish to memorize them.

The tables in this book have privileged motions at the top of the table with the highest precedence (rank) at the top, then subsidiary motions next continuing in descending order, with incidental motions after that. The reason is to enhance learning and memorizing the entire structure of the rules.

CONCEPT OF BEING IN ORDER

Most parliamentarians give each privileged and subsidiary motions a numerical rank, of 1 to 13, some use 1 to 14; Robert's Rules does not, the precedence is described by what a motion yields to and what it takes precedence over. When a motion is made whose precedence is higher than the one it will impact, then the new motion is usually "in order". For example, main motions have a precedence of 1, next is postpone indefinitely (the one that kills things) with a precedence of 2, next is the motion to amend which has a precedence of 3 however it has a special rule allowing it to mess with an earlier motion with a higher precedence. Amend thus has a precedence of 3 when it is in the line of motions, but it boosts its own precedence when it wants to amend something with a higher precedence such as amending how long a recess will last. It makes sense and is worth thinking about what it does and why.

Each motion has "**Standard Descriptive Characteristics**" or **SDCs** and there are 8 of them. For example if you try to "amend" something that is not amendable (SDC 6) then that is not in order **regardless** of precedence. So, those SDCs must be understood. And it is the presiding officer (Mayor or Chair usually) who keeps track of that. If another member sees such a violation, then they can make a "**point of order**". Standard Descriptive Characteristics are discussed in much more detail later in this book.

As mentioned above, SDC 1 and 2 control who can mess with a preceding motion. SDC 3 says whether the maker can interrupt things (§42:18-19), the choices are yes, maybe, and no. Some urgent issues can barge right in while a speaker who has the floor is speaking (indicated by **"YES"** in the tables elsewhere), while others can jump in after someone has been given the floor but has not spoken yet (indicated by **"y"** in the tables elsewhere), and the rest cannot be made unless no one has the floor.

Standard Descriptive Characteristics are discussed in much more detail in a later section of this book.

RELATIONSHIPS OF MOTIONS

Standard Descriptive Characteristic #1 is the precedence which tells other motions whether they can get in line after it, except for amend which is a bit of a bully. Again, most parliamentarians give privileged and subsidiary motions the numbers; but Robert's likes to use many words saying what the motions yield to and what motions yield to it; job security for Robert's Rules employees. SDC #2 has additional notes on how motions interact and that is important also.

AGENDA ITEMS THEMSELVES CAN BE OF DIFFERENT TYPES

Agenda items can be informational only, discussion with Q&A but no decisions, or debate with decisions. This is important for transparency, and important concerning the Open Meetings Act requirements. The Open Meetings Act has specific public "**noticing**" requirements, discussion and debate require specific public noticing; debates in public hearings such as granting a permit, have even more rigid noticing requirements. NOTE: RONR 3:30 defines **debate as discussion of the merits** of a motion.

Public input is **information** only, in other words if the public asks a question, then the members should not answer; similarly, members should not ask the speaker questions. To do so is more than public input and can be an Open Meetings Act issue. As always, consult the town attorney about these matters.

Discussion is a category whereby questions and answers are ok, but decisions must not be made. If decisions are made then that can be an Open Meetings Act issue. Discussions often happen in work sessions and executive sessions.

Debates can result in decisions, such as whether and how to approve something. The members may dialog with staff and the public; but when a motion is made and seconded, and stated by the presiding officer as a "**question**" then **debate is among the members only**. During debate, the members may need information so they can ask questions, however the public cannot interrupt during a debate.

SPECIAL ORDERS AND GENERAL ORDERS CAN EXIST IN AGENDAS

Special Orders RONR 41:41 and 41:53 and General Orders 41:41 and 41:49 can exist in agendas; while the approved agenda is sacrosanct, sometimes things can interrupt it, namely general and special orders.

First, "**special orders**" and "**general orders**" relate to when an agenda item can turn up, and have nothing at all to do with "special rules of order" which relate to over-riding some of Robert's Rules.

When an item is postponed to another meeting, or to an "adjourned meeting" created by "**Fix the time to which to adjourn**" followed by the "postpone" to that date, then that agenda item becomes a "general order". That means it cannot be considered **before** it pops up on schedule, and pop up on the schedule it must.

The general order can be just for that date, or it can be given a time as well. If it is given a time then it cannot be considered **before** that time. If another agenda item is being debated that day, then when the postponed item's time is due, it has to wait for the active work to conclude.

However, if the postpone is made with the words to make it a **special order** and that is done with a **2/3 vote**, then it gets turbocharged. When the time arrives, even if something is already being worked, the special order interrupts what is going on. Of course once that happens, the members can move to delay it until the current work is finished.

If that same motion to postpone did not specify the postponed item was to be a "special order" then it is a "general order" and the motion needs only a simple majority; and at the date and time in question a general order does not interrupt any work in progress, it must wait for a meeting's dead space.

An important rule in Robert's Rules is that **no motions similar** to the postponed one can be made until the postponed item surfaces with a certain time frame RONR 17:9 36:2. That also applies to "**tabled**" items.

In all cases, a postpone to a future date triggers rules about whether an "adjourned meeting" needs to be set up by "Fix the time to which to adjourn" and that gets into rules involving sessions as mentioned elsewhere. Always **check the noticing requirements**, short postponements may have shorter noticing timelines compared to issues delayed longer, check the **Attorney Generals Open Meetings Guide**. General and special orders **may create** a future meeting's agenda, and those **items must still be "noticed"**.

In many meetings with about twelve or less members, sometimes the "Fix the time to which to adjourn" motions gets skipped, and instead the actual "postpone" motion has the information to create the "**adjourned meeting**" slot. That process may not be fully in line with Robert's Rules, and many small governmental meetings do just that, so how? It happens because it "always has"; and that makes it a **custom**.

INTERRUPTION OF A MEMBER ASSIGNED THE FLOOR ~ SEE SDC 3

Because Special Orders can interrupt a debate, it is appropriate to see what other things may interrupt a debate employing the benefits of Standard Descriptive Characteristic #3.

When a member has been assigned the floor **and has begun to speak** RONR 42:18 relevant to debate etc, they **cannot be interrupted** by a member or chair **except** for one of the following if the urgency justifies it:

Privileged motions	Incidental motions		
Question of privilege	Object to consideration	Division: assembly	Requests/Inquiries
Orders of the day	Appeal	Division: question	
	Point of Order		

Actually, a "special order" with a specific time can also interrupt proceedings.

After a member has been assigned the floor but **before they have begun to speak**, it is obviously in order to take any of the steps listed above, RONR 42:19, and also, if needed, to:

- Make a **Notice of Intent** ~ "**previous notice**" of a future motion being given by a member
- Make the "**reconsider**" motion

SPECIAL RULES OF ORDER, CUSTOM, AND STANDING RULES

Special rules of order are nothing to do with **special orders**. The former is a meeting process issue, the latter are agenda related rules.

Robert's Rules allow **special rules of order** to override the standard Robert's Rules. They supersede Robert's Rules of Order **but not** bylaws, ordinances, or statutes §2:16. Robert's Rules say "special rules" should be adopted separately from bylaws RONR 2:17 2:20 by a resolution, but often they end up in the bylaws.

The reason **special rules should not be in the bylaws** is because bylaws are more permanent and cannot be suspended. Special rules of order are on a par with the assembly's parliamentary authority which they of course modify. Since Robert's Rules are below bylaws in authority, so also are the special rules of order.

> Interesting observational note: Some Municipal Leagues include special rules of order in what would probably be called the bylaws given some of the items included therein; however, they actually title the chapter as "RULES OF PROCEDURE". In such cases, the governmental assembly itself incorporates that as their bylaws because Articles I and II are clearly bylaw material, and Article III clearly has special rules of order.

Robert's Rules also allow **customs to override Robert's Rule**s. However, If a customary practice is in conflict with Robert's Rules or a Special Rule, and a Point of Order citing the conflict is raised, then **the custom falls to the ground**, and the provision in Robert's Rules must be complied with. If desired, the former customary practice can be added as a special rule of order. RONR 2:23-25

PART THREE

MORE ADVANCED CONCEPTS

This part may duplicate some
information in the previous part
which is intentional

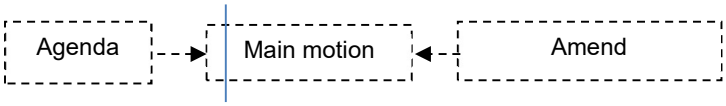
MORE ESSENTIAL CONCEPTS, AND A FEW RELEVANT MOTIONS

PRECEDENCE OF MOTIONS IN MORE DETAIL

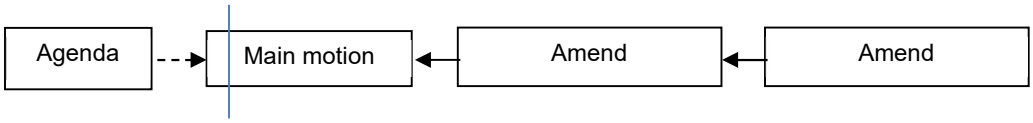
How is order kept when motions can pile up next to each other? Each secondary privileged and subsidiary motion has a precedence, or rank, or level of priority. Robert's Rules do not give them a number but almost every parliamentarian does, and the number is based on each motion's Standard Descriptive Characteristic No. 1 (SDC) or on a chart towards the end of the Robert's Rules handbook, page t4 and t5, with the main motion on the bottom, and the privileged ones at the top with the subsidiary ones in the middle. Being Robert's Rules, instead of a simple numerical precedence of 1 t0 13 or 14, they make SDC No. 1 describe what the motion yields to and what motions yield to it. There is an anomaly in the case of the motion to "amend", it has a precedence of "3" which controls what it "yields to", but it has a precedence a bit higher than the precedence of the motion it is amending", in that when "amend" is made, it beats the motion it amends. "Amend" is a bit of a bully, RONR 12:7(1)(b) and p t3-t5, and "amend" takes up 38 pages in the big book!

When someone thinks that the main motion or other secondary motion needs some work, an additional motion can be made and usually it is "in order", of course "amend" comes to mind as an example.

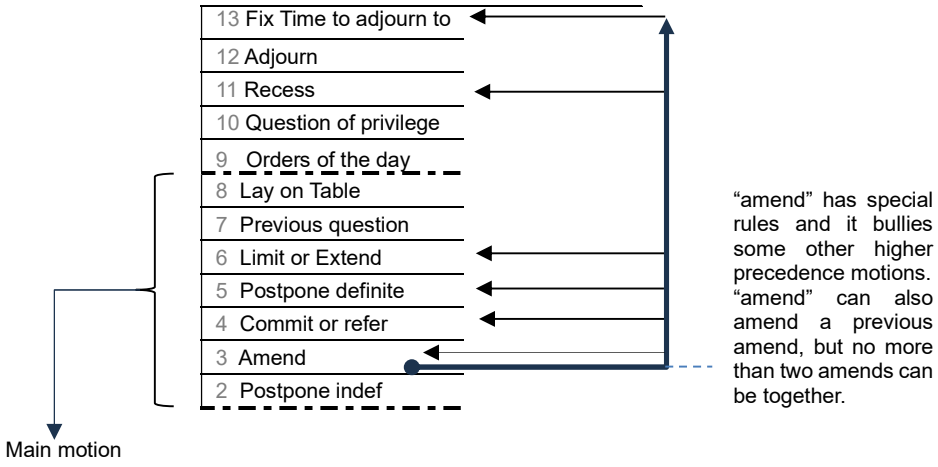
For example, someone thinks that the main motion could do with a change, then the "amend" motion is used.



And someone might like it but think it needs even more of a tweak, so the second amend adds to the first. However **only two subsidiary amends** can be stacked together, a third is out of order. In fact, amend, while having a precedence of 3 when it comes to yielding, takes precedence over amendable motions regardless of its precedence, RONR 12:7(1)(b), and p t3-t5



Below shows the motions that have precedence, namely privileged and subsidiary, but not incidental.



A "motion" gets things going, and when someone makes a "second", it shows there is interest in that motion. When the presiding officer announces there is a motion and a second, then that collection becomes a "**question**" which is "**stated**". Once stated, **debate** begins. Once a question is stated, the motion no longer belongs to the maker as it then belongs to the assembly and debate begins.

CONCEPT OF BEING IN ORDER IN MORE DETAIL

Two terms to remember are the "**pending motion**" and the most recent one at the end of the list is the "**immediately pending motion**", and that is tackled first.

MAIN MOTION
pending motion is also the immediately pending motion

MAIN MOTION ← SECONDARY MOTION (for example, like "amend")
pending motion immediately pending motion

MAIN MOTION ← SECONDARY MOTION ← SECONDARY MOTION
pending motion pending motion **immediately pending motion**

In the above pictorial, when the ""immediately pending motion" "amend" does its thing, it goes away since the one before it has then been amended. And then the remaining amend motion does its thing on the main motion which is now the "immediately pending motion", and then that amend motion also vanishes.

Robert's does not let a third subsidiary amend motion be added, it can become complicated with too many "amends". Besides, the "amend" motion lives in a world of its own, and RONR dedicates 38 pages in its discussion. It has job security.

Robert's does not assign precedence numbers, but almost all Parliamentarians do. The rule is that motions normally are "not in order" if their precedence is lower than the ""immediately pending motion". However, the motion to "amend" is a special case; it is "3" when it comes to yielding but tops other "amendable motions".

Amendable motions in general, are ones that can be amended and not all motions can be amended, see **Standard Descriptive Characteristic** #6, when it comes to being moved (RONR 12:7(1)(b), and p t3-t5).

In the following sequence of one main and three additional motions, all is in order.

MAIN MOTION ← Amend motion ← Limit/Extend ← Recess
precedence = 1 precedence = 3 precedence = 6 precedence = 11

but if someone then moved to "Postpone to a certain time/date"…

Postpone
precedence = 5

that would be **out of orde**r as its precedence is lower

however the bullying motion "amend" with a precedence of 3
would be **in order** since it changes its precedence when needed.

Privileged motions when made are handled as soon as possible, as are the incidental ones.

RONR Sections 4:17, 5:8-12, 6:6-7, 7:2 discuss this at length; and for the amend motion, it is discussed in RONR 12:7(1)(b), and p t3-t5.

When a member thinks that the Chair or presiding officer is not managing the rules, they can call the incidental motion "**point of order**", the Chair or presiding officer then has the floor and says "**state your point**", and then issues a ruling. That ruling cannot be amended but it can be appealed. Points of order and its result should be documented in the minutes as they can set precedents for the future.

When a member thinks that the Chair or presiding officer is not following the agenda, they can use the privileged motion to call for "**the orders of the day**".

As a general rule, any motion that is(1) like one settled in this session, (2) settled in an earlier session but still in force, (3) violates a rule of order or higher authority, (4) is outside the scope of the assembly, or (5) conflicts with something temporarily disposed of but still in the control of the assembly (such as lay on the table, commit or refer, etc) would be out of order. RONR 10:26 and 2:21 are worth reviewing.

RELATIONSHIPS OF MOTIONS

Secondary incidental motions do not have a precedence number, but each one does have rules on when it can be used when a motion is on the floor and what it itself yields to. How does one know the rules regarding chains of motions? The answer is "**Standard Descriptive Characteristics**" (**SDC**s) and all motions have them, although Robert's Rules makes it hard to find some motion's SDCs. The first three SDCs usually determine when a motion is in order; however SDC (6) comes into play when an **amend** motion is made as not all motions are amendable.

Finding SDCs may have you look in several places:
In RONR table II p6 etc, or…
in RONR in SDC (2) or SDC (1) for each specific motion, or…
" in other text for the motion before or after each motions SDCs, or…
In §10:5 of RONR (Main Motions), or sometimes…
In classes of motions §6:9 (subsidiary), §6:13 (privileged), or §6:23 (incidental).

STANDARD DESCRIPTIVE CHARACTERISTICS (SDCs)

1. Precedence re other motions	Parliamentarians often use a number up to 13 but that is too simple, so instead they use lots of words to show its precedence.
2. Situational applicability	When a precedence number is not applicable or doesn't quite hit the spot, then there may be text describing how the motion can be added to the chain and when not.
3. Make if someone has the floor	some motions are important enough that they may be allowed to be raised even if someone has the floor. Normally the person with the floor should not have started their speech, but in some urgent cases they can be interrupted while speaking. **For rationale see §42:18-19** No subsidiary motion can be made when another has the floor. All subsidiary motions need a second.
4. Second	Many motions need a person to second it, that way the presiding officer knows there is interest in allowing the motion onto the floor. For example the motion to amend needs a second. However a "point of order" does not.
5. Debatable	A **debate** is a **discussion on the merits** of the issue RONR 3:30 Some motions cannot be debated. **For rationale see §43:35…** No privileged motion can be debated. No subsidiary motion can be debated except the lowest four: • Postpone Indef, Amend, Commit, and Postpone certain.
6. Amendable	Some motions can be amended, some cannot. The idea is to ask yourself if it makes sense to amend something or not.
7. Majority or 2/3 vote	As a rule a simple majority works for many things, but when member's rights are affected, then a two thirds majority is used. Sometimes in large groups some members may have left for some reason but hope to return; to avoid a temporary majority taking action, the super majority may be required, hence the two thirds rule. Make sure you know what the majority is of, members or votes cast; and are abstentions allowed?
8. Reconsider	Lastly, can the motion be later reconsidered or not.

The motion below shows a motion's attributes called the "Standard Descriptive Characteristics".

SDC#	1	2	3	4	5	6	7	8
MAIN MOTIONS		**RONR**	**INT**	**SEC**	**DEBATE**	**AMEND**	**VOTE**	**REC**
ORIGINAL MAIN §10:8	1	**§10:8**	**NO**	**YES**	**YES**	**YES**	**majority**	**YES**

The highlighted columns show commonalities among the Standard Descriptive Characteristics.

SECONDARY motions

Privileged Motions	Standard Descriptive Characteristics (1) through (8)							
	1	2	3	**4**	**5**	**6**	**7**	8
		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Fix Time to adjourn to	13	§22:3	NO	YES	NO	YES	majority	YES
Adjourn	12	§21:2	NO	YES	NO	NO	majority	NO
Recess	11	§20:2	NO	YES	NO	YES	majority	NO
Question of privilege	10	§19	YES	NO	NO	NO	chair	NO
Orders of the day	9	§18	YES	NO	NO	NO	>=2/3	NO
Subsidiary Motions	1	2	3	4	5	6	7	8
		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Lay on The Table	8	§17:8	NO	YES	NO	NO	majority	-ve:y
Previous question	7	§16:1	NO	YES	NO	by PQ	2/3	+ve:y
Limit or Extend	6	§15:5	NO	YES	NO	YES	2/3	+ve:y
Postpone definitely	5	§14:1	NO	YES	limited	YES	m 2/3	+ve:y
Commit or refer	4	§13:1	NO	YES	limited	YES	majority	+ve:y
Amend	3	§12:7 1a	NO	YES	if motion is	once	majority	YES
Postpone indef	2	§11	NO	YES	YES	NO	majority	+ve:y
Incidental Motions	1	2	3	4	5	6	7	8
		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Excused duty		§32	y	?	YES	YES	majority	?
Requests/Inquiries		§33:3, 6	y ?	NO	NO	NO	§33:2(7)	?
Nominations		§46 t47	NO	NO	?	NO	t18-t20	t18 t20
Voting		§30.3	-	-	NO	YES	-	?
Division: assembly		§29:1 t14	YES	NO	NO	NO	no vote	NO
Division: question		§27:1 t14	NO	YES	NO	YES	majority	NO
Considn by para		§28:1 t12	NO	YES	NO	YES	majority	NO
Object to considn		§26:1 t20	YES	NO	NO	NO	2/3	-ve:y
Suspend Rules		§25:2 t30	NO	YES	NO	NO	2/3	NO
Appeal		§24.1	y	YES	limited	NO	-majority	YES
Point of Order		§23:2	YES	NO	NO	NO	chair	appeal

MAIN MOTIONS, both		**RONR**	**INT**	**SEC**	**DEBATE**	**AMEND**	**VOTE**	**REC**
Original & Incidental	1	**§10:8**	NO	YES	YES	YES	**majority**	YES

BRING BACK motions	Standard Descriptive Characteristics (1) through (8)							
	1	2	3	4	5	6	7	8
		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Take from table 17:8		§34:1, 3	NO	YES	NO	NO	majority	NO
Rescind/Amend		§35:1	NO	YES	YES	YES	§35:2 (7)	-ve:y
Discharge		§36:1	NO	YES	YES	NO	§36:1(7)	-ve:y
Reconsider		§37:9 1a	y	YES	if motion is	NO	majority	NO

10/20/25

INCIDENTAL MAIN MOTIONS MATCHING SECONDARY MOTIONS

When there is meeting dead space, such as between agenda items, and thus while waiting for a new main motion from the agenda, some other motions can still be made. One example would be the "**bring back**" motions, discussed elsewhere, they see if any earlier work might need to be brought back.

Another example would be "**incidental main motions**", discussed elsewhere, they relate to the business (not to the substance) of the assembly. They often tend to match "secondary motions".

Can SECONDARY Privileged Motions become Incidental Main motions:
YES Orders of the day 6:13, also consider 18:5 p1
YES Question of Privilege 6:13, also consider 19:3
YES Recess 6:13, also consider 20:3
YES Adjourn 6:13, also consider 21:2 last sentence. ADJOURN is **privileged** in dead space unless there is an "adjourned meeting" set up, then and only then is adjourn an incidental motion RONR 21:3 (1-3)
YES Fix the Time to which to Adjourn. 6:13, also consider 22:4

Can SECONDARY Subsidiary Motions become Incidental Main motions:

YES Amend 12:7 1 b	NO Postpone Indefinitely 11:2 2
YES Commit 13:6	NO Previous Question needs a main motion 16:1
YES Postpone definitely 14:3	NO Lay on the table 17:3 2
YES Limit or Extend 15:4	NO Previous question not allowed in committees 16:4

Can SECONDARY Incidental Motions become Incidental Main motions:

YES Point of order 23:6 d	NO Object to consideration 26:1 implies no
YES Appeal 24:3 2	NO Consider by para seriatim 28:1 implies no
YES Suspend the rules 25:2 1	NO Division of question 27:1 implies no
YES Nominations Table II #57	NO Division of assembly 29:1 implies no
YES Request information 33:2 1	
YES Voting methods Table II #97	
YES Excused from duty 32:2 1	

Robert's Rules would like you to use Table II in RONR t-6 pages, but Table II is sometimes incomplete. They would like you to think that the standard descriptive characteristics (SDCs) would clear that up, some do and some don't. Sometimes RONR 6.9, 6.13, and 6.23 helps out when it describes privileged, subsidiary, and incidental motions in the context of incidental main motions, but their list is not complete. Sometimes RONR 10 helps out.

Incidental main motion SDCs may differ from the same motion as a secondary motion, for example "**recess**", and "**adjourn"** (if to an adjourned meeting), see page t26 #80, and t6 #3 respectively, RONR 21:2, 21:3(1-3).

WHAT MOTIONS THAT AN ASSEMBLY USES THAT CANNOT BE USED IN COMMITTEES

Earlier in the document, mention was made of committees as opposed to boards or commissions. For the most part, committees use the same motions as do boards and commissions. Committees have less autonomy so motions may have some limitations when used in a committee, and some motions are not permitted in a committee:

See also: §15:1, 37:8 a), 37:8 b), 49:12, 50:23, 50:25, 50:26

Previous question	§16:4	**not allowed** in committees
Limit or Extend	§15:1	**not allowed** in committees

49:12 Boards **cannot empower** a subordinate group **unless the bylaws allow it**, however **any board can appoint committees to work under its supervision**.

50:23 All of the meetings of a special committee constitute one session
50:25 The informalities of the regular rules of parliamentary procedure (listed in 49:21) for use in small boards are applicable during the meetings of all standing and special committees.
The motions to Rescind, or Amend Something Previously Adopted, and to Reconsider are modified as stated in §35:2(7) and §37:35.
50:26 A committee may not adopt its own rules except as authorized in the rules of the society or in instructions given to the committee by its parent assembly in a particular case.

ANOTHER INTERESTING TERM USED ~ ADHERING

An adhering motions is one that must be **decided before the main question can be decided** RONR 10:35.

Robert's Rules use some 714 plus pages to get almost fully explained. So, there are times when duct tape is used to hold things together. For example say a main motion and its secondary motion chain is taking a lot of meeting time, or subject matter expertise is needed, then a motion may be made to **postpone** it, or to lay it on the **table**, or **commit** (or refer) it to a committee. So what happens to the main motion and its chain of secondary motions? The term "**adhering**" is used to describe motions that stick together when shoveled out of the way, and ones that do not adhere don't go with the rest, their glue stopped working! §10:35

ADJOURN, POSTPONE, RECESS, FIX THE TIME TO WHICH TO ADJOURN

These motions **need an understanding of a meeting and a session**. A meeting is a session and a session is a meeting when the body has regular scheduled meeting dates such as a Town Council or a Planning and Zoning Commission (P&Z). Otherwise, a session can have many meetings such as in a State's legislative session or in a convention.

RECESS RONR 20:1
Is for a short break only, not for something the next day. Coffee breaks stuff. **However**, NMSA 78, the NMAG, the LUZC, and even the P&Z bylaws use "recess" to sometimes mean adjourning to another day.

FIX TIME TO WHICH TO ADJOURN RONR 22
This does not say when the meeting will end, rather, this sets a time, date, and often a place for a future meeting called an "**adjourned meeting**". And that future meeting will be an extension of the current session (even for P&Z and Town Councils). And then an agenda item can be postponed to that new spare meeting slot. And then everyone can get back to the current agenda, except for the one they shoveled off of course.

POSTPONE TO A CERTAIN TIME RONR 9:7-9, §14 notwithstanding RONR 8:12
Also called POSTPONE DEFINITELY

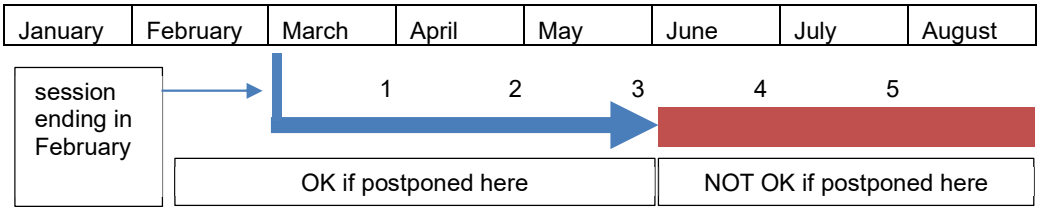
to no later than **this** session	**if**	next session is more than a quarter away	§14:6
to **this** or the **next** session	**if**	next session not more than a quarter away	§14:6
to no more than one month	**if**	meetings are monthly	§14:20(a)
week	**or if**	meetings are weekly	§14:20(a)
to **before next regular meeting**	**then**	must create an "adjourned meeting"	§22:7 §14:7
	using	motion "Fix time to which to adjourn"	§14:20(f)
	then	postpone the "question" to that meeting	
	where	there is now an adjourned meeting ready to go	
	and	then continue with other business	
	and	**no similar motions like the one postponed can be made**	
	and	then eventually adjourn	

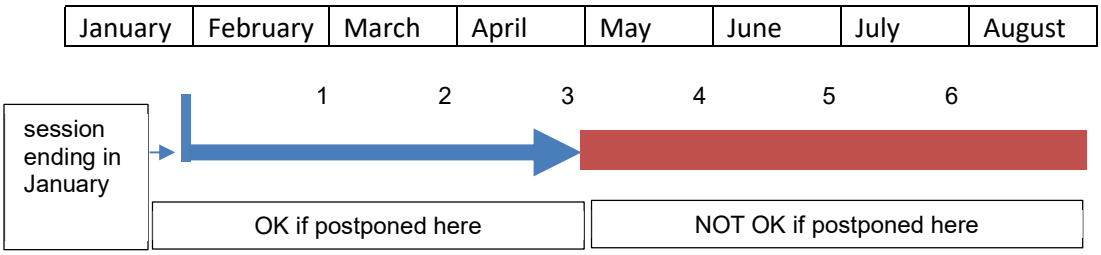
QUESTION: For monthly or bi-weekly meetings, **consider how you can postpone** beyond the next meeting. How about referring it to a committee.

Notwithstanding RONR 8:12 saying "as a general rule one session cannot bind a subsequent one", **RONR 9:9 shows five ways** they can interact. Rules about **continuing a question from one session to the next** depend on whether *no more than a quarterly time interval (3 months)* intervenes between the two sessions.

> "Rules about continuing a question from one session to the next depend on whether no more than a quarterly time interval happens between the two sessions.No more than a quarterly time interval exists between two sessions if the second session begins during or before the third calendar month **after the calendar month in which the first session ends**. For example, with reference to a session held in January, no more than a quarterly time interval has elapsed since the previous session if that session ended on or after October 1st of the preceding calendar year; and no more than a quarterly time interval will elapse before the next session if that session will begin on or before April 30th of the current year".

POSTPONING an agenda item (the following **also applies** to the motion to **table**, see later):





Remember that for Town Councils and P&Z Commissions that have regular meetings, each such meeting is also one session. You can use "fix time to which to adjourn" to expand a session from just one day by adding another day a bit later.

Be warned that it is **improper** to postpone anything **BEYOND** the **NEXT session**—which could be an **attempt to prevent the NEXT session** from considering the postponed question. RONR 8:12

LAY ON THE TABLE: The above "postpone" discussion also applies to Lay On The Table, described later; §17:8 says the postponed agenda item stays on the table **for this session,** or **the next session** if it is within a quarter, **otherwise it dies.**

For **detailed rules** covering session to session communicating, please read **RONR 9:7-10** and **RONR 14:6-9** in the context of **RONR 8:12** which says "As a general rule, one session cannot place a question beyond the reach of a majority at a later session", yet RONR 9:9 shows four or five easy ways to do just that!

NOTE: Postpone can be to a date/time, or based on an event in an existing agenda §14:1 14:20(c).

HINT: If wanting to postpone beyond the next session or quarter, consider COMMIT to a committee to track the postponed issue, and report back when that issue can become an agenda item §9:7-10

ADJOURN RONR 22

Adjourn closes a meeting. **If a motion To Fix The Time To Which To Adjourn** RONR 22 **has been made**, then that creates an extension of the current session, and that time and usually place will create **an adjourned meeting in the current session**. For example, the Town Council and P&Z have regular meetings so each meeting is one session. When the current meeting finally Adjourns, in this specific case, nothing else is needed because the **Fix The Time To Which To Adjourn** plus the **Postpone** motions have created a standalone meeting ready to go, but still in the same session. If no adjourned meeting was created, then Adjourn causes this meeting and thus, for the Town Council and P&Z as appropriate, this session to end.

Please read §21:2 for the **curious case** when ADJOURN is made when no agenda item is on the floor, because while you might expect ADJOURN to be an INCIDENTAL MAIN MOTION, it is usually not!

> "The **adjourn motion is unique** in that, even if it is made while no question is pending, it is not debatable or amendable and it remains subject to all of the rules governing the privileged motion to Adjourn (except those that relate to making the motion while business is pending. Under those conditions, a motion to Adjourn is "**a privileged motion" even when no question is pending"**.

LOSS OF CONTROL MOTIONS, AND RECOVERY METHODS

Several motions cause the assembly to lose control, at least for a while, of an agenda item, i.e. a motion and its adhering motions. "**Temporarily disposed of but in the control of the assembly**" is the technical term.

Motions that temporarily lose control

- Commit Lay On The Table Postpone definitely

Motions that can regain control

- Discharge Take From The Table Reconsider postpone motion, or Suspend the rules

Commit or refer

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
4 Commit or refer	§13:1	**NO**	**YES**	limited	**YES**	majority	**+ve:y**

10:8 2 When using "commit" then the only **adhering** motions to go are "**amend**" motions
13:2 A board can also send the question to itself, effectively making it a committee with differing Robert's Rules. In fact there are three options for an assembly referring an issue to itself, see 52:1-2 below
13:6 Can be a **subsidiary** or an **incidental main** motion
13:22 Additional instructions can be sent to the committee before the committee submits its report,
13:14 If the COMMIT motion is incomplete, the Chair can nudge the members to complete the motion
52:1-2 The committee of the whole, the quasi committee of the whole, and informal consideration

Discharge a committee

BRING BACK	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Discharge	§36:1	**NO**	**YES**	**YES**	**NO**	§36:1(7)	**-ve:y**

36:1 **Discharge** can only be made when there is no main motion stated by the chair as it brings things back. That works because discharge is a bring back motion, not a secondary motion.
NOTE: Discharge brings back a motion. Check to see if the **Open Meetings Act** is complied with.
36:2 While a motion is in a committee, the main body can't consider similar motions
36:10 If the committee was **chartered by the subsidiary commit** motion, then the **issue bounces back**.
36:11 If it was **chartered as a main motion**, the issue will die unless a motion is made to bring it back. That is because this is a "r**escind/amend** something previously adopted" kind of motion.

Lay On The Table

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
8 Lay on Table	§17:8	**NO**	**YES**	**NO**	**NO**	majority	**-ve:y**

Is not debatable because Lay on the table means there is urgent new business to transact.

10:8 2 When using "lay on the table", it **carries pending adhering motions**
17:3 2 Adhering motions go to the table with the main motion
17:6 Take from the table is only in order if other business has been transacted since the lay on the table.
17:8 Stays on the table f**or this session, or the next session if** it is within a quarter, see also 34:3.
There is a sentence "also until the end of the next regular session" ***I have no explanation****, because note "1" repeats that the next session rule only applies if within a quarter.*
17:9 While on the table, no similar new motions can be made
17:14 It is not in order unless there is more business for this meeting

Take from table

BRING BACK	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Take from table 17:8	§34:1, 3	**NO**	**YES**	**NO**	**NO**	majority	**NO**

34:1 **Take from the table** can only be made when there is no main motion stated by the chair
34:2 2 Take from the table is not in order after a "lay on the table" unless there has been further business transacted, that is because tabling itself is to let some urgent business pre-empt current work.
34:3 **Take from the table** can be made during the **same session it was laid on the table or the next session if within a quarter**
NOTE: Take from the table brings back a motion. Check to see if the **Open Meetings Act** is complied with.

Postpone definitely

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
5 Postpone definitely	§34:1, 3	**NO**	**YES**	**NO**	**NO**	majority	**NO**

10:8 2 When using "postpone definitely it **carries pending adhering motions**

14:1 **Postpone Definitely** can be to a date/time, or based on an event in an existing agenda §14:1 14:20(c).
14:3 Can be a **subsidiary** or an **incidental main** motion
14:4 7 Creates a general order by default, but can be made into a special order if desired
14:5 Limits on postponement, several examples
14:6 **Can't postpone** to a session **more than a quarter away**,
Can postpone as far as next session **if within a quarter**
If regular meetings (weekly, monthly) then cannot postpone to more than one week or month respectively.
14:7 If postponed to **before** the next regular meeting, that new meeting is an "**adjourned meeting**" and the time and date **must** be set with "**Fix time to adjourn to**" see RONR 22:3, also RONR 14:20(f)

14:12 Bylaws requiring a specific regular meeting, as in officer election, **cannot be postponed** in meetings before the named meeting, only in the named meeting itself
14:13 The motion cannot be **taken up** earlier than **the date and time to which it was postponed except** by reconsidering the original postpone motion, or by suspending the rules.
14:14 General vs special **orders of the day**

22:9 While RONR does not require noticing of an "adjourned meeting", remember the **Open Meetings Act** has special rules for noticing when the postponement is no more than about 2 days. That is because **Robert's** noticing requirements are focused on the **members of the assembly**, whereas the **Open Meetings Act** requirements are focused on the **public** for transparency reasons.

SUMMING UP KEY POINTS ON LOSING CONTROL

- a very good way to lose control is **not to know Robert's Rules** of Order and the assembly's bylaws.
- another way is when a **member knows more** than the presiding officer about Robert's Rules 47:15
- another good way to lose control is not to have bylaws at all. Remember that the New Mexico Municipal League (NMML) has model bylaws for both Governing Bodies as well as Planning and Zoning Commissions, they are called "Rules Of Procedure For…", and those rules also take into account some Open Meetings Act requirements.
- One ignores the NMML at one's peril.
- If a body is inconsistent in applying decisions, that may be grounds for appeals of quasi-judicial decisions.
- it is worth watching the Silver City NM Council July 29 2025 meeting starting at 1 hour 19 minutes, that meeting is a perfect example of no one knowing anything about Tobert's Rules of Order.

VOTING – MAJORITY - ABSTENTIONS - OFFICE ELECTIONS

MAJORITY: based on **votes cast**, or based on **members present**? What is it, why does it matter?

Robert's Rules default RONR 44:1 is that **a majority is the number of AYEs to the total votes cast** where an **abstention is not considered a vote**. SDC #7 can require of 2/3 vote RONR 10:8. Robert's allows an assembly to choose and **articulate** an alternative definition of the standard majority RONR 44:10.

44:1 The word majority means "**more than half**"; and **when the term majority vote is used without qualification**, as in the case of the basic requirement, it means more than half **of the votes cast** by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting.

44:7 Two elements affect the bases for decision: (1) the proportion that must concur as a majority, 2/3, 3/4, etc.; and (2) the set of members to which the proportion applies which, when not stated, is always **the number of members present and voting**
As a side note, guidance must be very clear on abstentions.

4:35 The chair **does not call for abstentions in taking a vote**, since the number of members who respond to such a call is meaningless. **To "abstain" means not to vote at all.**

44:9 a Other voting requirements based on the number of members present, a majority of those present, two thirds of those present, etc, while possible, are generally **undesirable**. Since an abstention in such cases **has the same effect as a negative vote**, these bases **deny members the right to maintain a neutral position** by abstaining. For the same reason, members present who fail to vote through indifference rather than through deliberate neutrality may affect the result negatively. When such a vote is required, however, the chair must count those present immediately after the affirmative vote is taken, before any change can take place in attendance. **The negative vote is not taken**, as it is irrelevant in determining if the motion is adopted.
INFO: In 1604 the English Parliament adopted the requirement to count both the ayes and the nos.

2:17 Special rules of order are usually adopted in the form of resolutions (RONR 4:4–5, RONR 10:13–23) and Robert's prefers that to be the mechanism rather than using by laws.

RONRIB Question 6: To **abstain** means to refrain from voting, and, as a consequence, there can be no such thing as an "abstention vote." **In the usual situation**, where the rules require either a "**majority vote"** or a "two-thirds vote," abstentions have absolutely no effect on the outcome of the vote since what is required is either a **majority or two thirds of the votes cast**. RONR 44:1, 44:9

ABSTENTION

Abstention is allowed under RONR. **P&Z bylaws** only allow it in conflicts of interest. RONR 45:3 (and P&Z bylaw 3.2(A) Rules of Voting which derives from **NMML guidance**). The chair does not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless. **To "abstain" means not to vote at all** RONR 4:35. See also RONR 4:35 **and** RONR 44:9(a) under the MAJORITY heading. See RONR 44:9(a) for a majority based on members present, when the NO vote is not taken.

HOW TO OVERRIDE ROBERT'S RULES

Special rules of order are usually adopted in the form of resolutions RONR 4:4–5, 10:13–23, and Robert's prefers that rather than using bylaws RONR 2:17. A hierarchy to consider for ideas is the NM Constitution, NMSA 78, NMAG OMA (Open Meetings Act) guidance, Town ordinances, assembly by laws (if any), special rules of order, rules of custom, Robert's itself. **If the RONR default** RONR 44:1, 44:3 **is not being used** RONR 44:9 **then** the assembly should **clearly state** (RONR 44:10) what definition they shall use.

- P&Z bylaws use the NMML recommendation which prohibits abstentions except for conflicts of interest.
- NMML advice to governing bodies:
  52-Tips-for-Successful-Public-Service-PDF_20240318102191950.pdf para 21, no abstention
  Rules-of-Procedure-for-Governing-Bodies-PDF_20240318100401985.pdf by law 3.2 A " "
- Code of Ordinances: most votes are based on the members present, **abstentions not addressed.**

ALSO: The AIP Standard Code of Parliamentary Procedure, Sec. 5.12 et seq has excellent suggestions. A curious result can happen with "a majority vote of the quorum", also see NMSA 78 10-15-1 I (1)]

HOW NM ORGANIZATIONS DEFINE MAJORITY: BY MEMBERS, or BY VOTES CAST, etc

CONSTITUTION OF THE STATE OF NEW MEXICO

Article V Sec. 16	by a **majority** vote of all **members elected** to the senate
Article IX Sec. 14 F	by a **majority** vote of the **members in** each house
Article XI Sec. 7 J	by a **three-fifths**' vote of the members **elected** to each house,
Article VIII Sec. 3	by a **three-fourths** majority vote **of all the members elected** to each house
Article IX Sec. 14 F	by a **three-fourths**' vote of the **members elected** to each house
Article XII Sec. 7 D	by a **three-fourth**s' vote of the **members elected** to each house,
Article XIX Sec. 2	by a **two-thirds vote of the members elected** to each house
Article IV Sec. 23	by a **two-thirds vote of each house**
Article IV Sec. 17	by a **vote of a majority of the members present**
Article IV Sec. 22	by **two-thirds of the members present and voting** … by yea and nay vote

NM STATUTES DESCRIBING VOTING

Chapter 3 – Municipalities

Section 3-11-3 The **mayor shall vote only when there is a tie vote;**
(see **RONR 4:56, 44:12 for a further restriction)**

Section 3-19-11 - Legal status of master plan.
B. **by a two-thirds vote of all its members.**
D. by a two-thirds vote of all its members

Section 3-21-6 - Zoning; mode of determining regulations, …..
C. **by a majority vote of all the members** of the governing body of the municipality by a **two-thirds vote of all the members** of the board of county commissioners.

Section 3-21-8 - Appeals to zoning authority; grounds; stay of proceedings.
C. by a **majority vote of all its members** may:

Section 3-21-14 - Adoption of county zoning ordinances.
C. by a majority **vote of all the members** of the board of county commissioners,

Chapter 10 - Public Officers and Employees

Article 15 - **Open Meetings**

Section 10-15-1 - Formation of public policy; …..;
I. …..
(1) **by a majority vote of a quorum of the policymaking body;**

SILVER CITY TOWN CHARTER

Chapter **2** – ADMINISTRATION ARTICLE **V**. - OFFICERS AND EMPLOYEES
Sec. 2-195. - Appointment; indefinite term.
The town manager shall be appointed by **majority vote of the town council** for an indefinite term.

SILVER CITY Code of Ordinances

ARTICLE I. - TOWN COUNCIL

Section **2[5]**. The mayor and councilmen shall constitute a town council of which the mayor shall be ex officio president, but **he shall not vote except in case of a tie**.

SILVER CITY LUZC - Appendix C - LAND USE AND ZONING CODE OF 2010

ARTICLE II. – DEFINITIONS - 2.2 – Definitions
Majority: simple. More than **50 percent of the voting members seated** for the vote.
Majority, super. More than **50 percent of the designated voting members of the decision-making body**. **(designated never defined)**

ARTICLE VI. - ADMINISTRATION

6.2.8 Citizen Participation.
B) 3) ……. the **Planning and Zoning Commission** or **Town Council** may **require by 2/3 vote of those present and not abstaining** …..

6.3.2 Amendments to Official Zoning Maps or Text of this Land Use Code
C) ….. **by a majority vote of all of the members of** the Town Council.

REAL WORLD OF MAJORITY: MEMBERS or VOTES CAST, IS THIS REALY A PROBLEM?

1:6 majority vote: must be by more than half of the members present ***and*** voting (refers to 44:1)

4:35 The chair does not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless. To **"abstain"** means **not to vote at all.**

4:56 The **chair** may only vote **if the vote would affect the result**, … **outcome** (both words are used)

44:1 The word majority means "**more than half**"; and when the term majority vote is used without qualification—as in the case of the basic requirement—it means more than half **of the votes cast** by persons entitled to vote, **excluding blanks or abstentions**, at a regular or properly called meeting. Note: 44:1 is what should be cited, it refers back to 1:6 which is a general introductory statement

44:9(a) Other voting requirements based on the number of members present, a majority of those present, two thirds of those present, etc, while possible, are generally **undesirable**. Since an abstention in **has the same *effect* as a negative vote**, these bases **deny members the right to maintain a neutral position** by abstaining. For the same reason, members present who fail to vote through indifference rather than through neutrality may affect the result negatively. …... **The negative vote is not taken**, as it is irrelevant in determining if the motion is adopted.

2:17 **Special rules of order** are usually adopted **in the form of resolutions** RONR 4:4–5, 10:13–23 and Robert's prefers that to be the mechanism rather than using by laws.

Abstention is ok under RONR, but **NMML recommended bylaw "3.2 Rules of Voting(A)"** for both Governing Bodies and Planning and Zoning Commissions **only allow abstentions** in conflicts of interest. See RONR **45:3**, and P&Z bylaw 3.2 Rules of Voting (A) which derives from NMML guidance.

If an assembly has no bylaws, no special rules of order, but uses Robert's Rules then the assembly should use RONR 44:1 as the majority is based on votes cast excluding abstentions.

If an assembly has no bylaws, but does have a special rule of order electing to use a majority based on members present (not votes cast), the assembly does not use RONR 44:1 as it is over-ridden.

If an assembly has no bylaws or special rules of order and by ordinance bases a majority on members present, then **only the AYEs are counted** and per RONR 44:9(a), the **NOs are not called for** nor abstentions.

If an assembly has standard NMML based bylaws and uses Robert's Rules, then the assembly bylaws match RONR 44:1 so the majority is based on votes cast excluding abstentions.

ABSTENTION is a non-vote (RONR rule)			c	c	M/C	c	c
#1	**RONR 44:1** (from 1:6)	more than half of the ***votes cast*** excluding abstentions	AYE	AYE		ABS	NO
		one NO, two AYEs, is a majority of votes cast					
		two AYEs and three votes, motion passes	passes				
#2	RONR 44:9	based on members ***present***, not recommended	AYE	AYE		ABS	NO
		one NO, one ABS,, two AYEs, not a majority and not a tie					
		two AYEs and four members, motion did not pass	doesn't pass				
ABSTENTION considered as a no-vote (violates RONR)			c	c	M/C	c	c
#3	RONR 44:9	based on members ***present***, not recommended	AYE	AYE		ABS	NO
		two NOs, two AYEs, not a majority of members					
		there is a tie, the presiding officer can break it	can break tie				

note: RONR 1:6 refers you to 44:1 which is what should be cited 10/23

This is very important as if an assembly has no guiding ordinance, bylaws, or no special rule of order to override RONR 44:1 then decisions can be arbitrary as one day they may define a majority based on votes cast, and on another day a majority based on members present. That creates an inconsistency, and if that happens in a quasi-judicial hearing, there may be grounds for appeal. For fun, consider the difference between members present, members present and voting, and elected members present (for a state assembly there may be a member who was appointed to fill a vacancy and thus not elected). **Not defining what a majority is can be a mess.**

The AIP "Code of Parliamentary Procedure" (Sturgis) Sec. 5.20 and 5.23 matches RONR 44:1, and, Demeter's "Manual of Parliamentary Law and Procedure" p37(top) and p209 match RONR 44:1, also, Atwood [314] (4) matches RONR 44:1

VOTING BASED ON MEMBERS PRESENT ~ THE ABSURDITY OF ABSTENTIONS

RECONSIDERING:

RONR 37:10 By Whom and When a Motion to Reconsider Can Be Made. As briefly mentioned above RONR 37:8, to provide both usefulness and protection against abuse, the motion to Reconsider has the following unique characteristics:

a) The motion to Reconsider can be made only by a member who voted with the prevailing side.
b) In a session of one day the motion to Reconsider can be made only on the same day the vote to be reconsidered was taken. (The **NMML** Rules of Procedure allow the next meeting also)
c) Making **this motion has a higher** rank **than its consideration** (see call up)

Similarly, **if a motion was lost but the negative vote was not taken because it was intrinsically irrelevant** RONR 44:9(a), the members present at the time who did not vote in favor qualify to move to reconsider.

OTHER BASES FOR DETERMINING A VOTING RESULT ~ RONR 44:9 is not recommended

RONR 44:9 the following points should be noted:

a) Voting requirements based on the number of members present, a majority of those present, two thirds of those present, etc. are possible but **generally undesirable**.

Since an abstention in such cases has the ***same effect*** as a negative vote (i.e. it is **not an AYE** vote), these bases deny members the right to maintain a neutral position by abstaining.

For the same reason, members present who fail to vote through **indifference rather than** deliberate **neutrality** may affect the result negatively.

When such a vote is required, however, the chair must count those present immediately after the affirmative vote is taken, before any change can take place in attendance. The negative vote is not taken, since it is **irrelevant to determining whether the motion is adopted.** RONR 4:35, but see RONR 4:56 for a **further restriction on the presiding officer voting**

THE HANDLING OF A MOTION

RONR 4:35 The vote on a motion is normally taken by voice (or viva voce), but other methods exist. In putting the question, the chair calls first for the affirmative vote, and all who wish to vote in favor of the motion so indicate in the manner specified; then he calls for the negative vote.

The chair does not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless. To “abstain” means not to vote at all, and a member who makes no response if “abstentions” are called for abstains just as much as one who responds to that effect.

ISSUES WITH RONR 44:9 WHERE THE VOTE IS BASED ON MEMEBRS AND NOT ON VOTES CAST

The following can happen in real meetings with four members when their Ordinance defines the majority as “of a **majority of the members** of the <assembly>”as in RONR 44:9, **Assume 4 members** and a presiding officer who can’t vote except to break a tie. **Not defining** abstentions when using RONR 44:9(a) can be a mess.

RONR 44:9, four members who can vote AYE 1 NO 1 ABS 2 Motion **fails (no majority)**

If the presiding officer **believes** this is a tie, and decides to vote NO, the Motion **fails (no majority)** if the abstentions are assumed to be non votes. The tie breaker is not relevant.

If the presiding officer **believes** this is a tie and decides to vote YES the Motion **fails (no majority)** if the abstentions are assumed to be NO votes. The tie breaker is not relevant.

Get the point? It just goes on and on.

PLEASE: It is best to have a very clear definition of a vote, what is a majority, of what is it a majority, and how are abstentions handled.

NOMINATIONS FOR ELECTION TO OFFICE (AND HOW VOTED)

Philosophically, there is a balance between experience, fresh blood, and knowledge. An assembly should consider how to balance those three factors.

31 Motions relating to **nominations** in RONR 31 are minimal,
46 Section on nominations has its own voting sections.
46:3 From the floor etc.
46:6 Call for more nominations, **recognition not required, second not required** (unless a speech RONR 46:38)
46:20 Motion to close the nominations after no more nominations come in
46:38 Then voting methods
47:4 The bylaws may contain a provision that "No person shall be eligible to serve consecutive terms in the same office."
47.15 A presiding officer should make every effort to know more parliamentary procedure than other members.
56:31 Since a reasonable **rotation in office is desirable** in almost all organizations, a section of this article may well provide that "No person shall be eligible to serve… **consecutive terms** in the same office."

Other Best Practices: Standard Code of Parliamentary Procedure, formerly Sturgis, adopted by the AIP (American Institute of Parliamentarians): 27.57-62 cautions on limits and suggests thinking about the group as a whole 28.15 .Learning the basic rules of motions is a fundamental skill for a presiding officer, and proficiency in using these rules should be a priority.

46:6 **Nominations from the Floor.** Under the procedure of nominations from the floor, **the chair calls for nominations at the time established by rule or custom** of the organization or assembly which may be while the election is pending or earlier. **Unless the bylaws or a special rule of order** provides otherwise, the **chair must call for further nominations at the session at which the election** is held **even if nominations were** called for at a previous session.

A member **need not be recognized by the chair** to make a nomination unless he or she wishes to speak in debate on it at the same time (RONR 46:27–29), and **no second is required.** …..

46:38 **When there is more than one nominee for a given office** in a viva-voce election, the **candidates are voted on in the order in which they were nominated.** When the **nominations have ended, the chair** repeats the nominations and continues**, as soon as one of the nominees receives a majority vote, the chair declares him elected and no votes are taken on the remaining** nominees for that office. The other officers are elected in the same way.

NOTE: elections to office are covered in the NOMINATIONS section of RONR.
NOTE: you can vote for yourself RONR 45.5

CONSIDER THESE RESOURCES FOR THE GOVERNING BODY

https://nmml.org/DocumentCenter
https://nmml.org/189/Governing-Body

- Governing-Body-Code-of-Ethics-sample-PDF_202403181102030192.pdf
- Rules-of-Procedure-for-Governing-Bodies-PDF_202403181100401985.pdf

CONSIDER THESE RESOURCES FOR THE PLANNING AND ZONING COMMISSION

- Commissioner's Manual
- https://nmml.org/DocumentCenter/View/700/NMLZO-Land-Use-Officials-Handbook?bidId=

OTHER RULE SYSTEMS, AND SOME INTERESTING MOTIONS

OTHER PARLIAMENTARY AUTHORITIES IN USE

- Standard Code of Parliamentary Procedure [Sturgis]
  Published in **1948**. It is the second most popular parliamentary authority after Robert's Rules of Order. Now lives on as the American Institute of Parliamentarians Standard Code of Parliamentary Procedure

  RONR SDCs: Has about 9 rules instead of SDCs

- Demeter's Manual of Parliamentary Law and Procedure
  First published in **1948**.
  https://archive.org/details/demetersmanualof00deme

  RONR SDCs: Uses "S, D, A, M, 2/3, R" and text also instead of SDC's

- Atwood: Rules for Meetings
  First published in **1956**. Used by the IAFF. Simplified procedures and language

- Martha's Rules of Order
  Originally created in the **1970**s Facilitated consensus based methods.
  Used in the FAA for QTP, EI, and PFS systems.

- Riddick's Rules of Procedure
  Floyd Riddick and Miriam, Butcher. Hard to find book.
  https://archive.org/details/riddicksrulesofp00ridd/page/n5/mode/2up

ROBERT'S RULES OF ORDER AUTHORIZED BOOKS ARE:

- Robert's Rules of Order Newly Revised in Brief 3rd edition RONRIB
- Robert's Rules of Order Newly Revised 12th edition RONR

PARLIAMENTARIAN ORGANIZATIONS

- National Association of Parliamentarians membership by exam, RONR, credentialing
- American Institute of Parliamentarians open membership, Sturgis and Demeter, credentialing

Joint (NAP and AIP) Code of Ethics now called "Code of Professional Responsibility for Parliamentarians"
- Aspirational Standards for Parliamentarians
- Professional Responsibility Standards

SOME QUESTIONS OR POSSIBLE INCONSISTENCIES

1. Rather than give a precedence number to each privileged and subsidiary motion, standard descriptive characteristic (SDC) #1 provides lists of what the motion yields to and what motions must yield to it. Most parliamentarians give a number starting at 1 for the main motion.

2. The SDCs usually relate to secondary motions, but some secondary motions are allowed to be incidental main motions as well. How can you determine whether a secondary motion can be an incidental main motion, and if so, then what its SDCs would be.
   - sometimes in "classes of motions" RONR 6:9 (subsidiary), 6:13 (privilege), or 6:23 (incidental),
   - sometimes TABLE II in the t-pages may suggest it,
   - sometimes SDC 2 might suggest it,
   - sometimes the additional text before or after the SDCs might suggest it,
   - sometimes §10:5 adds to the incidental main motions.

   Yet these are unreliable, for example, RONR 6:13 omits the privileged motion "Orders of the Day" as being also an incidental main motion yet RONR 18:5(1) says it is.

3. RONR Table II in pages t6 et seq can be hit and miss on whether a motion can be an incidental main motion. Table II doesn't always contain all the motions in the book. For example, LIMIT OR EXTEND does not appear in table II, while "EXTEND" does. It refers to RONR 18 which covers **privileged** motions **because** the incidental **EXTEND** motion can be made during the Privileged Orders of the Day call, so all is ok RONR 18:4(7) 18:8(b), similarly for **SUSPEND THE RULES** 25:2(1)

4. RONR 10:5 adds to the **incidental main motions**, for example ***adopt, ratify, limit, recess.*** *Adopt*, *ratify*, and *recess* are in Table II however *limit* is not, see #3 above.

5. Consider RONR 22:11 saying "Fix The Time **TO** Which To Adjourn" is very different from "Fix The Time **AT** Which To Adjourn" which is a very true statement. Yet while it names Fix The Time **AT** Which To Adjourn", nowhere in the book is it defined, luckily it is somewhat obvious.

6. Table II defines "suspend the rules" as an "I" or subsidiary incidental motion, but it has no separate entry for it being "M" or incidental main motion, yet RONR 25:2 p1 says it can be.

7. Frequently, paragraphs have run on sentences that should be a new subsection or new line, eg RONR 8:8 (a), (b), and (c), and RONR 14:6 etc. This reduces clarity in the book, the use pictorials to improve the readability might not be a bad idea hence why this book does use pictorials.

8. Fix the time to which to adjourn RONR 22:2 appears to disagree with RONR 22:4. Badly worded and RONR 22:4 probably should be before RONR 22:2, but it is in fact **not inconsistent**. A new Standard Descriptive Characteristic SDC #9 could clearly show the motion as secondary, incidental main, or bring back, would help.

9. Adjourn can be privileged even when no motion is pending RONR 21:2. Excused From Duty can be a Question Of Privilege if the duty is an essential position (such as chair or secretary) RONR 32:7.

10 QUESTION: 17:8 A question that has been laid on the table remains there and can be taken from the table during the same session (8),or, if the next regular business session will be held before a quarterly time interval has elapsed (see 9:7), also until the end of the next regular session.

I clearly understand the "this session or the next if within a quarter". The problem is the "also until the end of the next regular session." ...
If the next session is within a quarter, then the "also until the end of the next regular session." has no meaning because the next session is by definition within a quarter; I thought it might be because of a special meeting, but that is not a regular session, so that can't be the answer.
If the next session is more than a quarter away, then that session is excluded, so "also until the end of the next regular session." would thus be more than a quarter away, and that has already been ruled out. If they meant the next regular session more than a quarter away then why not drop the reference to the quarterly reference.
My question is thus, what does "also until the end of the next regular session." mean?

NAP ANSWER: You should think in terms of the next regular session, maybe that the group meets monthly.. So, the item laid on the table can be taken from the table at the meeting where it was placed on the table, or by the end of the next regular meeting if the meetings occur monthly. Certainly it must be taken from the table within the quarterly time period in the event the group meets bi-monthly instead of monthly.

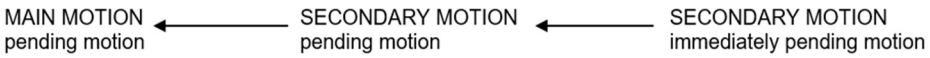
SOME RONR MOTIONS OR TERMS HAVE SIMILAR WORDS BUT DIFFERENT FUNCTIONS

- Fix The Time **TO** Which **TO** Adjourn is very different from Fix The Time **AT** Which To Adjourn, see RONR 22:11
- **Recess** and **Adjourn** are often confused with each other. (NMSA78 10-5, NMAG, NMML, P&Z bylaws, LUZC)
- **Special Rules of Order** (which modify RONR) are not the same as **Special Orders** (an agenda issue)
- Please be consistent with **AYE** and **NO** when voting rather than YES, AYE, NAY, etc, it helps the minutes keeper. RONR prefers AYE and NO.
- The word "**order**" appears in special rules of order, orders of the day, point of order, as well as being the result of some motions such as postpone and limit or extend, and in that context, the order is the hangover of the motion's impact and influence; those orders also get "exhausted".

SOME MORE INTERESTING MOTIONS AND MOTION ANOMALIES

Be aware that some motions may seem inconsistent with other principles of Robert's Rules but they are ok.

AMEND: The secondary AMEND motion has a precedence of 3. That is used by other motions who want to interact with it. However, AMEND is a bit of a bully. Even though its precedence is 3, it can be made when another motion is there with a higher precedence.



The current motion is called the immediately pending motion RONR 12. The secondary AMEND motion adheres to preceding motions. And you can even AMEND the first AMEND. But they don't normally allow three AMEND motions is a row.

AMEND SKIPPING AN IMMEDIATELY PENDING MOTION ~ A special case: The motion to **Commit** can be made while **Postpone Indefinitely** is pending, it commits the main motion and drops the postpone indefinitely motion, RONR 11:2(2), and then RONR.11:4, RONR 13:19

RECONSIDER: The bring back RECONSIDER motion is a USA motion only, and Robert's says don't use it if you can use other motions to achieve the same goal. The reconsider motion **can be made** even **during** a debate on another motion, and it can be seconded there as well. Reconsider must be "**moved**" **on the same day** (or **next day if** in a multi-meeting session) that the original vote was made. The presiding officer will make a note of it, and the ongoing debate will continue as if never interrupted. Later, sometimes much later, that reconsider motion can be "**called up**", with no second if one was made during that interruption. RONR 37:8, 37:10(b), are consistent even though they appear to disagree with RONR 37:15 In other words, **"reconsider" has two timelines** associated with it. Beware of the **Open Meetings Act** noticing requirements if called up on a different day.

POSTPONE: Notwithstanding RONR 8:12 saying "as a general rule one session cannot bind a subsequent one", RONR 9:9 **shows five ways** they can interact. Rules about **continuing a question from one session to the next** depend on whether *no more than a quarterly time interval* intervenes between the two sessions RONR 14

			RONR
to no later than **this** session	**if** next session is **more than** a quarter away		14:6
to **this** or the **next** session	**if** next session **not more than** a quarter away		14:6
to no more than one month	**if** meetings are monthly, or		14:20(a)
week	**if** meetings are weekly, etc		14:20(a)
to **before next regular meeting**	**then** must create an "adjourned meeting"	22:7	14:7
	using motion "Fix time **to which to** adjourn"		14:20(f)

ADJOURN: Please read RONR 21:3 for the **curious case** of ADJOURN with no agenda item on the floor as you might expect it to be an INCIDENTAL MAIN MOTION, but it varies see table below. Normally, RONR makes **adjourn privileged by default**. The rules are summarized below:

If there is **no mention of meeting again during this meeting**, then ADJOURN is a **privileged** motion **regardless of whether business is pending**. It closes the meeting immediately and any pending business stops and becomes unfinished business.

In other words, the **ADJOURN at the end of a normal meeting** with all business complete is not, as you might expect, an incidental main motion, but **is a privileged motion.**

When the motion to ADJOURN is **qualified in any way**, as in the case of a motion to adjourn to a future time, then the motion is not privileged, usually **it is an incidental main** motion; for clarification please refer to RONR 21:1 and 21:2, and also RONR 6:13 footnote 5.

Is this a real problem? Not really because in the real world, adjourn is adjourn is adjourn.

The adjourn motion when…	no future meeting planned	**future meeting planned**	
DEBATING A MOTION	privileged	**out of order**	active debate
BETWEEN MOTIONS	privileged	**incidental main**	dead space

FYI: https://Robert'srules.forumflash.com/topic/13508-privileged-motions-treated-as-main-motions-why/

DEBATABLE, AMENDABLE, 2/3 VOTE: WHAT IS THE RATIONALE BEHIND SOME SDCs

AMENDABLE Some motions cannot be amended. One interesting example is Previous Question, or call the question. Just look at the motion and figure out why some motions are not amendable just for yourself; it will help on the written tests!

SDC =>	1	2	3	4	5	6	7	8
main motion pending		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Previous question	7	§16:1	NO	YES	NO	by PQ	2/3	+ve:y

Previous question cannot be amended with the AMEND motion, however a subsequent PREVIOS QUESTION can be made which has the effect of changing or amending the first one.

DEBATABLE A debate is a discussion on the merits of the issue RONR 3:30

LAY ON THE TABLE Is not debatable because Lay on the table means there is urgent new business to transact.

POSTPONE INDEFINITELY does not adhere when the main motion is committed since merely committing something means the desire is not to kill that main motion.

TWO THIRDS VOTE

AMEND SOMETHING PREVIOUSLY ADOPTED needs a 2/3 vote because it is amending a previous decision made some time before.

PART FOUR

KEY NOTES IN RONR BOOK SEQUENCE USEFUL WHEN YOU ARE READING RONR FROM FRONT TO BACK

This part may duplicate some information in the previous part which is intentional

KEY NOTES IN RONR BOOK SEQUENCE ~ MOTIONS AND PROCEDURES

NOTE: This section covers the **common issues** with a motion, **procedure**, or **concept** found when reading the RONR from beginning to the end.

For more details refer to "DETAILED MOTIONS AND CONCEPTS IN ALPHABETICAL ORDER" later.

DELIBERATIVE ASSEMBLY

1:9 **Deliberative assemblies** exist in many forms.
(1) the mass meeting; (2) the assembly of an organized society; (3) the convention; (4) **the legislative body**; and (5) **the board**.

1:21 The **Legislative Body** is a **constitutionally established public lawmaking body** of representatives chosen by the **electorate** for a fixed term of office. Hence, a **Town Council** is a legislative body

1:22 The **Board** is an administrative or **quasi-judicial** body of elected or **appointed** persons whose operation is determined by responsibilities and powers delegated to it by authority outside itself. Hence, a **P&Z** is board, and an assembly RONR 1:24

2:17 **Special rules of order** are usually adopted in the form of resolutions (RONR4:4–5, 10:13–23) and Robert's prefers that to be the mechanism rather than using by laws.

9:1 **Regularly prescribed meetings** are a feature of boards RONR 9:1
Having **no regular meetings** are a common trait with committees.

50:25 The relaxed regular **rules** of parliamentary procedure listed in RONR 49:21 **for small boards** are **applicable to all standing and special committees** unless otherwise stated.

49:21 **Small boards** of about 12 or less have more flexible rules of order, there are 7 simplified rules.

CONDUCT OF BUSINESS ~ Standard Order of Business

3:16 **Standard** for one-meeting sessions of ordinary societies, duplicates RONR 41:5: (MRSSUN)
1) **M**inutes reading and approval
2) **R**eports of Officers, Boards, and Standing Committees
3) **S**pecial Committee reports
4) **S**pecial Orders
5) **U**nfinished Business and General Orders
6) **N**ew Business

3:30 a member "obtains the floor"

3:31 a member "yields the floor"

41:5 Also duplicates 3:16

HANDLING OF A MOTION

3:33 Three cases where someone else may be given the floor other than one who first rose. Note the **motion maker can reserve** their right to preference §3:33

4:2-3 After a "motion" and a "second", the chair then **states** "the question" which is then "**on the floor**"

4:7 No debate before motion, brief consultation allowed (see small boards for exceptions). A debate is a discussion on the merits of the issue RONR 3:30

4:9 **Without being recognized, a member simply calls out "second"**

4:15 The chair "**states**" the question ""It is moved and seconded that…"

4:25 After debate, the chair "**puts**" the "question" and for the result see §4:43

4:35 The chair does not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless. **To "abstain" means not to vote at all.**

4:43 Report whether the **AYEs or NOs won**, announce if the **motion is lost or won**, state **the effect**

4:56 The **chair** may only vote **if the vote would affect the result** or **outcome**

8:15 Bringing up failed issues in the same session is out of order

10:26 **Main Motions that are not in order**: (1) against higher authority, (2) beyond the scope, (3) like one settled in this session, (4) except rescind/amend, conflicts with an older settled motion still in force, or (5) conflicting with a motion temporarily disposed of but in the control of the assembly.

CLASSIFICATION ORDER OF PRECEDENCE

5:2 Motions are classified as main (original and incidental), secondary (privileged, subsidiary, and incidental) and bring back motions

5:8 Yielding and precedence difference

5:12 Incidental motions (secondary as well as main) have no rank among themselves

CLASSES AND MOTIONS

6:7 AMEND modifies its rank so it takes precedence over the motion it is being applied to
6:18 Each incidental motion has its own rules based on the situation, hence no precedence

STANDARD DESCRIPTIVE CHARACTERISTICS

7 Standard descriptive characteristics, all 8 elements

MEETINGS AND SESSIONS

8:4 for boards with published regular meetings, each meeting is a session
8:4 an **adjourned meeting** (also see RONR 9:17): is not a meeting that has been adjourned, it is a meeting created by the previous meetings motion to adjourn (after a prior motion to Fix the Time To Which To Adjourn).
8:6 recess vs adjournment differences
8:8-9 using the "fix the time to which to adjourn"
8:12 freedom of each new session, but see RONR 9:9 for five ways of one session affecting another.
8:15 bringing up failed issues in the same session is out of order
9:9 Five methods allow **session to session** transfers if sessions are not more than a quarter apart: 1: postpone, 2: laid on the table, 3: unfinished business, 4: committee, 5: reconsider,
9:10 If sessions are more than a quarter apart, only a committee can transfer issues session to session
9:10 Using "commit" to have session to session communication
9:13 Special meetings
9:17 Adjourned meetings
9:32 Need for rules for electronic meetings

THE MAIN MOTION

10:1 Original and Incidental main motions
10:4 An **incidental main** motion **affects the business** of the assembly, **not the substance**
10:6 Objection to consideration is only allowed as secondary motion to a main motion, never as a main motion. You have to wait for it to called up by the Chair or Mayor
10:7 Incidental main motions come from many of the secondary privileged, subsidiary and incidental motions
10:8(2) When using **COMMIT**, the only **adhering** motions to go are **AMEND** motions
10:8(2) **LAY ON THE TABLE** or **POSTPONE DEFINITELY** carry pending adhering motions
10:16 Resolution preambles are optional
10:26 Main Motions That Are Not in Order: (1) against higher authority, (2) beyond the scope, (3) like one settled in this session, (4) except rescind/amend, conflicts with an older settled motion still in force, or (5) conflicting with a motion temporarily disposed of but in the control of the assembly.
10:30(1) **FRIENDLY AMENDMENTS**, see also RONR 4:20 and 12:91
10:45 **PREVIOUS NOTICE** requirements, and impact on voting
10:48 Previous notice can be made in a preceding meeting

SUBSIDIARY MOTIONS – 7 motions

11:1 **POSTPONE INDEFINITELY** means kill the motion.
11.2(2) Postpone Indefinitely does not adhere when commit is made (**as kill is inconsistent with refer**)
11:5 Postpone indefinitely is sometimes used by **strategists** to test their strength on a motion they oppose.
12:7(1)b **AMEND** takes precedence over the motion it will amend. Amend occupies 38 pages in RONR!!
12:91 Friendly amendments, see also RONR 4:20 and 10:30(1). For decades, RONR refused to accept that **friendly amendments were good, the RONR 11th edition** finally legitimized them.

13:2 **COMMIT** can be used to keep the "question" in the originating body but use committee rules. A board can send the question to itself, effectively making it a committee with differing Robert's rules. There are three such options which is in essence suspending the rules. Also see RONR 52:1-2 Sending a question to itself: **Committee of the whole, Quasi committee of the whole, Consider informally**
14:1 **Postpone Definitely** can be to a date/time, or based on an event in an existing agenda §14:1 14:20(c).
14:4(7) Creates a general order by default, but you can make it a special order
14:5 Limits on postponement, several scenarios
14:6 **Can't postpone** to a session **more than a quarter away**,
Can postpone as far as next session **if within a quarter**
14:7 **FIX THE TIME TO WHICH TO ADJOURN** extends a one meeting session to add a second meeting
14:12 Bylaws requiring a specific regular meeting, as in officer election, **cannot be postponed** in meetings before the named meeting, only in the named meeting itself
14:14 General vs special **orders of the day**

15:1 **LIMIT OR EXTEND LIMITS OF DEBATE**
15:3 **Exhausted** motions
15:4 Limit or extend can be subsidiary or it can be incidental main. Extend can affect "orders of the day" as can "suspend the rules" also, 18:4(7) 18:8(b) 25:2(1)
15:18 Exhausted motions

16:1 **PREVIOUS QUESTION if voted on, then brings** one or more motions to an immediate vote
16:2 Previous question stops additional subsidiary motions but not privileged or incidental ones
16:11 **Exhaustion** of previous question meaning

17:6 **TAKE FROM THE TABLE** is only in order if other business has been transacted after the table motion
17:8 **Lay on table** holds the issue until this or the next session if within a quarter
17:9 The assembly can't debate similar motions to motions laid on the table
17:13 **Misuses** of the "lay on the table" and solutions
17:14 **Lay on the table** can't be used unless there is business needing to be discussed on another topic

PRIVILEGED MOTIONS ~ 5 motions (a rare 6th exists: "take measures to obtain a quorum" RONR 40:8)
18 - 22 Orders of the day, Question of Privilege, Recess, Adjourn, Fix time to which to adjourn
19:7 Types of privileged motions. Most common use is something affecting the assembly.
21:10 Things that can be done after the adjourn motion but before the meeting is adjourned
21:12 Chair/Mayor to pause after the vote to adjourn in case there are residual issues to tidy up
21:15 If at the end of a completed agenda, motion to adjourn is not required, but most groups do.

Please read RONR 21:2 for the **curious case** when ADJOURN is made when no agenda item is on the floor, because while you might expect ADJOURN to be an INCIDENTAL MAIN MOTION, it is usually not!

> The **adjourn motion has the unique characteristic** that, even if it is made while **no question** is pending, it is not debatable or amendable and it remains subject to all of the rules governing the privileged motion to Adjourn (except those that relate to making the motion while business is pending; see Standard Descriptive Characteristics). Under the conditions just described, a motion to Adjourn is therefore "privileged" or to be "**a privileged motion" even when no question is pending**.

22:1 **FIX THE TIME TO WHICH TO ADJOURN** creates an adjourned meeting before the next regular one
22:9 **Adjourned meetings** do not need a **notice** to members. But the **Open Meetings Act does.**
22:9 Creates a new meeting in the current session even if each meeting is normally one session

INCIDENTAL MOTIONS – 11 motions
10:4 An incidental main motion affects the **business** of the assembly, **not the substance**

23:4 A member unsure if a point of order is needed can do a parliamentary inquire instead
23:10 A **POINT OF ORDER** goes into the minutes as precedence, and can be used later as persuasive

24:1 An **APPEAL** causes a point of order to be discussed by the assembly
24:6 Parliamentary inquiries are opinions and not rulings, so they can't be appealed

25:2(1) **SUSPEND THE RULES** can be a secondary incidental motion or an incidental main motion
25:7 Cannot suspend some rules with the motion to suspend, examples: bylaws, ordinances, statutes. But **if a bylaw is clearly a rule of order** then it may be suspended, see RONR **2:21. 10:26(1) n1**.

26:2 3 **OBJECTION TO CONSIDERATION** of a question must be made when question is called up but before debate
26:3 The chair can raise an **objection to consider**
26:7 When an **objection to consideration is put to a vote** in its correct form, members are asked to vote for or against consideration of the question objected to, not for or against sustaining the objection.

27:1 **DIVISION OF A QUESTION** breaks out parts of a question when a motion is for one subject but the parts can be separated on their own, this motion separates each part which then has its own vote.
28:3 **CONSIDER BY PARAGRAPH** continues to the end before any final vote, like a TAU (temporarily agreed upon) negotiation process.
28:8 Consider by paragraph continues to the end **even when** motion to postpone indefinitely

29:1 **DIVISION OF THE ASSEMBLY** - when any member doubts the result of a vote, this motion causes the Chair to require the vote to be re-taken by rising. Alternatives to the motion for a division are also presented.

30 Motions relating to **VOTING –** minimal, see RONR 45 and 44 instead
31 Motions relating to **NOMINATIONS –** minimal, see RONR 46 instead

46 Larger section on nominations ~ this section has its own voting rules
46:3 From the floor etc
46:6 Call for more nominations, **recognition not required, second not required**
46:20 Motion to **close the nominations after no more** nominations come in
46:38 Voting methods

32:1 The method to **EXCUSE A MEMBER FROM A REQUIRED** duty is for the assembly to vote
32:5 Any member knowing they cannot honor duties should resign

33:1 **REQUESTS AND INQUIRIES** five general questions
33:3 Chair answers parliamentary enquiries. Need not answer hypotheticals.
33:5 Chair's answer on parliamentary enquiry is not subject to appeal, it is an opinion and not a ruling
33:6 information requests to staff or another member go through the chair

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

34:1 **TAKE FROM THE TABLE** can only be made when there is no main motion stated by the chair
34:2(2) Take from the table not in order after a lay on the table motions unless there has been further business transacted since the motion to lay on the table
34:3 Take from the table can be made during the **same session** it was laid on the table **or the next session if** within a quarter. See also §17:8.

35:1 **RESCIND** also **AMEND SOMETHING PREVIOUSLY ADOPTED** can only be made when no main motion has been stated by the chair. **Bylaw amendments** use amend something previously adopted
35:3 No time limits unlike reconsider
35:8 Majority if previous notice, otherwise a 2/3 vote
35:13 **Rescind and expunge** from the minutes shows disapproval, special processing rules

36:1 **DISCHARGE** can only be made when there is meeting dead space as it brings things back.
36:2 While a motion is in a committee, the main body can't consider similar motions
36:10 If the committee was **chartered by the subsidiary commit** motion, then the **issue bounces back**.
36:11 If it was **chartered as a main motion**, the issue will die unless a motion is made to bring it back. That is because this is a "**rescind/amend** something previously adopted" kind of motion.

37:1 **RECONSIDER** is a USA only motion, it is neither a secondary nor a main motion. It is a bring back motion.
37:8 a Except in committees, it can be made only by a member who voted on the prevailing side (if the motion was lost, then the losers were on the prevailing side, if the motion passed, then the AYEs are the prevailing side)
37:8 b Reconsider must be **moved** on the **same day (or next day** if in a multi-meeting session) that the original vote was made, also RONR 37:10(b). But see NMML "reconsider" special rule of order
37:8 c Reconsider can be made and seconded when out of order, is kept pending until "called up" when it would be in order
37:9 3 When later **called up**, no second is needed, also RONR 37:15
37:15 The issue to be reconsidered can be reconsidered the same day, or any meeting in the same session, or the next session if within a quarterly time frame.
37:41 "I call up the motion to reconsider the vote [or "votes"] on…
37:46 **Reconsider and enter in the minutes** is like reconsider but not for the same day, for a later day and designed to prevent a temporary majority benefitting from an unrepresentative attendance.

NOTE: RONR 37:8, 37:10(b) refer to "**making**" the reconsider motion, RONR 37:15 refers to "**calling up**" the motion and not to making it. They appear inconsistent, but in fact they talk of two different things; reconsider has two timelines, not just one.

NOTE: When calling up at a later date a prior reconsider motion, the **Open Meetings Act** may apply. NMML has a special rule of order for "reconsider" that covers the OMA.

RENEWAL OF MOTIONS, DILATORY AND IMPROPER MOTIONS

38:1 An assembly cannot be asked to decide the same or substantially the same question twice during one session (the Settled Rule), also see RONR 39:6. Of course exceptions exist such as:-
Rescind, **Amend Something Previously Adopted**, **Reconsider**
If a motion is made and **disposed of without being adopted**, and is **later allowed** to come before the assembly after being made again by any member, the motion is "**renewed**".

38:4 Similar motions to an earlier failed one can't normally be renewed in this session

39:1 A motion is dilatory if the purpose is to thwart the will of the assembly

39:3 Frivolous or absurd motions or that contain no rational reasons are dilatory and cannot be introduced.

39:5 If the motion is contrary to a higher authority. See also: **RONR 2:21, 10:26, 23:6**

QUORUM (if no quorum id stated in the bylaws, see: RONR 40:2(1-4) on how it is determined)

40:7 If no quorum, what can and cannot be done
Fix time to adjourn, **A**djourn, **T**ry to get a quorum (is a privileged, or a main motion 40:8), **R**ecess

40:8 Any motion aimed at getting a quorum is allowed. "Take Measures to Obtain a Quorum" can be a main motion or a privileged motion. Other motions allowed if they support getting a quorum.

40:11 Mayor or Chair to determine quorum before starting the meeting, see also §41:31

40:12 What if a quorum is lost during a meeting

ORDER OF BUSINESS

3:16 RONR Standard Order of Business, MRSSUN mnemonic

41:9 When approving multiple minutes, they are approved in ascending date order

41:10 Motion to approve minutes is not required, it is in order for the chair to declare them approved

41:11n3 A member may move minute approval to a committee if there are multiple corrections. (Note #3)

41:12 Circulated draft minutes must be marked "DRAFT"

41:18 Special orders and how processed

41:22 **Definition** of a general order

41:31 Customary to do a roll call, see also RONR 40:11

41:41 **Definition** of a special order

41:49 Rules for general orders

41:53 Rules for special orders, they do interrupt business, see also §14:47 and §14:20 d

ASSIGNMENT OF THE FLOOR

42:2 The Chair must recognize any member seeking the floor while entitled to it

42:3 Use "For what purpose does the member rise" when the floor is limited for some reason

42:9 The member who makes a motion is normally entitled speak first, but can defer that right

42:18 **Interrupt** a member who has the floor **and is speaking**, 8 reasons:
1: Orders of the Day, 2: Question of privilege, 3: Point of Order, 4: Separate vote on independent resolutions on different subjects, 5: Request or inquiry, 6: Appeal, 7: Objection to Consideration, 8: Division of the Assembly

42:19 **Interrupt** if speaker has not started to speak, above and announce future motion, and **reconsider**

43:4 Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it can't be debated (discussion on the merits RONR 3:30).(see **small boards for exceptions**)

43:5 **During debate secondary motions** can be processed (privileged, subsidiary, or incidental)

43:8 **Non legislative body** speeches are limited to **10 minutes**

43:12 No more than **2 speeches per day** on the same question (see **small boards for exceptions**)

43:15 The 2 speeches of 10 minutes each maximums can be changed by a special rule. RONR see 43:17

43:17 **Limit or extend debate** can be moved while a motion is being debated

43:20 Speeches are to be germane to the question

43:21 Speakers cannot attack a member's motives

43:22 Speakers must address remarks through the chair

43:25 **Cannot speak against** one's own motion (this can be a problem in quasi judicial hearings)

43:28 Members must refrain from disturbing the assembly

43:29 If the chair wishes to speak on the issue, then vacate the chair, see **small boards for exceptions**

43:21 A few words of explanation when making a motion are allowed

44 **VOTING**: basis for determining a voting result

44:1 Majority is **more than half of the votes cast excluding abstentions**

44:7 Two elements affect the bases for decision: (1) the proportion that must concur, as a majority, two thirds, three fourths, etc.; and (2) the set of members to which the proportion applies which, when not stated, is always **the number of members present and voting.**
As a side note, guidance must be very clear on abstentions.

44:3 When a 2/3 vote is needed, see also pages RONR t48-t49 for a full list

44:9 a) Voting requirements **based on the number of members present is generally undesirable.**
When based on members present, "When such a vote is required, however, the chair must count those present immediately after the affirmative vote is taken, before any change can take place in attendance. The negative vote is not taken, since it is intrinsically irrelevant to determining whether the motion is adopted.

44:11 A plurality vote is the largest number of votes to be given any candidate or proposition when three or more choices are possible.

45:3 **ABSTENTION** is allowed under RONR. **NMML/bylaws** only allow that for conflicts of interest.

45:6 During a vote, **no interruption is allowed** from the time any member has voted until all have voted

4:35 The chair does not call for abstentions in taking a vote, since the number of members who respond to such a call is meaningless. To "abstain" **means not to vote at all**.

RONRIB Question 6: Abstaining means not voting, so there can be no such thing as an "abstention vote." **In the usual situation**, where the rules require either a "**majority vote"** or a "two-thirds vote," abstentions have absolutely no effect on the outcome of the vote since what is required is either a **majority or two thirds of the votes cast**. Read the definition of a majority tat your organization uses.

45:5 Voting on questions affecting oneself is generally ok

45:8 **Changing One's Vote**: if by ballot then no, if otherwise then **before the result is announced**.

45:9 Time Limits on Efforts to Challenge, Retake, or Change a Vote. When is it too late to change a vote.

45:11 Methods of voting

45:45 Roll call votes or "yeas and nays" as it is called, unlike other RONR **preferred** guidance of using **AYEs** and **NOs.**

45:48 The roll is called in alphabetical order, the presiding officer's name is called last. Each member responds in the affirmative or negative. If he does not wish to vote, he answers **present** or **abstain** (**bylaws may** prohibit abstain except for conflicts of interest). If a member is not ready to vote, but wishes to be called on again after the roll has been completely called, they answer "**pass**"

45:72 Straw polls are out of order as they neither affirm nor deny a question.

46 **NOMINATIONS**: Larger section than earlier RONR 31 and this section has its own voting rules.

46:3 From the floor etc

46:6 Bylaws should specify the methods to be used RONR 46:30 for example. If just a nomination then **no need to be recognized and no second**; if a nominating speech, a second is required RONR 46:28

46:20 Motion to close the nominations after no more nominations come in

46:38 Voting methods

47 **OFFICERS**

47:5 Chair vs presiding officer

47:9 Presiding officer stands when calling the meeting to order (see **small boards for exceptions**)

47:10 The Chair to **temporarily release and step aside** if an issue affects just The Chair

47:11 Temporary occupants of the chair

47:15 **A good presiding officer** should know RONR better than other members, and **know subsidiary and privileged** motions and their precedence by heart

47:19 Good judgment is essential; the assembly may be unfamiliar with parliamentary usage and its peaceable disposition, **strict enforcement of the rules** could **hinder** business**, assisting may be a better option.**

47:21 President-elect method of filling offices, not applicable in many assemblies as bylaws would need to authorize it.

48:2 In an ordinary society, **minutes** should contain a record of **what was done** at the meeting, **not what was said** by the members.
NOTE: NMSA 78 10-15-1(G) - Minutes must contain a **description of the subject** of all discussions had by the body, even if no action was taken or considered.
NOTE: quasi-judicial hearings may have their own reporting requirements.

48:9 Approval of the minutes

BOARDS AND COMMITTEES

9:35 Committees established by bylaw may only meet electronically if authorized by the bylaws. A committee not established by bylaws can meet electronically by a standing rule of the parent body.

15:1 **Limit or Extend is not allowed** in committees.

16:4 **Previous Question is not allowed** in committees.

49.2 How a **board** is constituted, states **frequency of regular meetings** and procedure for special meetings. P&Z is a board see RONR 1:22

49:12 Boards **cannot empower a subordinate group** unless the bylaws allow it. **But any board can** appoint committees to work **under its supervision**.

49:21 Simpler procedures in **Small Boards** of **not more than about 12** members **present:**

- **No need to stand** when seeking the floor.
- **Motions** need not be seconded.
- **The 2 speech limit** vanishes for debatable questions (The 10 minute rule still applies)
- **Informal discussion** of a subject is permitted **while no motion is pending** §4:3
- **When a proposal is perfectly clear** to all, the Chair may assume and state the motion.
- **The Chair may** speak in informal discussions and in debate, and vote on all questions (but consider state statutes and municipal charters).

50:1 **Committees** are not a form of assembly, unlike a board (P&Z) and legislative body (Council)

50:3 Standing RONR 50:8 and special committees RONR 50:10

50:4 Committees normally don't act independently and **don't have regular meeting times**

50:26 A committee may not adopt its own rules

51:1 Reports from boards and committees.

51:4-7 Format of the report

52:4 **COMMITTEE OF THE WHOLE** is **a real committee**, even though the entire body of members is in attendance at the assembly's meeting, it is still technically not "the assembly."

52:5 In a **Committee of the whole**, a chair is appointed

52:9 **Committee of the whole motions are limited** to:
adopt (within the committee, for inclusion in its report), **amend**, and to **"rise**" or "**rise and report**", and the incidental motions, a **point of orde**r, an appeal, a **division of the assembly**, and applicable **requests and inquiries**. It is really just a way of having looser discussions.

52:10 Consequences of RONR 52:9, **roll call** vote not allowed, must **rise** as adjourn and recess not allowed.

52:19 **QUASI COMMITTEE OF THE WHOLE** is **not a real committee**, but is "the assembly acting as if in committee of the whole." It is a simpler version of the Committee of the whole.

52:21 The **presiding officer** of the assembly does not appoint a chairman of the quasi committee, but **remains in the chair** himself **throughout its proceedings.**

52:22 All motions are allowed, but any motion made that isn't in order in a real committee of the whole will trigger an end to proceedings in the quasi committee.

52:24 **INFORMAL CONSIDERATION only suspends** the number of times a member may speak on the main question

53 Mass meetings - to take appropriate action on a problem stated by the meeting's sponsors, and is open to everyone interested in the stated problem

54 Organization of a Permanent Society

55 Merger, Consolidation, and Dissolution of Societies

BYLAWS

56:31 Since a **reasonable rotation in office** is desirable in most organizations, a section of this article may well provide that "No person shall be eligible to serve…….. consecutive terms in the same office."

56:49 Naming the **Parliamentary Authority**, also special rules of order can amend it.

56:58 **PRINCIPLES OF INTERPRETATION (like principles of statutory construction)**

1) Each society decides for itself the meaning of its bylaws.
2) When a provision of the bylaws is susceptible to two meanings, one of which conflicts with or renders absurd another bylaw provision, and the other meaning does not, the latter must be taken as the true meaning.
3) A general statement is always of less authority than a specific statement and yields to it.
4) If the bylaws authorize certain things specifically, other things of the same class are prohibited.
5) A provision granting certain privileges carries with it a right to a part of the privileges, but prohibits greater privileges.

6) A prohibition or limitation prohibits everything greater than what is prohibited, or that goes beyond the limitation; but permits what is less than the limitation, and also permits things of the same class that are not mentioned in the prohibition or limitation and that are not evidently improper.
7) The imposition of a definite penalty for a particular action prohibits the increase or diminution of the penalty.
8) In cases where the bylaws use a general term and also two or more specific terms that are wholly included under the general one, a rule in which only the general term is used applies to all the specific terms.

57:1 **Amendment of bylaws** is a particular case of **Amend Something Previously Adopted**
57:1 4 The rule that, when a main motion is adopted, no other conflicting main motion is thereafter in order is not applicable to the motion to amend the bylaws…
57:3 Isolated changes
57:14 **Any member may give notice of a bylaw amendment**

61:10 Minor points of order handled in a low level way
61:11 Repeated points of order may need a member to be "called to order"

57:6 A revision of bylaws or a lengthy amendment involving more than one section should be considered seriatim. If notice is given of several amendments which conflict so that all cannot be given effect, they should be arranged tin a logical order, like **filling blanks**, taking the least inclusive amendment first and the most inclusive last so that the last one adopted is given effect.

57:11 If the bylaws place a number for something, say xx, and a proposed amendment is to strike out xx and insert yy, then **another amendment must be in the range** of xx to yy to be in order. This restriction stops members from proposing a small change and then taking advantage of missing members by moving a greater one as an amendment to the amendment.

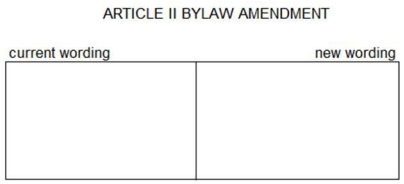
57:7 **All bylaw amendments** of which notice was given **are entitled to be considered**, as a matter of their proposer's right. A bylaw amendment is not dropped simply because it would conflict with one previously adopted.

61:19 Annoyance by non members, RONR allows them to be removed, **but** since P&Z and Town Councils are governmental bodies, there are issues with **freedom of speech**, be very careful.

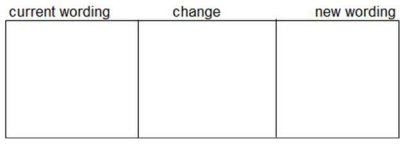
The chair should discuss with the Town attorney: if a non member is within public speaking time limits, is at the podium, and the manner is offensive but not disruptive, then it may be best to not take action.

CHANGES TO BYLAWS

12:2 It may become desirable to amend something already adopted such as bylaws. The motion then used is not the subsidiary motion to Amend, but an incidental main motion to **amend something previously adopted**. And **it can have 2 subsidiary amend motions** stacked up if needed since they are subsidiary, whereas the first being a main motion is not the normal amend motion.



57:6 A revision of bylaws or a lengthy amendment involving more than one section should be considered seriatim. If notice is given of several amendments which conflict so that all cannot be given effect, they should be arranged in a logical order, like **filling blanks**, taking the least inclusive amendment first and the most inclusive last so that the last one adopted is given effect.



SPECIAL VS GENERAL ORDERS

Special and general orders have the effect of bringing postponed issues to the meeting. A question to ask yourself is this "have those predictable pop up agenda items been publicly noticed?". Just because Robert's Rules may not require public noticing, that does not mean that Open Meetings Act can be bypassed. **The Open Meetings Act should always be considered** when **planning** the meeting, **as well as during** the meeting if such pop up issues arise. Robert's Rules noticing is aimed at the members, whereas the Open Meetings Act noticing is aimed at the general public.

INFO: Another such case happens when "reconsider: has been made, but not called up as that can be done much later; while RONR does not require noticing, the **Open Meetings Act will require notice of an intent to "call up" that deferred "reconsider".**

14:4 7 What do special and general orders mean? During a meeting, the members may want to postpone some agenda items. The "postpone to a certain time" allows the group to specify when, and if desired, at what time a postponed item will be picked up in a later meeting. That would be a general order. **If the motion to postpone** says it is to be a "**special order**" with a date and time **using a 2/3 vote**; then at the time and date in question the chair **must** address that item, and **it will interrupt any work in progress**. If that same motion to postpone did not specify the postponed item to be a "special order" then it is a "general order" and that motion needs only a simple majority; however at the date and time in question a general order does not interrupt any work in progress so it must wait.

14:6-7 In all cases, a postpone to a future date triggers rules about whether an "adjourned meeting" needs to be set up and that gets into rules involving sessions. Also RONR 14:20(f)

41:49 General orders and when they can and can't be taken up, and they don't interrupt other business

To be repetitive, **anything postponed** will probably need **noticing** for the meeting where the postponed item will be called up. Consider that for other motions that may postpone items, such as "lay on the table".

SPEECH LIMITATIONS

43:8 For non legislative body speeches are limited to **10 minutes**

43:12 For most everything else, no more than **2 speeches** per day on the same question.

SOME COMMON MOTIONS REQUIRING A TWO-THIRDS VOTE ~ RONR 44:3 and RONR pages t48-49

For assemblies of **5 members**, the **majority is 3**, for a 2/3 vote the **majority is 4** (3.333 rounded up).

Adopt parliamentary authority if the bylaws don't name one RONR 2:14–22; 10
Adopt special rules of order, previous notice also being required RONR 2:14–22; 10
Amend or Rescind adopted special rules of order RONR 2:22; 35 , previous notice also being required
Amend or Rescind Something Previously Adopted RONR 35
Close nominations RONR 31
Discharge a Committee RONR 36
Limit or Extend Limits of Debate RONR 15
Make a special order RONR 14, 41
Objection to the Consideration of a Question RONR 26
Previous Question RONR 16
Refuse to proceed to the orders of the day RONR 18
Suspend the Rules RONR 25
Take up a question out of its proper order RONR 14:11; 25; 41

SPECIAL RULES OF ORDER (not related to special orders)

Special rules of order are **process rules**, do not confusedwith special orders which are **agenda issues**.

2:17 Special rules of order are **adopted separately from bylaws** in the form of a resolution. However the **P&Z bylaws** were based on **NMML Chapter V** which itself had bylaw material in Articles I and II, with Special Rules Of Order in Articles II and III. RONR 2:20 goes on to say the **bylaws should be printed in the same book** as the Special Rules albeit under a heading separate from the bylaws.

PART FIVE

DETAILED MOTIONS AND CONCEPTS IN ALPHABETICAL ORDER

This part duplicates some
information in the previous part
which is intentional

MOTIONS AND COMMENTS IN ALPHABETICAL ORDER

NOTE: These notes cover motions in **alphabetical order** which duplicates some content in the previous section. One should **also check** "KEY NOTES IN RONR BOOK SEQUENCE" which covers procedures and concepts which this section addresses less.

HANDLING OF A MOTION

3:33 Three cases where someone else may be given the floor other than one who first rose
4:3 When the chair has **stated the question,** the motion then becomes **pending** and open for debate
4:9 **Without being recognized,** a member simply calls out **"second"**
4:15 The chair **states the question** ""It is moved and seconded that…"
4:34 **Putting the question** starts the vote. **AYE** and **NO** are the correct terms RONR 4:37, 10:41
8:15 Bringing up failed issues in the same session is normally out of order.
10:26 Main Motions Not in Order are: (1) against higher authority, (2) beyond the scope, (3) like one settled in this session, (4) except for rescind/amend, conflicts with an older settled motion still in force, or (5) conflicting with a motion temporarily disposed of but still in the control of the assembly.
43:4 **Until a matter has been brought before** the assembly in the form of a motion proposing a specific action, **it cannot be debated**. A debate is a discussion on the merits of the issue RONR 3:30. See **small boards for exceptions RONR 49:21**

MEETINGS AND SESSIONS

8:4 For boards with published regular meetings, **each meeting is a session.**

MAIN MOTIONS Original ➔

MAIN MOTIONS		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
ORIGINAL MAIN §10:8	1	§10:8	NO	YES	YES	YES	majority	YES

Incidental main motion SDCs may differ, check t pages, eg Adjourn, Recess, etc

5:2 Original main motions (as from an agenda) and incidental main motions.
8:15 Bringing up failed issues in the same session is out of order
10:26 Main Motions That Are Not in Order, see RONR 10:26 above.

SECONDARY MOTIONS (showing a numerical precedence)

Privileged

13	Fix Time to adjourn to
12	Adjourn
	Take Measures
11	Recess
10	Question of privilege
9	Orders of the day

Subsidiary

8	Lay on Table
7	Previous question
6	Limit or Extend
5	Postpone definitely
4	Commit or refer
3	Amend
2	Postpone indefinitely

Incidental

Requests/Inquiries
Excused duty
Nominations
Voting
Division: assembly
Considn by para
Division: question
Object to consideration
Suspend Rules
Appeal
Point of Order

INCIDENTAL MAIN MOTIONS

Many of the secondary privileged, subsidiary, and incidental motions have counterparts that can be made when no main motion is pending.

- Check RONR table II p6 identified as incidental main, sometimes,
- Check if in RONR in SDC (2) or SDC (1),
- Check if in classes of motions RONR 6:9 (sub), RONR 6:13 (priv), or RONR 6:23 (inc),
- Check if in other text for the motion, or
- Check if in RONR 10

ADJOURN

SECONDARY		Pr	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
PRIVILEGED	Adjourn	12	§21:2	NO	YES	NO	NO	majority	NO

SDC for privileged Adjourn motion is in RONR 21:6

INCIDENTAL MAIN	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Adjourn	§21:3	NO	YES	y	y	majority	NO

SDC for incidental main Adjourn motion is in Table II #3 page t6

Adjourn closes the meeting, and adjourn sine die closes a session RONR 21:8.

8:4 What is an **adjourned meeting** (also see RONR 9:17)
21:15 When all agenda items have been completed, no motion to adjourn is required, can be unanimous consent (which means no objections, rather than not everyone agreeing)
21:7 Items under discussion when the adjourn motion is made usually become unfinished business
21:7(a) If Adjourn doesn't end a session, business is immediately resumed at the next meeting at the point where it left off
21:7(b) If adjourn closes a session (sine die) and a question was pending, it is taken up as the first item under unfinished business (or under special orders, if a special order) if session is within a quarter
21:7(c) but if the next regular session is outside of the quarterly rule, unfinished business (except for committee work) falls to the ground.
21:10 What things can be done after the adjourn motion vote has been **stated**, even **adopted**, but before the chair has **announced** the meeting is adjourned? Before actual adjournment, **several activities can still be conducted**: RONR 21:10, RONR 21:12

- to move to set a time for an adjourned meeting, **FIX** The Time To Which To Adjourn, RONR 9:17, and RONR 22 if there is no meeting scheduled for later within the same session,
- **Business** requiring attention can be told to the assembly,
- **Announcements** for the assembly,
- **Reconsider** motion of a previous vote, **make** but **not take up**. (see reconsider rules)
- **Notice** of a motion to be made at the next meeting (prior notice rule)

21:12 Pause after the vote to adjourn before adjourning in case there are residual issues to tidy up
21:15 At the end of a completed agenda, the motion to adjourn is not required, but most groups do
22:9 **Adjourned meetings** do not need a notice to members per RONR, **but see NMAG OMA** Guidance

THE CURIOUS CASE OF ADJOURN ~ PRIVILEGED OR MAIN

Please read RONR 21:2 for the **curious case** when ADJOURN is made when no agenda item is on the floor, i.e. meeting dead space, because while you might expect ADJOURN to be an INCIDENTAL MAIN MOTION, it is usually not. "The **adjourn motion is unique** in that, even if it is made while no question is pending, a motion to Adjourn is therefore said to be **"a privileged motion" even when no question is pending"**.

If adjourn is made with **no reference to meeting again** or to adjourn this meeting at a specific time, then closes the meeting immediately. RONR 21:2

Under three conditions, adjourn is not privileged (it is an **incidental main** motion RONR 21:3), (1) if the motion specifies adjourning AT a specific time, or adjourning TO a specific time, (2) if a time for adjourning has already been made or is required by bylaws etc. RONR 21:3, or (3) if the adjourn motion would dissolve the assembly. In other words if the adjourn motion is **qualified**. Consequently, a motion to adjourn **at** or **to a future time is always out of order while business is pending** in any assembly; and any motion to adjourn at all is out of order while business is pending under either of conditions (2) or (3)

So, you might expect the adjourn motion made during meeting dead space to automatically be an incidental main motion; the result depends on whether the motion is qualified or not.

The adjourn motion when…	**no future meeting planned**	a future meeting planned	
DEBATING A MOTION	**privileged**	out of order	active debate
BETWEEN MOTIONS	**privileged**	incidental main	dead space

ADOPT

Adopt is used to adopt recommendations RONR 10:52 from a committee, is **incidental main** if the assembly referred the issue to a committee, or **original main** if the standing committee acted on its own. It is debatable, amendable, and can be reconsidered.

RONR 51:15 cautions not to use "receive" reports because reports come from committees and there are mechanisms for a committee to get their report on the agenda.
RONR 51:16 cautions to only "adopt" reports and not to "accept" them

AMEND

see RONR p t6 etc	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Amend	§12:7 1a	**NO**	**YES**	if motion is	once	majority	**YES**

Amend is a subsidiary motion with a numerical precedence of 3, and can modify a preceding motion in the chain of adhering motions. Amend **can be used to modify** a preceding amend, but **a third amend in a row is not allowed.** Amend can only amend something whose SDC #6 allows an amendment. Amend is debatable if its target is debatable. Amendments must be germane. Amend takes almost 38pages in RONR

SPECIFIC REFERENCES:

12:2 To amend something already adopted such as bylaws, the motion used is not the subsidiary motion to Amend, but the incidental main motion "Amend Something Previously Adopted", and **it can have 2 amend motions** stacked up, since they are subsidiary, whereas the first being a main motion is not the normal amend motion.

12:6 The amendment itself must be germane to the issue being modified. See also 12:16

12:7(1)(b) **Amend** takes precedence over the motion it will amend.

12:7(2) See also RONR 12:11 Amend can amend a preceding amend motion, but not a third time (unless amending a motion to "amend something previously adopted)

12:8 Amend has three options:

1. **Insert or Add** words or paragraphs
   Inserted words **cannot be changed** in this session

2. **Strike out** words or paragraphs
   a. Struck out words **cannot be reinstated** in this session
   b. If a primary amendment is to delete a paragraph, then a secondary amend can do a 1, 2, 3 on the primary amend

3. a. **Strike out AND Insert** words
   b. **Substitute** paragraphs
   A substituted paragraph **can't be amended** in this session

12:16 Amendments must be germane. See also RONR 12:6

12:33 It can be difficult to remember where the motions stand after amendments

12:37 After approving an amendment the chair should state the now-current question, see RONR 12:33

12:48 Once words have been **stricken**, they **can't be put back** in the same session. See also RONR 12:63

12:49 Amend an amend

12:91 **Friendly amendments**, see also RONR 4:20 and 10:30(1). For decades, RONR refused to accept that friendly amendments were good, the **RONR 11th edition** finally legitimized them.

EXAMPLE: This example is striking out a strike out. Helpful but takes a second to understand.

MOTION Employ A, B, C, D so this is what happens next…	⇦	1st Amend strike B, C, D	⇦	2nd Amend (only modifies 1st amend) strike C
MOTION Employ A, B, C, D and finally…	⇦	1st Amend strike B, D	⇦	C got stricken from 1st Amend thus 1st amend is <u>now</u> only B, D
MOTION Employ A, C	⇦	now the 1st amend only strikes B and D1 leaving only A, C		

EXAMPLE: Amend is an **adhering motion**, which means it sticks to something it wants to change. For example, "commit" sends the main and the amend motion to a committee.

M ⇦ A ⇦ COMMIT Commit refers the Main motion and **adhering** Amends.

IMPLIED AMEND: During debate, sometimes a motion is implied, e.g. "I like the members fee, but I think nonmembers should pay $15 more than members", that is a motion to **amend** the motion setting a fee.

IMPROPER AMENDMENTS. "delegates be instructed to xxxxx"

INSERT "not" is dilatory

"delegates be instructed to xxxxx"

INSERT "not" is in order

SPECIAL CASE: **Amend skipping an immediately pending motion** ~ The motion to Commit can be made while Postpone Indefinitely is pending, it commits the main motion and **drops** the postpone indefinitely motion, RONR 11:2(2) 11:4, and 13:19.

M ⇦ P.I. ⇦ **A** ⇦ COMMIT

As soon as commit sees the postpone indefinite motion, it drops it as commit means no one wants to kill the motion, so commit transfers the original motion and the amend. And so on.

M ⇦ **A** ⇦ this is what the committee will be given.

Commit commits the Main motion and adhering Amends.

BLANKS

An **amend can offer blanks**. A **motion can also** offer blanks

When a member offers **to fill in a blank**, like nominations, **no second is needed, and recognition is not needed.** Collect all the suggestions to fill blanks first, then when all suggestions have been given, vote using AYE and NO, but no abstentions, for the wisest choice. After the **blank is filled, the "settled"** rule applies. If filling names, vote on first name offered first, if filling in dollar values, consider sorting them first and also decide in what order to sort.

Previous question on an incomplete blank is ok, however, the assembly must then fill in the blank immediately after adoption.

RESOLUTIONS BEING REVIEWED: When amending a resolution, the preamble is done last RONR 12:23

APPEAL

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Appeal	§24.1	**y**	**YES**	limited	**NO**	-majority	**YES**

Appeal appeals a **ruling** of the chair coming from a "point of Order". The appeal must be seconded, as the purpose is to allow the group to decide a point of order if they do not like the Chair's ruling. A point of order can trigger an appeal, **but a parliamentary inquiry does not** as it is an opinion not a ruling. Appeal is incidental and takes precedence over any question. However, it yields to privileged motions and to incidental ones arising from itself.

SDC #2 gets somewhat technical about its debatable status, as does SDC #5, see RONR 24:3

- If debatable, (SDC #5) it yields to all subsidiary motions except postpone indefinitely and amend.
- If it is undebatable and it adheres to pending questions, then it only yields to Lay on The Table.
- If it is undebatable but does not adhere to pending questions, then it yields to no subsidiary motions.

A **majority or a tie** vote **sustains the decision** of the chair on the principle that the **chair's decision stands until reversed** by a majority.

24:1 An **appeal** causes a point of order to be discussed by the assembly
24:3 5 Each member **may speak once**; however the Chair can speak first and last.
24:3 7 A majority or a tie **sustains the chair's ruling**
24:6 Parliamentary inquiries are opinions and not rulings, so they can't be appealed
24:10-12"shall the decision of the chair stand". The affirmative will be in favor of sustaining the chair's decision

Appeals are debatable since appeals themselves can't be appealed.

But, points of order on **D**ecorum , **P**riority business, and based on **U**ndebatable motions are not appealable SDC 5. "Undebatable if **DPU**".

If a point of order is made during an appeal (eg speaker talking too long) that new one can't be appealed.

If a point of order has no possibility of two reasonable opinions, the appeal is not productive.

A chair's **judgment on a vote** is not appealable **since the remedy is a division**.

COMMIT OR REFER

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
4 Commit or refer	§13:1	**NO**	**YES**	limited	**YES**	majority	**+ve:y**

Can be a **subsidiary**, an **incidental main**, or an **original main** motion. Commit allows an assembly to send an issue to a committee. It can also send an issue to itself and it does that in three ways: to the **committee of the whole**, the **quasi committee of the whole**, and **informal consideration.** RONR 52:1-2

10:8 2 With "commit", **only adhering motions go** (eg **amend**), postpone indefinite is dropped RONR 11:2(2), 11:4

13:2 A board can send the question to itself, effectively making it a committee with differing Robert's rules which is in essence suspending a few rules

13:6 Can be a **subsidiar**y or an **incidental main** motion

13:6 It is an **incidental main** motion if the assignment is a subject the assembly has **already taken some action**; but it is an **original main motion** if the matter to be assigned **relates to a new subject**.

13:6 When a motion assigns a task to a committee **when no question is pending**, such a motion is not the **subsidiary** motion to Commit, but **is an original main motion if** the issue is **new** to the members, or **incidental main if** the issue **has already been worked** by the members.

13:7 2 **This is an important SDC**, read all of it.
Committing a main motion which has a pending reconsider motion has the effect of dropping the reconsider, see also RONR 13:19.

13:10 When a motion to Commit merely lacks essential details, fix before vote, or, vote then amend after.

13:14 If the COMMIT is incomplete, the Chair can nudge the members to complete the motion

13:15 Naming members to a Special Committee

13:19 If a motion to Postpone Indefinitely is pending when the main motion is referred to a committee, the motion for indefinite postponement is dropped (as **kill is inconsistent with referring** the issue!).

13:22 Before the committee submits its report, additional instructions can be sent to the committee

51:4 When a committee completes its work, it sends a report back to the originating assembly.

52:1-2 The **committee of the whole**, the **quasi committee of the whole**, and **informal consideration.**

NOTE: An issue can be committed to

- a standing or special committee
- a committee of the whole
- a quasi-committee of the whole
- be considered informally (which only cancels speech limits)

NOTE: Simple way to remember if commit is subsidiary, original main, or incidental main motion

current motion	then commit is **subsidiary** motion	
dead space	if committing an **untouched issue**	is an **original main** motion
dead space	if has been **some work on the issue**	is an **incidental main**

CONSIDERATION BY PARAGRAPH, SERIATIM

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Considn by para	§28:1 t12	NO	YES	NO	YES	majority	NO

Can be applied to main motions and amendments. No subsidiary motion can be applied to it alone except Amend and Previous Question; while pending the main question can be committed, postponed, or tabled.

28:3 **Consider by paragraph** continues to the end before final vote, like a TAU (temporarily agreed upon)
28:4 Chair can initiate if for long documents such as bylaws and ordinances.
28:5 The motion to **Consider as a Whole** can be made to stop going by paragraph.
28:8 Consider by paragraph continues to the end **even when** motioned to **postpone indefinitely.**
So, if members are tired, do an ADJOURN to make what is left become unfinished business.
Motions to COMMIT, POSTPONE (definitely), or LAY ON THE TABLE, are taken up as they arise; and, if adopted, they affect the entire main question immediately.
28:8 Once consider by paragraph has been made, division of the question is out of order.

Consider each part and their amendments, with any preamble reviewed last. Then the entire document itself is opened to amendments. And only then does the document get a final vote.

DISCHARGE A COMMITTEE

	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Discharge	§36:1	NO	YES	YES	NO	§36:1(7)	-ve:y

36:1 **Discharge** can only be made when there is no main motion stated by the chair.
36:2 While a motion is in a committee, the main body can't consider similar motions.
36:5 Discharge should be used only if the committee has not met reasonable timelines
36:9 A special committee ceases to exist either upon reporting out, or by a discharge motion.
36:9 A standing committee continues to exist after a discharge motion.

36:10 If the committee was **created by the subsidiary** commit motion, then the **issue comes back** before the assembly **automatically at that time**.

36:11 If it was **created by a main motion**, the **issue will die unless** a motion is made to bring it back. That is because this is a "r**escind/amend** something previously adopted" kind of motion.

DIVISION OF ASSEMBLY

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Division: assembly	§29:1 t14	YES	NO	NO	NO	no vote	NO

29:1 **Division of the assembly** - when a member doubts the result of a vote, this motion causes the Chair to require the vote to be re-taken by rising.

29:4(3) A member may interrupt and move for the division **without being recognized**
29:4(4) Only **one member** is needed to move this motion as **no second is required**
29:4(7) **No vote** is required.

DIVISION OF QUESTION

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Division: question	§27:1 t14	NO	YES	NO	YES	majority	NO

27:1 **Division of a question** used to break out parts of a question when a motion is for one subject but the parts can be separated. This motion separates each part which then has its own vote
27:3(1) Takes precedence over the main motion as well as to Postpone Indefinitely
27:4 While pending, **another member can propose another division of the question**, when the several divisions of the question are **treated as filling blanks**.
27:5 A motion cannot be divided unless each part presents a proper question for the assembly to act upon if none of the other parts is adopted
27:10 If one motion is for several independent resolutions, then one member can demand the division, not by the division of the question but by calling for a separate vote on specific parts.

The NAP RP Course stated that this motion was not amendable contrary to SDC #6. The Standard Code of Parliamentary Procedure (Sturgis) has this as not amendable 16.78(4), but alternative divisions can be made and treated as blanks 16.77, however, Demeter's Manual Of Parliamentary Law And Procedure, Division of a Question (S,A,M) p 137 is amendable.

EXCUSED FROM DUTY

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Excused duty	§32	y	?	YES	YES	majority	?

32:1 The proper method to **excuse a member from a required meeting** is for the assembly to vote
32:2(1) When made with no pending motion, it is an incidental main motion
32:5 Any member knowing they cannot honor duties should resign
32:7 A request to be excused from an **essential duty** is a **question of privilege**.

p t16#40 A request to be excused from a normal duty is an incidental motion

FIX TIME TO WHICH TO ADJOURN

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
13 Fix Time to adjourn to	§22:3	NO	YES	NO	YES	majority	YES

22:1 **Fix the time TO which to adjourn** creates a future adjourned meeting time, also known as "fix the time for an adjourned meeting", used if the adjourned agenda item is **not postponed to a regular** meeting.
22:4 A motion to Fix the Time to Which to Adjourn is in order only if at the time it is offered there is no meeting scheduled for later within the same session. **Robert's prefers** the Fix Time To Which To Adjourn to be made between agenda items **as a main motion**, it begrudgingly accepts that it can be used as a privileged motion during a main motion's debate.
22:7 The date and time must be set for a time **before the next regular meeting.**
22:9 An "adjourned meeting" **does not need a notice to members according to RONR**, but see **NMAG** Open Meetings Act Guidance because in many cases **the public needs noticing**.

Unlike a special meeting, an adjourned meeting does not require notice per RONR 22:9, however in the local **government setting**, the **Open Meetings Act must be complied** with.

NMSA 78 10-15-1 etc allows a simple notification if the adjourned meeting is within about two days, otherwise the regular notification is required.

22:9 The "adjourned meeting" will be a continuation of the session even for bodies with regular meetings where each meeting is one session. This is important because the "session" has significant meaning
22:10 The privileged motion of Fix the Time to Which to Adjourn is **often followed** by the immediate introduction of a motion to Postpone, or of the privileged motion to Adjourn.
22:11 Has no effect on when this meeting will adjourn

LAY ON THE TABLE

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
8 Lay on Table	§17:8	NO	YES	NO	NO	majority	-ve:y

Is not debatable because Lay on the table means there is urgent new business to transact.

10:8 2 When using "lay on the table", it carries pending adhering motions
17:1 Lays the pending question aside temporarily when something of immediate urgency has arisen or when something needs to be addressed before consideration of the pending question is resumed
17:3 2 Adhering motions go to the table with the main motion
17:6 Take from the table is only in order if other business has been transacted after the lay on the table motion
17:8 Stays on the table f**or this session, or the next session if** it is within a quarter, see also RONR 34:3 There is a sentence "also until the end of the next regular session" **I have no explanation**, because note "1" repeats that the next session rule only applies if within a quarter.
17:9 While on the table, no similar new motions can be made
17:14 It is not in order unless there is more business for this meeting, and is not in order in a special meeting if the issue being laid on the table is the reason for a special meeting

Is not debatable because Lay on the table means there is urgent new business to transact.
If made with a time to take up again, that is not in order, use postpone instead.
Can only table a pending motion, thus this can never be an incidental main motion
Tabling motions can be made again only if debate has progressed between since the last lay on the table
If a motion's debate was closed by Previous Question or Limit/Extend, it can still be tabled if made before the last vote.

LIMIT OR EXTEND

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
6 Limit or Extend	§15:5	NO	YES	NO	YES	2/3	+ve:y

15:1 Limit or Extend is **not allowed in committees**
15:3 When it has served its purpose, the motion is said to be **exhausted**. See also RONR 16:11
15:4 The motion can confine one or a series of motions RONR 15:5(2) (SDC #2).
15:4 Limit or extend can be subsidiary or it can be main incidental motion.
15:5(1) Lay on the table can be made while an earlier Limit or Extend is pending
15:8 The **scope of Limit** is larger than **extend's scope** of influence.
15:16 If a time was stated to end debate, that is fixed. If a duration hen pauses don't decrease the duration.
15:18 When an assembly moves to Limit or Extend Limits of Debate, it is adopting an "**order**" taking such action, which means there will be a time when the order will be **"exhausted"**
16:11 The order is exhausted when motions are voted, or committed, or killed, or if the session ends

NOMINATIONS

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Nominations	§46 t47	NO	NO	?	NO	t18-t20	t18 t20

31 Motions relating to **nominations is a very small article.**
46 This is a larger section on nominations, it has its own voting rules. There are many ways of getting nominations and the assembly can choose whatever method they desire subject to bylaws
46:3 From the floor etc
46:6 Bylaws should specify the methods to be used RONR 46:30 for example. If just a nomination then **need not ne recognized and no second**; if a nominating speech, a second is required RONR 46:28
46:6-8 Methods of nominating such as from the floor etc RONR 46:3. Nominations are collected before any voting takes place. Call for more nominations, **recognition** not required, **second** not required.
46:19-21 Nomination process before election is covered well.
46:20 Motion to close the nominations after no more nominations come in.
46:28 Just a nomination needs no recognition nor second RONR 46:6; but if a nominating speech then a second is required.
46:38 Voting methods

OBJECT TO CONSIDERATION

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Object to considn	§26:1 t20	**YES**	**NO**	**NO**	**NO**	2/3	**-ve:y**

26:1 The vote is one of objecting to the main motion in question, not to the Objection to consideration itself
26:2(3) **Objection to consideration of a question** must be made when the agenda item is called up but before debate on it has begun RONR §26:3 The chair can object to consideration
26:2(7) Requires a 2/3 vote as it may restrict individual rights
SDC #7 phrases it as "A two thirds vote against consideration is required to sustain the objection"
i.e. *A two thirds vote sustains the objection* would have been simpler wording
26:2(8) Reconsider is allowed only if the vote sustained the objection. RONR SDC #8 phrases it as *A negative vote, that is, a vote sustaining the objection, can be reconsidered, but not an affirmative vote.*
26:3 The chair can raise an **objection to consider**
26:5 If the objection is sustained, then the main question is dismissed **without a further vote**
26:7 When an **objection to consideration is put to a vote** in its correct form, members are asked to vote for or against consideration of the question objected to, **not** for or against sustaining the objection

17:3(2) Lay on the table can be moved after an Object To Consideration of a main motion
17:3(2) Lay on the table adheres to a main motion

ORDERS OF THE DAY

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
9 Orders of the day	§18	**YES**	**NO**	**NO**	**NO**	>=2/3	**NO**

Members must be able to know the approximate times at which subjects will come up, hence the motion. It Is in order if there is no pending motion; or when there is RONR 18:5 para 1, RONR 18:7

18:1 Used to require the assembly to follow its agenda
18:4(1)(b) **Suspend the rules** can be made to pre-empt Orders of The Day
18:4(2) "No **subsidiary motion** can be applied to this call", i.e. Limit or Extend. **But see 18:4(7)**
18:4(3) Recognition is not needed
18:4(7) The motion **can be voted down by a 2/3** majority, or by an affirmative vote of two thirds on a motion to **extend the time** for considering the pending question, or to suspend the rules and take up the desired question. **But see 18:4(2)** which rejects subsidiary motions.
18:6 **Can't be made in a committee-of-the-whole**

POINT OF ORDER

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Point of Order	§23:2	**YES**	**NO**	**NO**	**NO**	chair	**appeal**

23:1 When a member makes a Point of Order they thereby **call upon the chair for a ruling** and an enforcement of the regular rules. Points of order apply to **procedural rules, not to substantive content**. A presiding officer **shall not interpret substantive law**, only procedural issues.
23:2 1 Takes precedence over any pending question out of which it may arise. It yields to all privileged motions. Can **yield to lay on the table but not** to other subsidiary motions.
23:2 3 Can interrupt even while speaker is speaking
23:2 4 No second required
23:4 A member unsure if a point of order is needed can do a parliamentary inquire instead
23:5 A member can r**eserve a "point of order"**, listen to the speaker, then when done must either insist on the point of order or withdraw it.
23:10 The point and the ruling go into the **minutes as persuasive** as a precedent
23:14 After a point of order is made, the presiding office asks the member to "**state the point**"
23:18 When in doubt about a ruling the chair can pass it to the members

M … m … m… Point of Order — If point of order is on the immediate pending motion
it yields to lay on the table
but not to any other subsidiary motions
it yields to privileged motions

POSTPONE INDEF

f main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
2 Postpone indef	§11	NO	YES	YES	NO	majority	+ve:y

11:1 **Postpone Indefinitely** means kill the motion **because** it runs out time in the session,
11:2(2) Can only be applied to a main motion so it can be made only while a main question is **immediately pending.** (SDC #2).
11:3 The effect of postponing a question indefinitely is to suppress it throughout the current session.
11:4 A **special case**: The motion to **Commit** can be made while Postpone Indefinite is pending, it commits the main motion **but not the Postpone** Indefinitely, see also RONR 13:19
11:5 Postpone indefinitely is sometimes used by strategists to test their strength on a motion they oppose.
28:8 Consider by paragraph continues to the end **even when** motioned to **postpone indefinitely.**

As RONR 11:2(2) says in the SDCs, "Can be **applied only to the main** question and can therefore be made only while a main question is immediately pending."

M ⇦ PI	Postpone Indefinite can act only on a main motion
M ⇦ ~~PI~~ ⇦ COMMIT	Commit acts on the main motion and postpone indef is dropped
M ⇦ A ~~PI~~	Postpone Indefinite cannot act on an Amend (precedence)

When Postpone Indefinite is acting on a main motion, SDC 5 says it is debatable and "unlike the case of any other subsidiary motion, debate on the motion to Postpone Indefinitely can go fully into the merits of the main question." **And that allows someone** to move PI to see what the sense is without risk of a vote to adopt the main motion! **And It allows members** whose debate time is up to get a second slice of the pie.

Postpone Indefinitely does not adhere when the main motion is committed since merely committing means the desire is not to kill that main motion.

POSTPONE DEFINITELY

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
5 Postpone definitely	§14:1	NO	YES	limited	YES	m 2/3	+ve:y

14:1 **Postpone Definitely** or postpone certain can be to a date/time, or based on an event in an existing agenda §14:1 14:20(c).
10:8(2) When using "postpone definitely, it carries pending adhering motions
14:3 Can be a **subsidiary** or an **incidental main** motion
14:4(7) Creates a general order, but can be made into a special order RONR 14:4(7) with a 2/3 vote
14:5 Limits on postponement, several scenarios
14:6 **Can't postpone** to a session **more than a quarter away**,
Can postpone as far as next session **if within a quarter**
If **regular meetings** (weekly, monthly) then cannot postpone to more than one week or month respectively
14:7 If postponed to before the next regular meeting, then that new meeting is an "**adjourned meeting**" and the time and date **must** be set with "**Fix time to adjourn to**". See RONR 22:3, 14:20(f)
14:12 Bylaws requiring a specific regular meeting, as in officer election, **cannot be postponed** in meetings before the named meeting, they can only be postponed in the named meeting itself
14:13 The motion **cannot be taken up earlier than the date and time to which it was postponed** except by **reconsidering the original postpone motion**, or by **suspending the rules.**
14:14 General vs special **orders of the day**
14:19 This rationale is worth studying: Effect on Subsequent Debate and Methods of Voting

22:9 While RONR does not require noticing of an "adjourned meeting", RONR focuses on members, remember **the Open Meetings Act focuses on the public**, and has special rules for noticing, and also if the postponement is no more than about 2 days

NOTE: Always consider the Open Meetings Act noticing requirements for the adjourned meeting.

Postpone definitely is in order on Postpone Indef, Amend, and Commit as well as Division of the Question and SERIATIM and they adhere to the main motion.

PREVIOUS QUESTION

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
7 Previous question	§16:1	NO	YES	NO	by PQ	2/3	+ve:y

The Previous Question vote is **only to see if ending debate itself is desired**. After that, each motion or set of motions, depending on what "previous question" specified, must be voted on.

16:1 **Previous question** once voted on then brings one or more motions to an immediate vote
16:2 Previous question stops additional subsidiary motions but not privileged or incidental ones.
16:4 Previous question is **not allowed in committees**
16:5(2) No subsidiary motion can be applied to the Previous Question, **except** that when it is pending the main question **can be laid on the table** carrying all adhering motions including Previous Question.
16:5(6) Previous question **can have a second previous question** in line. Like filling blanks, when multiple previous questions are stacked up, the vote is taken first on the motion that would order the Previous Question on the largest number of motions; if this fails, then on the next smaller number, etc.
16:8 If a Previous question is on a resolution, that does not include the preamble unless the preamble has already been debated. After the resolution has been voted on, then the preamble Previous question is in order.
16:9 If a previous question is on a series that includes Postpone Indefinitely, Commit, and/or Postpone definitely, then if Postpone Indefinitely, Commit, and/or Postpone definitely is adopted then the previous question stops at that point.
16:11 Exhaustion of previous question is the same as in the limit or extend motion. See RONR 15:3
16:20 A call of "Question!" by a member is not a motion for the Previous Question, and is disorderly if another member is speaking or seeking recognition.

QUESTION OF PRIVILEGE

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
10 Question of privilege	§19	YES	NO	NO	NO	chair	NO

19:1 Two kinds of privilege: rights of the assembly for example noise, temperature, and rights of an individual eq misquoted in the minutes, see also RONR 19:7
19:2 When a question of privilege is made, the chair immediately asks the member to "**state the question of privilege** and then rules if it can interrupt business, which is subject to appeal. This is just like the form used for a "point of order".
19:3 "**Raising**" a question or privilege is one thing, it being "**taken u**p" is another where it can treated as a request, or it **can be treated as a main motion** even if it interrupted other business.
19:7 Types of questions of privilege motions. Most common use is something affecting the assembly, eg temperature, noise, and the like.
A motion to go into **executive session** is a **question of privilege** of the assembly".
19:8-9 Form used, which is like the form of a point of order.
19:7 A motion to go into **executive session** is a **question of privilege** of the assembly".

32:7 A request to be excused from an **essential duty** is a **question of privilege**.

RECESS
p t26 #79

NO main motion PRIVILEGED	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
11 Recess	§20:2	NO	YES	NO	YES	majority	NO

RECESS
p t26 #80

As a main motion	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
11 Recess	§20:2	NO	YES	YES	YES	majority	NO

The SDC for the incidental main Recess motion is in Table II #80 page t26

Purely for comparison to the standard generic original main motion

MAIN MOTIONS		**RONR**	**INT**	**SEC**	**DEBATE**	**AMEND**	**VOTE**	**REC**
ORIGINAL MAIN §10:8	1	**§10:8**	NO	YES	YES	YES	**majority**	YES

20:1 A recess is a short break in proceedings, typically only a few minutes, which does not close the meeting and after which business will be resumed at exactly the point where it was interrupted.
20:2-3 Recess can be a **secondary privileged** motion, or it can be an **incidental main** motion.
When no business is pending, making a motion to recess **loses privileged motion priority** and is treated as a main motion. In this case, it would be in order to debate the motion to recess, whereas when it is a privileged motion, it is undebatable.

When it is an incidental main motion, the motion to recess relates to procedure rather than to business. The concept of **incidental main motion** (as opposed to **original main motion**) is a tough one to understand at first:

Main motion: a motion whose introduction **brings business** before the assembly
Original main motion: a main motion that introduces **a substantive question** as a new subject
Incidental main motion: RONR 10:4 a main motion that is **incidental to or relates to the business** of the assembly, or its past or future actions, such as:
proposing an action of parliamentary procedure
involving a substantive matter already introduced to the assembly

RECONSIDER

	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Reconsider	§37:9 1a	y	YES	if motion is	NO	majority	NO

This motion has two timelines, one for "**making**" the motion RONR 37:8, 37:10(b) which is very short; and the other for "**calling up**" the motion later RONR 37:15 such as in this session, or **in the next session if it is within a quarter**. This may appear inconsistent, but **making and calling up** are **two different things**...

Reconsider must be **moved and seconded** on the **same day,** or **next day if in a sessio**n, that the original vote was made, also RONR 37:10(b). It can be made when out of order, and is kept pending until "called up" when it would be in order RONR 37:8(c). When later "**called up**", no second is needed, RONR 37:9(3) and 37:15. When calling up at a later date a prior seconded reconsider motion, the **Open Meetings Act** must be considered, and this also applies to Take From The Table.

The New Mexico Municipal Leage Rules Of Procedure For Governing Bodies has a Special Rule Of Order to replace the Reconsider motion; among other things it allows making the motion in the next meeting also. However, the **Open Meetings Act** must always be considered.

> **Wise thoughts:** RONR 37:9(2)(h) Can be applied to the vote on any motion except: **h) when practically the same result as desired can be obtained by some other parliamentary motion that can be adopted by a majority vote without previous notice.**

37:1 **Reconsider** is a made in USA motion, it can be a secondary or a main motion.
37:3 Reconsider can be **applied to a vote** that adopted or rejected a motion, and it proposes that the **original question be reopened**.
37:3 Reconsider itself is neither a main motion nor a secondary motion
37:5 When the seconded motion is stated by the chair, the targeted motion's action is suspended.
37:6 It can be considered now if appropriate, or some time later when it is "called up"
37:7 If adopted, the t**arget is brought back to just before its vote** and debate reopens

37:8(a) Except in committees, it can be made only by a member who voted on the **prevailing** side.
37:8(b) Reconsider must be **moved on the same, or next day in the session**, that the original vote was made, also RONR 37:10(b)
37:8(c) Reconsider can be made when out of order, is kept pending until "**called up**" when later it would be in order37:9(1)(a) **Making** the motion has precedence over **all** other motions
37:9(1)(b) When considered, it has the same rank as its target
37:9(2) **Reconsider cannot be applied** on… [i.e. it would be a **point of order**]

a) a motion **which can be renewed**;
b) a negative vote on a motion which, would be out of order because it:
i) conflicts with a **previous motion still in force**,
ii) conflicts with a motion **temporarily disposed of and** is within the control of the assembly, or
iii) would conflict with **a pending motion if** it was adopted;
c) an affirmative vote that has been **partly carried** out;
d) an affirmative vote on a contract **when a party has been notified** of the outcome;
e) any vote which has **caused something to be done that can't** be undone;
f) a vote on **a motion to *Reconsider***;
g) an **election that** has become final; or
h) **if a similar result can be got by another motion** with a majority vote without previous notice.

In the case of subsidiary or incidental motions that adhered to a main motion, however, *Reconsider* can be applied only in such a way that the reconsideration takes place while the main motion to which they adhered is pending

37:9(3) Can be made even when its consideration is not in order, when it will later be "called up"
37:9(4) Must be **seconded** at the time it is made.
37:9(4) When later "**called up**", no second is needed, also RONR 37:15
37:9(4) Made only by one who **voted on the prevailing** side
37:9(5) Debate can be on **both** the motion to reconsider, as well as the targeted motion
37:10(a) Reconsider can be made by any **member who did not vote on the losing side**, including one who did not vote at all. The not losing side is "a protection against dilatory use by a defeated minority". A **sour grapes** rule.
37:12 **When adopted**, the **original vote** on the motion being reconsidered **is canceled**.
37:14 If a motion to Reconsider is **made at a time when** it can be taken up, the chair immediately states the question on the motion to Reconsider as pending before the assembly.
37:15 If a motion to Reconsider that involves a main motion cannot be taken up when it is made, it can be **called up** and acted on whenever no question is pending and no other member has the floor, within the various limits. Please check RONR 37:15 itself. In essence, it can be **called up this or the next session** if within a quarter like the Lay On The Table motion
37:24-27 See also 37:9(2)
37:25 Reconsider a subsidiary, privileged, or incidental motion while the main question is pending, is acceptable, however depending on precedence, it can become complicated.
37:35 Reconsideration in Standing and Special Committees has more flexible timelines
37:36 The member moving to reconsider **must state** they were on the prevailing side
37:41 "I **call up** the motion to reconsider the vote [or "votes"] on…
37:46 **Reconsider and enter in the minutes** is like reconsider but **cannot be called up on the same day**, but rather for a later day, it is designed to prevent a temporary majority benefitting from an unrepresentative attendance
NOTE: RONR 37:8, 37:10b refer to **making** the reconsider motion, RONR 37:15 refers to **calling up** the motion and not to making it. They talk of two different things.

STRATEGY: If a member is part of a temporarily absent majority such that a minority voted in a believed unpopular motion, then that member should VOTE for the unpopular motion. Then on the vote the temporary minority prevails and the objector is thus on the prevailing side and can thus move to "reconsider and enter on the minutes" And then only one other member is needed to second the reconsider motion, and that immediately stalls the original motion and thus a day must go by during which the real majority can return and call up the reconsider, and thus set things right!
[This happened 10/16/25 in the US Senate vote on funding the military during the shutdown!]

RECONSIDER AND ENTER ON THE MINUTES

A special form of Reconsider that has a different goal than the standard Reconsider motion.
37:46 Used if a temporary minority has the majority
37:46 Can't be called up on the same day
37:47(1) Can only be moved on the same day, not the next day if there are more days in the session.

REQUESTS and INQUIRIES

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Requests/Inquiries	§33:3, 6	y ?	NO	NO	NO	§33:2(7)	?

33:1 **Requests and inquiries**: five general questions
Parliamentary **I**nquiry
Request **F**or **I**nformation - Informational inquiry to the chair or to a member through the chair.
Withdraw or modify a motion
Request to read papers
Any other privilege
33:3 Chair answers parliamentary enquiries. **Need not answer hypotheticals**.
33:5 Chair answering a parliamentary enquiry is n**ot subject to appeal,** it is an opinion and not a ruling
33:6 Information requests to staff or another member go through the chair

RESCIND / AMEND SOMETHING PREVIOUSLY ADOPTED

	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Rescind/Amend	§35:1	NO	YES	YES	YES	§35:2 (7)	-ve:y

35:1 **Rescind** also **amend something previously adopted** are two forms of the same incidental main motion. Can only be made when no main motion has been stated by the chair, i.e. in dead space.
Rescind is also called Repeal or Annul
Rescind **strikes out an entire main motion** etc that has been adopted at some previous time.
35:3 Amend something previously adopted has no time limits unlike "reconsider".
35:4 Amend something previously adopted **cannot amend beyond the scope** of the "previous notice".
35:8 Majority if previous notice, otherwise a 2/3 vote is required
35:13 **Rescind and expunge** from the minutes shows disapproval, special processing rules

RESCIND AND EXPUNGE FROM THE MINUTES

A majority of the entire membership, not just a majority of those present is required.

STAND AT EASE **Not a standard motion as such, merely an option for the Chair to propose.**

8:2 4 A meeting is said to stand at ease if the chair, without objection, and it simply permits a brief pause, without a declaration of a recess.

SUSPEND RULES

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Suspend Rules	§25:2 t30	NO	YES	NO	NO	2/3	NO

2:21 Rules of order **documented inside bylaws** can be suspended, but not bylaws themselves/
25:2 1 **Suspend the rules** can be a secondary incidental motion or an incidental main motion
25:2(5) Not debatable as the motion can simply be voted down.
25:3 Moving to "take up a question out of its proper order" is an example of using Suspend the Rules
25:4 The motion **doesn't name the rules to suspend**, but rather the specific purpose of the suspension
25:7-13 Can only suspend the parliamentary rules, not bylaws, ordinances, or statutes.
But **if a bylaw is clearly a rule of order** then it may be suspended, RONR **2:21. 10:26(1) n1**.
25:14 A 2/3 vote is required for parliamentary rules
25:15 A **majority** vote is used for **standing** rules

TAKE FROM TABLE

	RONR	INT	SECOND	DEBATE	AMEND	VOTE	REC
1 Take from table 17:8	§34:1, 3	NO	YES	NO	NO	majority	NO

Take from the table brings work back, so consider the **Open Meetings Act** before proceeding since in the enthusiasm surrounding taking back the items, they may not have been publicly noticed; this also applies to the Reconsider motion.

34:1 **Take from the table** can only be made when there is no main motion stated by the chair
34:2 2 Take from the table is not in order after a lay on the table motion unless there has been further business transacted
34:3 Take from the table can be made during the **same session** it was laid on the table **or the next session if** within a quarter. See also RONR 17:8

TAKE MEASURES TO OBTAIN A QUORUM

Privileged motion	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Take measures	§40:8	NO	YES	NO	y & n	majority	YES

Main motion	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Take measures	§40:8	NO	YES	y	y	majority	y

40:8 This may be a **main** motion if nothing on the floor, else it is **privileged** with a precedence above Recess and below Adjourn.

It is commonly assumed that there are 5 privileged motions, however, "Take Measures To Obtain A Quorum" is the 6th privileged motion with a precedence between adjourn and recess. The RONR 12th edition chapter on privileged motions RONR 6:12 omits the Take Measures motion, but it is discussed in RONR 40:7-8, see also "**QUORUM**" pages t26 #74 and #75

VOTING

If main motion pending	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Voting	§30.3	-	-	NO	YES	-	?

30 Motions relating to **voting – minimal, see RONR 45 (Nominations) and 44** instead.
30:1 Different from normal voice votes, are several options

44:1 The requirement for approval of an action except where a rule provides otherwise, is a majority vote which means "**more than half**" of the votes cast **excluding blanks or abstentions**.
44:7 Two elements affect the bases for decision: (1) the proportion that must concur as a majority, two thirds, three fourths, etc.; and (2) the set of members to which the proportion applies which, when not stated, is always **the number of members present and voting.** As a side note, guidance must be very clear on abstentions.
44:9 a Voting requirements based on the number of members present etc, is generally undesirable
44:10 Alternative methods should be in Special Rules of Order, or in the bylaws.
44:12 Mayor voting, see also
NMSA 78 Article 11 - Mayor-Council Municipality; Mayor Section 3-11-3, also
RONR 4:56. Statutes and charters may allow the Mayor to "break a tie" however, RONR allows a Mayor to only break a tie if the Mayor's vote would change the outcome or the **result.**
44:12p2 "On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority." In other words, a tie counts as a decision as far as the "settled rule" goes.

45:8 **Changing One's Vote**: if by ballot then no, if otherwise then **before the result is announced**.

46:1 Subsequent sections such as 46:8, 46:18, 46:20-21 address nominations
46:20 Closing nominations requires a 2/3 vote

PART SIX

OFFICERS

MINUTES

BOARDS, COMMITTEES

BOARDS, COMMITTEES, OFFICERS, AND REPORTS

OFFICERS – ELECTED

§47:5… President: If an assembly goes into a committee of the whole, the VP usually becomes the chair. If the president appoints the committee members per bylaw, if the president is absent the VP does not have that authority.
§47:23…Vice President: becomes President if the President resigns or dies.
VP cannot decline to becoming President, if he does then he must resign as Vice President
§47:32…Secretary. Corresponding secretary. Treasurer. Financial secretary.

OFFICERS - APPOINTED

§47:43…Executive secretary, full time salaried.
§47:46…Parliamentarian.

MINUTES AND REPORTS OF OFFICERS

§48:2 In an ordinary society, the minutes should have a record of what was **done**, not what was said by the members.
§48(4)(6) Minutes **should include temporarily disposed of motions** plus amend and adhering motions.
§48:4 Content of minutes
§48:5(2)(c) If the Chair voted, no special mention is made.
§48:5(3) For **committee of the whole** or **quasi committee**, only record it was entered, no proceedings, however the committee report itself is recorded.
§48:5(4) If "**considered informally**", since the only difference is in debating rules, then the minutes are otherwise standard minutes.
§48:6 Transcriptions of a recording device can help, but as such never used as the minutes themselves.
§48:17 REPORT OF OFFICERS**:** In a purely deliberative assembly, the officers normally make no reports.

However, the State Statutes (Open Meetings Act) and a Municipal Code of Ordinances and Land Use and Zoning Code (LUZC) also have to be considered.

NMSA 78 10-15-1(G) - Minutes must contain a description of the subject of all discussions had by the body, even if no action is taken or considered. The description may be a concise, but accurate, statement of the subject matter discussed and does not have to be a verbatim account of who said what.

LUZC 6.2.10(J) Quasi-judicial hearings may have their own reporting requirements, for example: The decision-making body conducting the public hearing **shall record the public hearing**. The written or taped record of the proceedings, including testimony and statements of **personal opinions**, the minutes of the Secretary, **all applications, exhibits and papers** submitted, the Staff Report, and the **decision** of the decision-making body shall constitute the record.

BOARDS AND COMMITTEES

1:19 **The Legislative Body.** The term legislative body is a constitutionally established public lawmaking body chosen by the electorate for a fixed term of office.
1:22 **The Board.** A board is an administrative, managerial, or quasi-judicial body of elected or appointed persons.
49:4 **Executive Board.** The bylaws specifies the number of board members and how they are to be determined, define the board's duties and powers, and so on.
49:12 Boards can't delegate but can create supervised committees. See also RONR 50:15
49:13 **Executive Committee.** In essence are a board within a board.
49:22 When board membership changes, committed issues stay committed, tabled issues fall to the ground.

50:4 Committees do not normally have regular meetings.
50:5 Committees can be empowered "with power".
50:13 Methods of appointment
50:21 If the chair of a new committee hasn't called the first meeting, any two members can.

50:25 In a committee: reconsider has no time limit, and limit/extend is not allowed.

15:1 Limit or extend is not allowed in a committee
16:4 Previous Question is not allowed in a committee
37:35 Reconsider has no time limit

61. Discipline of members and guests: be aware that **freedom of speech** must be respected **when the public is present.** For members, standard decorum rules apply.

WORDS OF WISDOM

SPECIAL COMMITTEES:

- DELIBERATE/INVESTIGATE (members should be very diverse)
- IMPLEMENT (members should be in favor of the issue),

COMMITTEE REPORTS ~ General comments

Annual or periodic, are information but they may have recommendations

Recommendations are usually in the form of a resolution. However supporting reasons are best done in a presentation and not in the report as they can affect supporting the recommendations.

If details are expected to be in the report then
Describe how the committee did its work
Facts and information
Findings and conclusions
Resolutions or recommendations

The "reporting member" can present orally, read the report, or say report will be submitted

I**f the reporting member is also an assembly member**, they can make to motion to adopt, no second is needed
or if not
assembly member makes the motion to adopt, but a second is needed
or
the chair can state the assumed motion

A member can make a motion to **adopt** the entire report, when a second is needed. The motion should be to ADOPT, and **not** to **accept**, or **agree**.

A committee report can't be "objected to" as that motion is restricted to when the subject is first raised.

If the assembly amends the report, the original text must remain in place and the amendment made such as in brackets.

BOARD REPORTS

Drafted by the president or secretary, reviewed by the executive committee if there is one before going to the board, adopted by the board, and signed by the president or secretary.

MOTIONS

LIMIT OR EXTEND	15:1	Not allowed in committees, see also §49:21(3)n3
PREVIOUS QUESTION	16:4	Not allowed in committees, see also §49:21(3)n3
RECONSIDER	37:8(a)	Can be made by anyone, not just the prevailing side

PART SEVEN

REFERENCE INFORMATION

NEW MEXICO INFORMATION

NEW MEXICO MUNICIPAL LEAGUE GUIDANCE

RELATING TO VOTING

The New Mexico Municipal League has similar counter parts in other states. They advocate for legislative priorities, and provide advice to local governments. In particular, some provide training for Town Councils and Planning and Zoning Commissions, and they provide model codes of conduct, model bylaws, and other documents to help local governmental bodies perform their duties. Municipal League guidance is just that, guidance, it has no authority, however its guidance provides tremendous benefits to local governments.

RULES OF PROCEDURE FOR GOVERNING-BODIES

3.2 **Rules of Voting**

A. **Each councilor** in attendance **must vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which abstention is recognized.** Such conflict of interest disclosure shall be recorded in the minutes.

source: Rules-of-Procedure-for-Governing-Bodies-PDF_20240318110040198 5.pdf
at: https://nmml.org/189/Governing-Body

LAND USE OFFICIALS HANDBOOK

3.2 **Rules of Voting**

A. **Each Commissioner** in attendance **must vote for or against all measures before the Commission**, unless there is a conflict of interest, for which abstention is recognized.

source: 19 NMLZO LUO Handbook.pdf
at: https://nmml.org/DocumentCenter/View/700/NMLZO-Land-Use-Officials-Handbook?bidId=

CONSTITUTION OF THE STATE OF NEW MEXICO

RELATING TO VOTING

by a **majority** vote of	all **members elected** to the senate
by a **majority** vote of	the **members in** each house
by a **three-fifths**' vote of	the members elected to each house,
by a **three-fourth**s majority vote of	**all the members elected** to each house
by a **three-fourths**' vote of	the **members elected** to each house
by a three-fourths' vote of	the members elected to each house,
by a t**wo-thirds vote** of	**the members elected** to each house
by a **vote of a majority** of	**the members present**
by registered voters	**not less in number than thirty-three and one-third percen**t of those who voted for the office
by **two-thirds of**	**the members present and voting** in each house by yea and nay vote

Sec. 17. [Passage of bills.]
No bill shall be passed except by a **vote of a majority of the members present** in each house, nor unless on its final passage a vote be taken by **yeas and nay**s, and entered on the journal.

NM STATUTES

RELATING TO VOTING

NEW MEXICO STATUTES ~ NMSA 78 ~ NEW MEXICO STATUTES ANNOTATED, CODIFIED IN 1978

Chapter 3 – Municipalities

Article 11 - Mayor-Council Municipality; Mayor

Section 3-11-3 - Mayor; presiding officer of governing body; limitation on vote.
The mayor of a municipality is the presiding officer of the governing body. In all municipalities the **mayor shall vote only when there is a tie vote;** but see **RONR 4:56, 44:12 for a further restriction**
NOTE: The NM constitution is silent on a mayor voting

Article 19 - Planning and Platting

Section 3-19-11 - Legal status of master plan.
B. **by a two-thirds vote of all its members.**
D. by a two-thirds vote of all its members

Article 21 - Zoning Regulations

Section 3-21-2 - Jurisdiction of a county or municipal zoning authority.
D. **to not less than twenty-five percent of the votes cast** for the office of governor at the last preceding general election,

Section 3-21-6 - Zoning; mode of determining regulations, restrictions and boundaries of district; **public hearing required; notice.**
C. **by a majority vote of all the members** of the governing body of the municipality by a two-thirds vote of all the members of the board of county commissioners.

Section 3-21-8 - Appeals to zoning authority; grounds; stay of proceedings.
C. by a majority vote of all its members may:

Section 3-21-14 - Adoption of county zoning ordinances.
C. by a majority vote of all the members of the board of county commissioners,

Chapter 10 - Public Officers and Employees

Article 15 - Open Meetings

Section 10-15-1 - Formation of public policy;
I. If any meeting is closed pursuant to the exclusions contained in Subsection H of this section:
(1) **by a majority vote of a quorum of the policymaking body;**

NOTE: The AIP Standard Code of Parliamentary Procedure (Sturgis), Sec. 5.12 et seq has excellent suggestions. It also gives the example of a curious result that can happen with "**a majority vote of the quorum**" Sec. 5.17. And, the New Mexico Open Meetings Act NMSA 78 10-15-1 I (1) has just such a quorum majority requirement when going into an executive session.

If for example there are 9 members (as in the Santa Fe Planning and Platting Commission) then the quorum is 5, thus the majority of the quorum is 3. If two members vote aye, and one votes no, and the rest abstain, then the majority vote with abstentions excluded is the ayes win, it was 2 to 1. But because the vote needs is a majority of the quorum, then the 2 aye votes are not enough since 3 votes are needed.

This shows why **defining what the majority means is essential**. RONR 44:7 Two elements affect the bases for decision: (1) the proportion that must concur, as a majority, two thirds, three fourths, etc. and (2) the set of members to which the proportion applies which if not stated is always **the number of members present and voting.** As a side note, guidance must be very clear on abstentions.

SILVER CITY TOWN CHARTER

RELATING TO VOTING

ARTICLE I. - TOWN COUNCIL

Section 2[5]. The mayor and councilmen shall constitute a town council of which the mayor shall be ex officio president, but **he shall not vote except in case of a tie**.

NOTE: this matches NMSA 78 3-11-3, but see **RONR 4:56, 44:12 for a further restriction**

ARTICLE II. – MAYOR

No reference to the Mayor voting

SILVER CITY CODE OF ORDINANCES

Chapter 1 - GENERAL PROVISIONS

Sec. 1-2. - Definitions and rules of construction.

No definition of majority nor vote

The Code of Ordinances definitions do not define "**majority**". Rather the code describes the majority in the text relating to specific actions. There are multiple statements such as "**Upon concurrence of a majority of the members of the council**".

NOTE: The problem is that it does not usually say "…majority of the members **present** of the council", or any other such qualifier.

SILVER CITY APPENDIX C OF THE CODE OF ORDINANCES
Appendix C - LAND USE AND ZONING CODE OF 2010

ARTICLE II. – DEFINITIONS

2.2 - Definitions

Majority, simple. More than 50 percent of the **voting members seated** for the vote.

Majority, super. More than 50 percent of the **designated voting members** of the decision-making body.

NOTE: designated voting member(s) is **not defined in the LUZC**

ARTICLE VI. - ADMINISTRATION

6.2.8 Citizen Participation.

…..

B) Applicability.

3) In instances where the citizen participation report has been waived by the Community Development Director or designee, the **Planning and Zoning Commission or Town Council may require by 2/3 vote** of those **present and not abstaining** that a citizen participation report be submitted. …..

6.3.2 Amendments to Official Zoning Maps or Text of this Land Use Code

…..

C) Protests. If the owners of 20 percent or more of the area of the lots and of land included in the area proposed to be changed by a zoning regulation or the owners of 20 percent or more of the area of the lots and of land within 100 feet, excluding the public right-of-way, of the area proposed to be changed by a zoning regulation, protest in writing the proposed change, then it shall not become effective unless the change is approved **by a majority vote of all of the members of** the Town Council.

INTERNET RESOURCES

All links on this page are free resources

QR codes in this document were created by the author using: https://goqr.me/

P&Z Sept 2, 2025	**A 30 minute complete meeting** **https://www.youtube.com/watch?v=hmUuJxstwhs**	
PZ meeting January 7, 2025	OMA resolution, officer elections and so on https://www.youtube.com/watch?v=dD0GuGdOwRs	
PZ meeting June 4, 2024	This has a hearing https://www.youtube.com/watch?v=ehA0TY9Ribw	
PZ meetings October 26, 2023	This has a missing Chair https://www.youtube.com/watch?v=jRcYo3plmBY	

PZ PowerPoint course (ensure your phone has the free PowerPoint reader)
Municipal League PowerPoint P&Z course
https://www.nmml.org/DocumentCenter/View/734/LAND-USE-OFFICALS-TRAINING

MORE HELPFUL RESOURCES

https://Robert'srules.forumflash.com/
https://Robert'srules.forumflash.com/topic/44201-legislative-body-or-small-board/
https://assembly.cornell.edu/sites/default/files/Robert's_rules_simplified.pdf
https://Robert'srules.com/frequently-asked-questions/
https://www.parli.com/index.php?mod_name=little-ben/make-a-motion-in-the-positive-not-the-negative

https://www.youtube.com/watch?v=OBaifHMo5a8	**Port of Olympia training**
https://www.youtube.com/watch?v=7j_Wa5HM1Gs	**Bothell Council training**
https://www.youtube.com/watch?feature=shared&v=PCmED6vzDi0	City of Selah **Starts at 4M 38s**

A CASE STUDY IN MEETING CHAOS

The Silver City Town Council meeting 07/29/25: https://www.youtube.com/watch?v=i2k58-cOGIk

At 1+19+04 an agenda item was called up for Resolution 25-23 budget adjustment. While Robert's Rules allows **informal** discussion before a motion, the discussion was heated and a debate as merits were discussed RONR 3:20. RONR 43:4 Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated. (see small boards for exceptions)
1+47+49 Mayor asked for a motion three times
1+47+53 motion was made to approve resolution with an exception.
1+48+43 before a second, staff interrupted to clarify and ask a question
1+48+49 the motion was seconded
1+48+55 before the "question was stated", Councilor Cano asked for further discussion and then proceeded.
1+50+10 Councilor Cano "**called the question**", which had **still** not been "stated" and calling the question **itself was never voted on**, and the **vote instead went to the main question**. Councilor Cano also said she was "**done with listening with him arguing**".
1+51+05 after the motion on the resolution was read, then…
1+51+23 a roll call produced a tie, the Mayor voted yes. The prevailing side were the "yeas" and were thus Councilors Snider and Prince. Councilors Bencomo and Cano were in the minority.
1+51+30 **a member of staff interjected** at which, …
1+51+38 Councilor Prince **made a point of order**, the Mayor could not rule on because…
1+51+51 Councilor Cano **without** clear recognition made a motion for a 10 minute recess **before the point of order could be addressed RONR 23:1**, recess was a split vote, and **Councilor Cano told the Mayor he could break the tie**.

> Observable were decorum issues, bypassing a required vote on whether to end debate (calling the question, or previous question), and confusion as to whether there was even a "stated question". However, no one made a point of order on decorum, nor on the bypassed vote. A deeper understanding of all the facets of Robert's Rules, not just a rather surface acquaintance of a few motions would be advised.

1+51+57 was the resumption after the recess.
1+52+00 the Mayor stated he had made a mistake in his vote. Councilor Snider said that was hard to believe since the motion was repeated.
1+52+22 the Mayor called for a revote
1+52+27 Councilor Prince made a point of order as the agenda item was completed.
1+52+40 The Mayor referred the point of order to the Town Attorney.
1+52+59 the Town Attorney said if the Mayor wanted to correct his incorrect vote, they could do a revote and went on to say the council 1+53+07 "**did not have Robert's Rules of Order**" and that he "**had not seen the Town's parliamentary rules**", and thus the Mayor could call for a revote.
1+53+16 Councilor Snider said we did follow Robert's Rules of Order, Councilor
1+53+25 Councilor Prince said we were trained for it in Municipal League
1+53+46 the Mayor said he was going to call for a revote, and the attorney then said it would be technically a vote to reconsider
1+53+54 Councilor Cano, who was **not on the prevailing side**, moved to reconsider, Councilor Snider said it was **out of order, the Mayor overrode him**.
1+55+40 Councilor Cano stated Councilors request to move on had to wait for her motion to be addressed.
The motion to reconsider was considered by a roll call vote.
1+56+05 a member of the public moved to the podium, was called out of order, but said she saw the Attorney, Town Manager, and Mayor go off in recess and was pressured into changing his vote, and that she believed this was not the way things should work. <applause>
1+57+40 to 1+59+45 complete chaos over what was the reconsidered motion. The Mayor suggested postponing the reconsideration.
1+57+48 during a vote, **Councilor** Cano **told Councilor Bencomo his vote was wrong and** explained why
2+00+00 devolved into everyone speaking at once
2+10+00 a final vote was made on the unmodified resolution.
2+10+14 the meeting proceeded to the nest agenda item.

The attorney was confused about the Council's parliamentary authority. Confusion on when a revote is permitted vs when other steps are required. Confusion on who can make a "reconsider" motion, no one considered "rescind". Confusion on whether motions needed to be processed before moving to another motion. Not one point of order was handled correctly. The responses Councilors used were YEA, and NAY, however Roberts prefers AYE and NO to avoid confusion by listeners. This meeting is an example of ongoing misunderstandings causing total chaos.

PART EIGHT

MEMORY AIDS

FAQ'S

MEMORY FLASH CARDS

FIVE CAUSES OF A POINT OF ORDER **RONR 2:21, 10:26, 23:6**

- **conflicts** with a higher authority. Except that **if a bylaw is clearly a rule of order** then it is subject to suspension for the meeting. **10:26 p1 n1**
- **beyond the scope** of the assembly unless a 2/3 vote authorizes the motion **10:26 p2**
- like one **settled in this session**,
- conflicts with an **older settled motion** still in force (except rescind/amend), or
- conflicts with a motion **temporarily disposed of but in the control** of the assembly such a **tabling** or **commit/refer**

FIVE METHODS TO ALLOW SESSION TO SESSION TRANSFERS **RONR 9:7-9**

If sessions are not more than a quarter apart:

1: postpone,
2: laid on the table,
3: unfinished business,
4: committee,
5: reconsider

FIVE METHODS OF APPOINTING COMMITTEES AND THEIR MEMBERS **RONR 50:13(a)**

1. Membership by ballot
2. Nominations from the floor
3. Nominations by the Chair
4. Appointment by the Chair
5. Appointment by a motion naming the members

MRSSUN **Standard** for one-meeting sessions of ordinary societies: **RONR 3:16**

RONR Standard Order of Business

1. **M**inutes reading and approval
2. **R**eports of Officers, Boards, and Standing Committees
3. **S**pecial Committee reports
4. **S**pecial Orders
5. **U**nfinished Business and General Orders
6. **N**ew Business

BYLAW may have a different order and override RONR

AGENDA is what the meeting gets

SMALL BOARDS (NOT MORE THAN ABOUT 12 MEMBERS <u>PRESENT</u>) **RONR 49:21**

1. No need to stand when seeking the floor.
2. **Motions** need not be seconded.
3. **The 2 speech limit** vanishes, except for appeals. The 10 minute rule still applies.
4. **Limited Informal discussion** of a subject permitted **while no motion is pending** RONR 4:3
5. When a proposal is perfectly clear to all, the Chair may assume and state the motion.
6. **The Chair may** speak in informal discussions and in debate, and vote on all questions.
7. **If the Chair is a member**, he/she may, without leaving the chair, debate and vote

MOTIONS REQUIRING A 2/3 MAJORITY **RONR t48**

1. Previous Question
2. Limit of Extend
3. Suspend the Rules
4. Object to Consideration
5. cases where state statutes or municipal ordinances require more than a simple majority

DPU ~ APPEALABLE POINT OF ORDER ISSUES **RONR 24:3(2), (5)**

1. If a point of order has no possibility of two reasonable opinions, the appeal is not productive.
2. A chair's judgment on a vote is not appealable since the remedy is a division.
3. A point of order made during an appeal (eg speaker talking too long) can't be appealed.
4. Points of order that can't be appealed:
   - **D**ecorum,
   - **P**riority business, and
   - **U**ndebatable motions can't be appealed

IF NO QUORUM, WHAT CAN AND CANNOT BE DONE. SOME PEOPLE USE "FATR" **RONR 40:7**

Fix Time to adjourn to	13	§22:3
Adjourn	12	§21:2
Take measures…	11.5	§40:8
Recess	11	§20:2

Fix time to adjourn, **A**djourn, **T**ry to get a quorum (is privileged, or a main motion RONR 40:8), **R**ecess

In essence, FATR is the top 4 privileged motions, with "Take…" being a special less common privileged motion not commonly shown in the standard five privileged motions (see RONR 40:8)

LAY ON THE TABLE VS POSTPONE DEFINITELY

Lay on the Table	can live until the next meeting/session if within the quarterly rule if taken up in another meeting/session, Open Meetings Act applies can't be taken off the table until intermediate business handled
Postpone definitely	can live until the next meeting/session if within the quarterly rule can be postponed to before the next session by extending this session (Fix The Time To Which To Adjourn) if taken up in another meeting/session, Open Meetings Act applies can't be taken up before the postponement time

INTERRUPT A MEMBER WHO HAS THE FLOOR AND IS SPEAKING, 8 REASONS: **RONR 42:18**

1: Orders of the Day,
2: Question of privilege,
3: Point of Order,
4: Separate vote on independent resolutions on different subjects,
5: Request or inquiry,
6: Appeal,
7: Objection to Consideration,
8: Division of the Assembly

THE GENERAL PHILOSOPHY FOR ROBERT'S RULES IS SUMMED UP AS:

RIGHTS

- the majority,
- the minority, especially a strong minority (one-third plus),
- individual members, and
- absentees

METHODS

- Everyone has the right to participate in the discussion, all members are equal.
- The Presiding Office manages the meeting by "recognizing" each speaker who then gets the "floor".
- The member who moved the motion can speak first RONR 4:6 and can reserve that right RONR 3:33; no member can speak twice until all members have had a chance to speak once. RONR 3:33
- Only one topic or "motion" is **generally** discussed at a time. RONR 43:20
- Members talk to other members and people **through the Chair**. RONR 43:22
- Speech limits are ten minutes, and no more than two speeches for each topic. RONR 43:15
- Issues are not in order if similar to issues disposed of earlier in the same session RONR 10:26 3

SECONDARY PRIVILEGED, SUBSIDIARY, INCIDENTAL and BRING BACK MOTIONS

Roberts Rules of Order newly revised 12th ed		Standard Descriptive Characteristics (1) - (8), **t-pages**							
		1	2	**3**	**4**	**5**	**6**	**7**	8
SECONDARY MOTIONS	main motion pending		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
PRIVILEGED §6:11 §5.3	Fix Time to adjourn to	13	§22:3	NO	YES	NO	YES	majority	YES
There are 5 motions.	Adjourn	12	§21:2	NO	YES	NO	NO	majority	NO
(6 in this case)	Take measures…	11.5	§40:8	NO	YES	NO	y & n	majority	YES
Affects entire meeting	Recess	11	§20:2	NO	YES	NO	YES	majority	NO
Must decide asap: §6:11	Question of privilege	10	§19	YES	NO	NO	NO	chair	NO
	Orders of the day	9	§18	YES	NO	NO	NO	>=2/3	NO
SUBSIDIARY §6:6 §5.3	Lay on The Table	8	§17:8	NO	YES	NO	NO	majority	-ve:y
There are 7 motions.	Previous question	7	§16:1	NO	YES	NO	by PQ	2/3	+ve:y
Treat or dispose of	Limit or Extend	6	§15:5	NO	YES	NO	YES	2/3	+ve:y
the MAIN MOTION	Postpone definitely	5	§14:1	NO	YES	limited	YES	m 2/3	+ve:y
	Commit or refer	4	§13:1	NO	YES	limited	YES	majority	+ve:y
	Amend	3	§12:7 1a	NO	YES	if motion is	once	majority	YES
	Postpone indef	2	§11	NO	YES	YES	NO	majority	+ve:y
INCIDENTAL §6:15-17 §5.3	Excused duty		§32	y	?	YES	YES	majority	?
There are 11 motions.	Requests/Inquiries		§33:3, 6	y ?	NO	NO	NO	§33:2(7)	?
Procedural, related to	Nominations		§46 t47	NO	NO	?	NO	t18-t20	t18 t20
pending business.	Voting		§30.3	-	-	NO	YES	-	?
Must decide asap: §6:15	Division: assembly		§29:1 t14	YES	NO	NO	NO	no vote	NO
Precedence is complex,	Division: question		§27:1 t14	NO	YES	NO	YES	majority	NO
see §6:15-19 notes	Considn by para		§28:1 t12	NO	YES	NO	YES	majority	NO
and §5:8-12 notes	Object to considn		§26:1 t20	YES	NO	NO	NO	2/3	-ve:y
and each motion's	Suspend Rules		§25:2 t30	NO	YES	NO	NO	2/3	NO
Standard Descriptive	Appeal		§24.1	y	YES	limited	NO	-majority	YES
Characteristics	Point of Order		§23:2	YES	NO	NO	NO	chair	appeal
MAIN MOTIONS, both original and Incidental			**RONR**	**INT**	**SEC**	**DEBATE**	**AMEND**	**VOTE**	**REC**
which are often variations of some secondaries ##		1	**§10:8**	NO	YES	YES	YES	**majority**	YES
BRING BACK MOTIONS	§6.25		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Except for reconsider,	Take from table		§34:1, 3	NO	YES	NO	NO	majority	NO
these are only in order	Rescind/Amend		§35:1	NO	YES	YES	YES	§35:2 (7)	-ve:y
when no other question	Discharge		§36:1	NO	YES	YES	NO	§36:1(7)	-ve:y
is pending.	Reconsider		§37:9 1a	y	YES	if motion is	NO	majority	NO

INTERRUPT: "**YES**": interrupt even while speaker is speaking, "**y**": interrupt if before next speaker starts, "**y** ?" read SDCs giving "previous notice" and "special orders" can interrupt a speaker §42:18-19 (see SDC #3)

DEBATABILITY: of motions as in SDC #5, it is best explained by §43:31-35 etc

VOTE REQUIRED: "**m 2/3**" normal majority but SDC for more info, "**>=2/3**" a two-thirds vote can set the motion aside

RECONSIDER: "**+ve:y**" means if affirmative motion vote then yes, "**-ve:y**" means if negative motion vote then yes
Reconsider when not in order waits until "I call up the motion to reconsider the vote(s)] on… ", see §37:41

COMMITTEES: Limit or Extend, no, §15:1, Previous Question, no, §16:4, also §49:21(3)n3. Reconsider can be made by anyone

? means complex rules exist depending on context

Some secondary motions can also be original main motions as well as incidental main motions, eg COMMIT §13:6
All privileged motions can be incidental main motions as well §6:13
Some privileged motions can still be privileged even when no motion is pending, e.g. ADJOURN
Some incidental main motion SDCs differ from the MAIN MOTION SDC (eg RECESS), check the t pages in RONR

(C) Simon Wheaton-Smith 2023, 2024, 2025

MOTIONS PERMITTED IN COMMITTEES

For the most part, committees use the same motions as do boards and commissions. Committees have less autonomy so each motion may have some limitations when used in a committee.

RONR MOTIONS	Standard Descriptive Characteristics (1) through (8)							
	1	2	3	4	5	6	7	8
COMMITTEE USAGE	Standard Descriptive Characteristics **SDC** (1) through (8)							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
all motions allowed except…								
Previous question	**X**	§16:4						
Limit or Extend	**X**	§15:1						

See also: 15:1, 37:8(a), 37:8(b), 49:12, 50:23, 50:25, 50:26

15:1 **The subsidiary motion to Limit or Extend** Limits of Debate is one of the two motions by means of which an assembly can exercise special control over debate on a pending question or on a series of pending questions. (The other motion serving such a purpose is the **Previous Question**, 16. **Neither of these motions is allowed in committees**;
37:8 a) Except in committees, it can be made only by a member who voted on the prevailing side.

37:8 b) Except in committees, it must be moved either on the same day the original vote was taken or on the next succeeding day within the same session on which a business meeting is held
49:12 Boards cannot empower a subordinate group unless the bylaws allow it. **But any board can** appoint committees to work under its supervision.

50:23 All of the meetings of a special committee constitute one session
50:25 the rules governing the motions to Rescind, to Amend Something Previously Adopted, and to Reconsider are modified as stated in 35:2(7) and 37:35.

50:25 motions to close or limit debate (15, 16) are not allowed in committees.
50:26 A committee may not adopt its own rules except as authorized in the rules of the society or in instructions given to the committee by its parent assembly in a particular case.

03/31/25

INCIDENTAL MAIN MOTION SDCs DIFFERING FROM THE STANDARD MAIN MOTION SDC

ORIGINAL MAIN MOTIONS	Standard Descriptive Characteristics **SDC** (1) through (8)							
	-1	-2	-3	-4	-5	-6	-7	-8
		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
	1	§10:8	NO	YES	YES	YES	majority	YES

INCIDENTAL MAIN	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Adjourn if not Priv	§21:3	NO	y	y	y	majority	NO

SDC for incidental main Adjourn motion see Table II #3 page t6

INCIDENTAL MAIN	RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
Recess	§20:2	NO	y	YES	YES	majority	NO

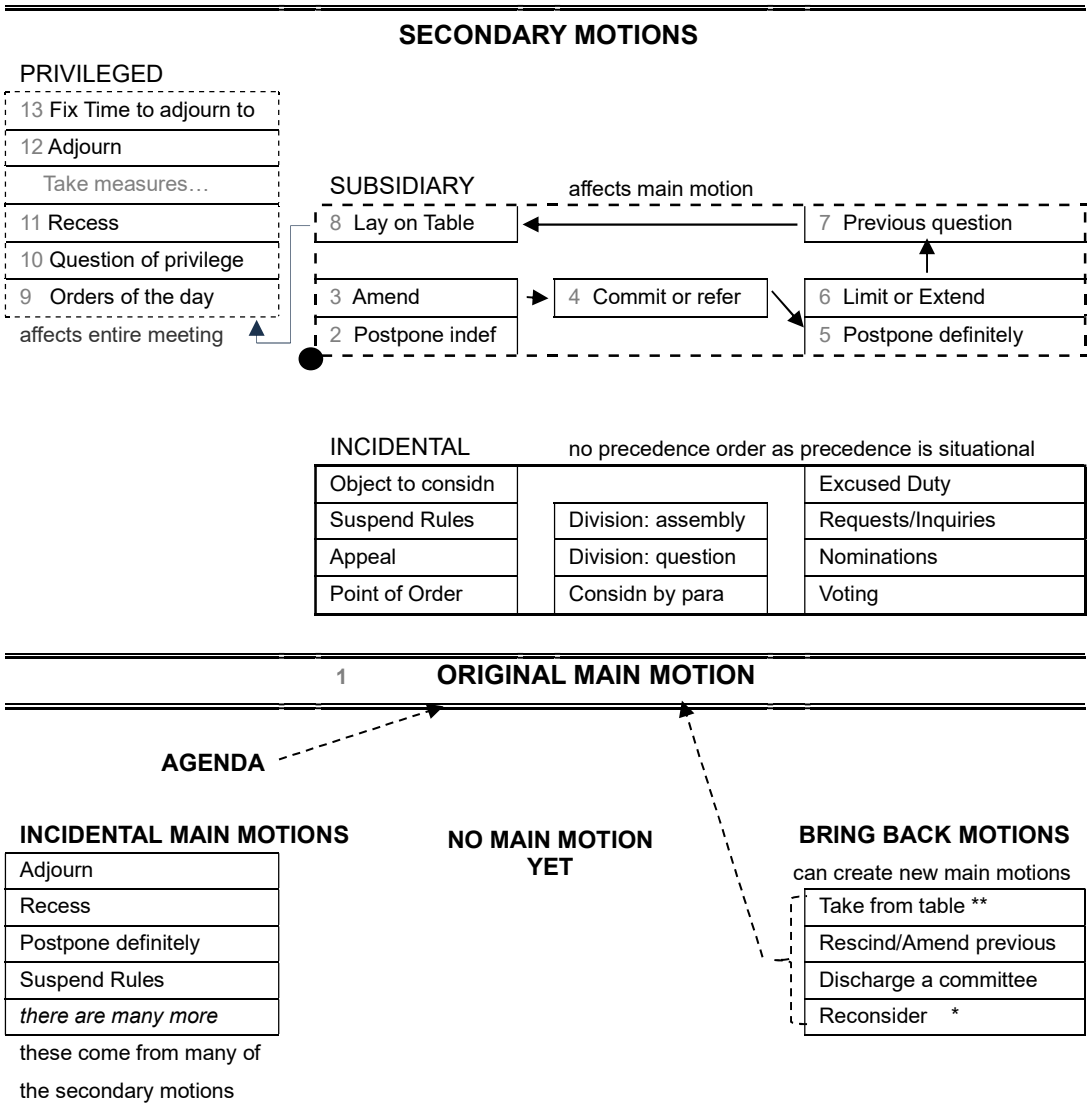
SDC for incidental main Recess motion see Table II #80 page t26
Adjourn is privileged even in dead space. It is only incidental main when "adjourn to …" RONR 21:3 (1-3)

A VISUAL MEMORY AID

Privileged and Subsidiary motions are shown in precedence order. Incidental motions are not shown in the order used in RONR because they have no precedence. Having no order of precedence, their order is thus equally valid; on the image below, they are shown in a manner that facilitates memorization.

The relationships between the various motions are depicted.

Some motion names in these table are abbreviated.



* Amend and reconsider have special precedence rules, and both have complex rules on how they act.

** Take from the table has some interesting rules

Adjourn can be secondary privileged, incidental main, or privileged even when no main motion is pending §21:2

All privileged motions can also become incidental main motions §6:13 and §18:5 §18:7

"Take Measures" is a privileged motion between adjourn and recess §40:8 even though not in RONR ch VII.

09/02/25

ROBERTS RULES from simple to intermediate to realistic

A initial one dimensional view

elementary

13 Fix Time To
12 Adjourn
11 Recess
10 Qn Privelege
8 Lay On The Table
5 Postpone definite
4 Commit or Refer
3 Amend
Rqst information
Division: question
Consdr by para
Suspend Rules
Appeal
Point of Order
1 **Original**

basic

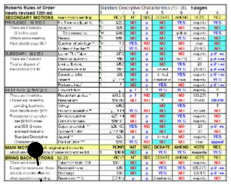
13 Fix Time To
12 Adjourn
11 Recess
10 Qn Privelege
9 Orders of the day
8 Lay On The Table
7 Previous question
6 Limit or Extend
5 Postpone definite
4 Commit or refer
3 Amend
2 Postpone indef
Excused duty
Requests/Inquiries
Considn by para
Object to considn
Suspend Rules
Appeal
Point of Order
Take from table 17:8
Rescind/Amend
Discharge
Reconsider
1 **Original**

An intermediate two dimensional view

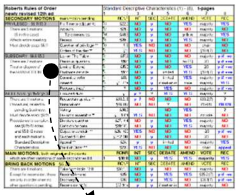
Roberts Rules of Order newly revised 12th ed		Standard Descriptive Characteristics (1) - (8), **t-pages**						
		1	2	3	4	5	6	7	8
SECONDARY MOTIONS	main motion pending		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
PRIVILEGED §6:11 §5.3	Fix Time to adjourn to	13	§22:3	NO	y	NO	YES	majority	YES
There are 5 motions.	Adjourn	12	§21:2	NO	y	NO	NO	majority	NO
(6 in this case)	Take measures...	11.5	§40:8	NO	y	NO	y & n	majority	YES
Affects entire meeting	Recess	11	§20:2	NO	y	NO	YES	majority	NO
Must decide asap: §6:11	Question of privilege **	10	§19	YES	NO	NO	NO	chair	NO
	Orders of the day **	9	§18	YES	NO	NO	NO	§18:4(7)	NO
SUBSIDIARY §6:6 §5.3	Lay on The Table	8	§17:8	NO	y	NO	NO	majority	y if -ve
There are 7 motions.	Previous question	7	§16:1	NO	y	NO	by PQ	2/3	y if +ve
Treat or dispose of	Limit or Extend	6	§15:5	NO	y	NO	YES	2/3	y if +ve
the MAIN MOTION	Postpone definite	5	§14:1	NO	y	limited	YES	§18:4(7)	y if +ve
	Commit or refer	4	§13:1	NO	y	limited	YES	majority	y if +ve
	Amend	3	§12:7.1a	NO	y	if motion is	once	majority	YES
	Postpone indef	2	§11	NO	y	YES	NO	majority	y if +ve
INCIDENTAL §6:15-17 §5.3	Excused duty		§32	y ?	?	YES	YES	majority	?
There are 11 motions.	Requests/Inquiries **		§33.3, 6	y ?	NO	NO	NO	§33:2(7)	?
Procedural, related to	Nominations		§46 147	NO	NO	?	NO	t18-t20	t18 t20
pending business.	Voting		§30.3	-	-	NO	YES	-	?
Must decide asap: §6:15	Division: assembly **		§29:1 114	YES	NO	NO	NO	no vote	NO
Precedence is complex,	Division: question		§27:1114	NO	y	NO	YES	majority	NO
see §6:15-19 notes	Considn by para		§28:1t12	NO	y	NO	YES	majority	NO
and §5:8-12 notes	Object to considn **		§26:1120	YES	NO	NO	NO	-2/3	y if -ve
and each motion's	Suspend Rules		§25:2 t30	NO	y	NO	NO	2/3	NO
Standard Descriptive	Appeal **		§24:1	y	y	limited	NO	-majority	YES
Characteristics	Point of Order **		§23:2	YES	NO	NO	NO	chair	appeal
MAIN MOTIONS, both original and Incidental			**RONR**	**INT**	**SEC**	**DEBATE**	**AMEND**	**VOTE**	**REC**
which are often variations of some secondaries ##		1	**§10:8**	NO	y	YES	YES	**majority**	YES
BRING BACK MOTIONS	§6.25		RONR	INT	SEC	DEBATE	AMEND	VOTE	REC
There are 4 motions.	Take from table 17:8		§34:1, 3	NO	y	NO	NO	majority	NO
Except for reconsider, these	Rescind/Amend		§35:1	NO	y	YES	YES	§35:2 (7)	y if -ve
are only in order when no	Discharge		§36:1	NO	y	YES	NO	§36:1(7)	y if -ve
other question is pending.	Reconsider ** ¾		§37:9 1a	y	y	if motion is	NO	majority	NO

A realistic three dimensional view of the RONR system spans many months or even years

many months ago

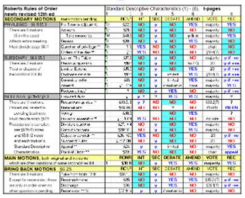


3 months ago

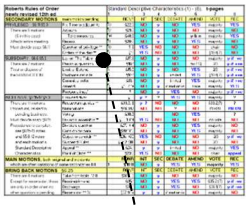


postpone

2 months ago

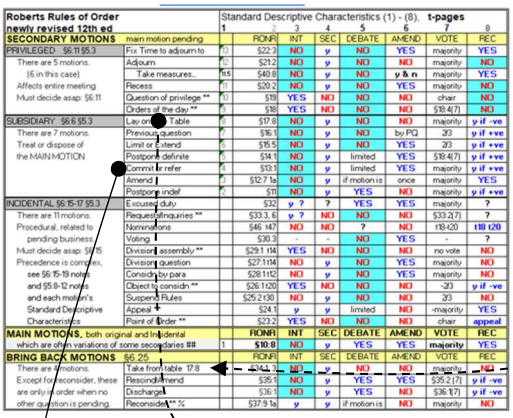


last month



rescind or
amend something
previously adopted

NOW

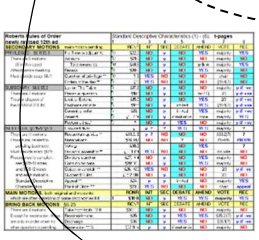


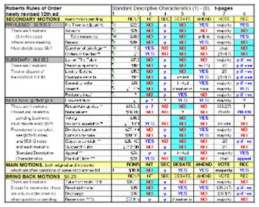
lay on the table

minutes

take from the table

next month





laid on the table is dead
(quarterly rule)

committee

RONR KEY POINTS	put in front of RONR book
Call up reconsider motion	37:40-41
Chair votes on if affects outcome/result	4:56
Debate is discussion on the merits	3:30
Debatability and what is it	43:31, 32, 35
If majority of members present don't count NOs	44:9(a)
Majority of votes case ex abstentions	44:1
Maker can't speak against own motion	43:25
Motion maker precedence if not already spoken	3:33
Motions phrased in the positive	10:12
Nominations closed	46:20 46:21
Nominations for office	46
Nondebatable motions allow brief explanations	43:31
Postpone to an event	14:1
Resolution format	10:13
Session to session interaction	8:12 9:7 14:6-7 14:20(a,f)
Small boards	49:21 50:25
Strict enforcement vs helping members	47:19
Voting - change vote	45:8
Voting - no debating	45:7

HISTORY

One issue at a time	1581
Alternate opposing views	1592
Chair calls for negative vote	1604
Decorum, issues not personalities	1604
Debate on merits only	1610
Division of a question	1640
Jeffersons manual "Parliamentary Practice"	1801
Cushings manual	1845
Roberts Rules of Order	1875
(Sturgis) The Standard Code of Parliamentary Procedure	1950
Atwoods Rules For Meetings - used by IAFF	1956
Marthas Rules Of Order	1970
Customary rules in RONR 10th edition	2000
Electronic meetings guidance 11th edition	2011

RONR OTHER USEFUL SECTIONS put in back of RONR book

Absent Officers	47:11 (3)
Adhering motions	10:35
Adjourn may not need a motion	21:15
Amend special case	12:7 1 B, and p t3-t5
By-law amendment	57:1
Call the question	16:6
Commit, or refer to a committee	§13:1
Decorum, issues not personalities	43:19-28
Discharge Committee	36:1
Friendly Amendment	4:20, 12:91, 10:30(1)
Gain the floor	42:2
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Minutes do not need a motion	41:10
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Nomination process	46:1
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Parliamentary Inquiry	33.3
Postpone definitely also §11	t24 #69
Previous Notice	10:44
Quorum	40:1
Recess	t26 #80
Session v Meeting	8:4
Short discussion before debate	4:24
Small boards (<12)	49:21
Speak twice rule	43:12
Standard Descriptive Characteristics	7:2
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Yielding	5:8 RONRIB p103-106

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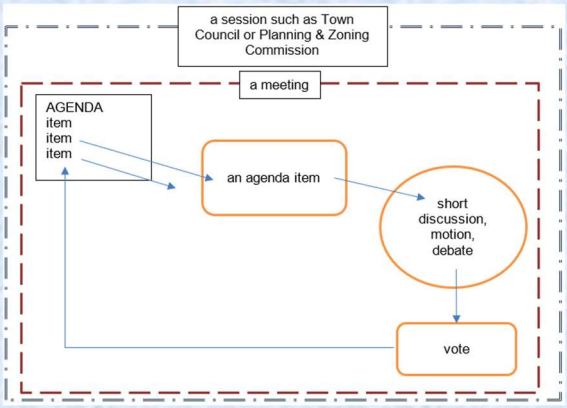


WHAT IS IN THIS BOOK

AN OVERVIEW

ROBERT'S RULES IN THREE PAGES

KEY CONCEPTS

MOTIONS IN CONTEXT WITH USEFUL DETAIL

THE MICROSCOPIC VIEW OF THE RONR 12th Edition

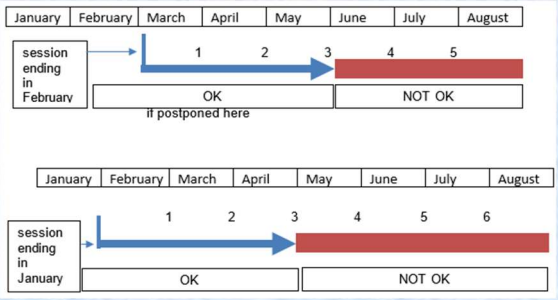
IN BOOK ORDER

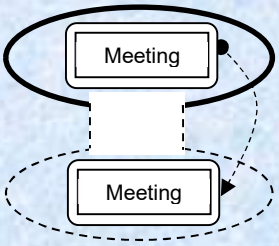
IN ALFABETICAL ORDER

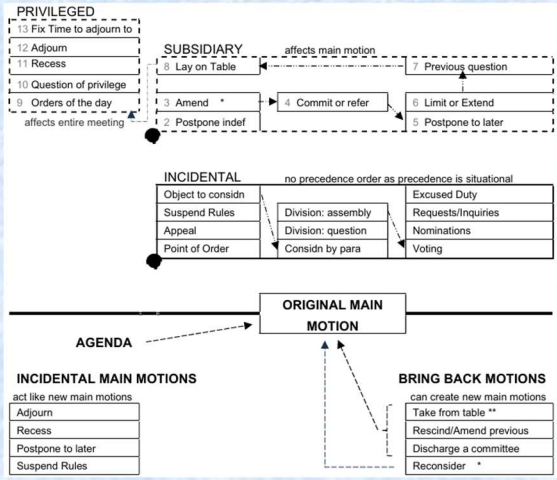
NEW MEXICO RELEVANT INFORMATION

INTERNET LINKS AND TRAINING RESOURCES

BUSINESS MEETING MODELS







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Second edition