

**American Pharmacists Association
Academy of Student Pharmacists**

Robert's Rules of Order Cheat Sheet

Important Points when making a Motion

1. No motion is in order that conflicts with federal, state, or local law; or with the rules of the American Pharmacists Association by conflicting with its bylaws or constitution.
2. A motion that proposes action outside the scope of the goals and objectives of the American Pharmacists Association is not in order unless the members vote to allow it to be considered.
3. A main motion is not in order if it conflicts with a previous motion adopted by the House and which is still enforced.
4. A main motion is not in order when it presents substantially the same question as a motion that has been previously rejected during the same session.
5. If any motion is not seconded, it can not be considered, and the meeting must move on to the next order of business.

Rules of Debate

1. A delegate must obtain the floor and be recognized by the Speaker before speaking.
2. The delegate who made to motion has the first right to speak on it.
3. A delegate can speak twice on an issue, but only after everyone else who wishes to speak on it has had the opportunity to do so.
4. Debate must be related to the motion.
5. Delegates must relate all comments to the Speaker. Cross talk is not permitted.
6. Delegates should refer to officers by their title and avoid mentioning other delegates names.
7. Delegates should first state their position for an issue, either for or against it.
8. The delegate who made the motion can not speak against it, but may vote against it if they so choose.
9. A delegate cannot read from a manuscript or a book as part of their debate without permission from the House.
10. While the delegate is speaking, the Speaker should step back from the lectern so as to allow them the floor.
11. As a chairman, the Speaker must remain impartial during debate. If he/she wishes to speak on an issue, they may relinquish the podium to another officer, so they may speak as a member.

Undebatable Motions

- Previous Question (Close Debate)
- Raise a Question of Privilege
- Point of Order
- Withdraw a Motion
- Suspend the Rules
- Division of the Question
- Incidental Motion Relating to Voting, When the Subject is Pending
- Dispense with the Reading of the Minutes
- Division of the House

Procedures that Require a Two-Thirds Vote

1. Limiting or closing a debate.
2. Suspending or modifying a rule or order previously adopted.
3. Anything that limits nominating or voting.

Order of Voting on Motions by Rank

1. Adjourn
2. Recess
3. Raise a Question of Privilege
4. Previous Question
5. To Refer to a Committee
6. To Amend
7. Main Motion

APhA-ASP Robert's Rules of Order Cheat Sheet

| Motion | Purpose | Second | Amendable | Debate | Vote | Miscellaneous |
|---|---|---|---|---|-----------------------------------|---|
| Amend | To change the motion | Yes | Yes, but must be relative to the motion | Yes | Majority | Can be reconsidered |
| Refer to a Committee | To forward the resolution to next year's Resolutions Committee | Yes | N/A | Yes | Majority | Can be reconsidered if committee has not begun discussion |
| Postpone to a certain time | To put off or delay a decision | Yes | Only the time element is amendable | Yes | Majority | Can be reconsidered |
| To limit or extend the limits of debate | To put a time limit on delegates, or a proposal | Yes | Only the time element is amendable | No | Two-thirds vote | Only the affirmative vote can be reconsidered without debate |
| Previous Question | To stop debate and vote | Yes | No | No | Two-thirds vote | Can be reconsidered without debate before the vote |
| Raise a question of privilege | Permits a delegate to make a request or a main motion relating to the rights of the House | No | N/A | No | Speaker rules on the request | N/A |
| Recess | To take a short intermission and then resume business | Yes | Length of recess is amendable | No | Majority | The proposing delegate should specify the length of recess |
| Adjourn | To end the meeting now | Yes | No | No | Majority | Can not be reconsidered |
| Point of Order | To correct a breach in the rules | No | N/A | No | Speaker rules | Can not be reconsidered |
| Appeal from the Decision of the Speaker or Appeal | To disagree with the Speaker's ruling and let delegates decide the disagreement by vote | Yes | No | Yes | Majority | Can be reconsidered must be made at the time the ruling was made |
| Request for permission to withdraw or modify a motion | Withdraw or modify a motion without taking a vote | No, if withdrawing, Yes if modifying | N/A | No | By general consent for withdrawal | Modification can be reconsidered. Only the negative can be reconsidered |
| Suspend the Rules | To set aside a rule of the House | Yes | No | No | Two-thirds vote | Can not be reconsidered |
| Reconsider | To reconsider the vote on a motion | Yes | N/A | If motion to be reconsidered is debatable | Majority | Only a delegate on the prevailing side can make the motion |
| Division of the House | To doubt the result of a vote | No | N/A | No | None | Vote immediately retaken via different method |