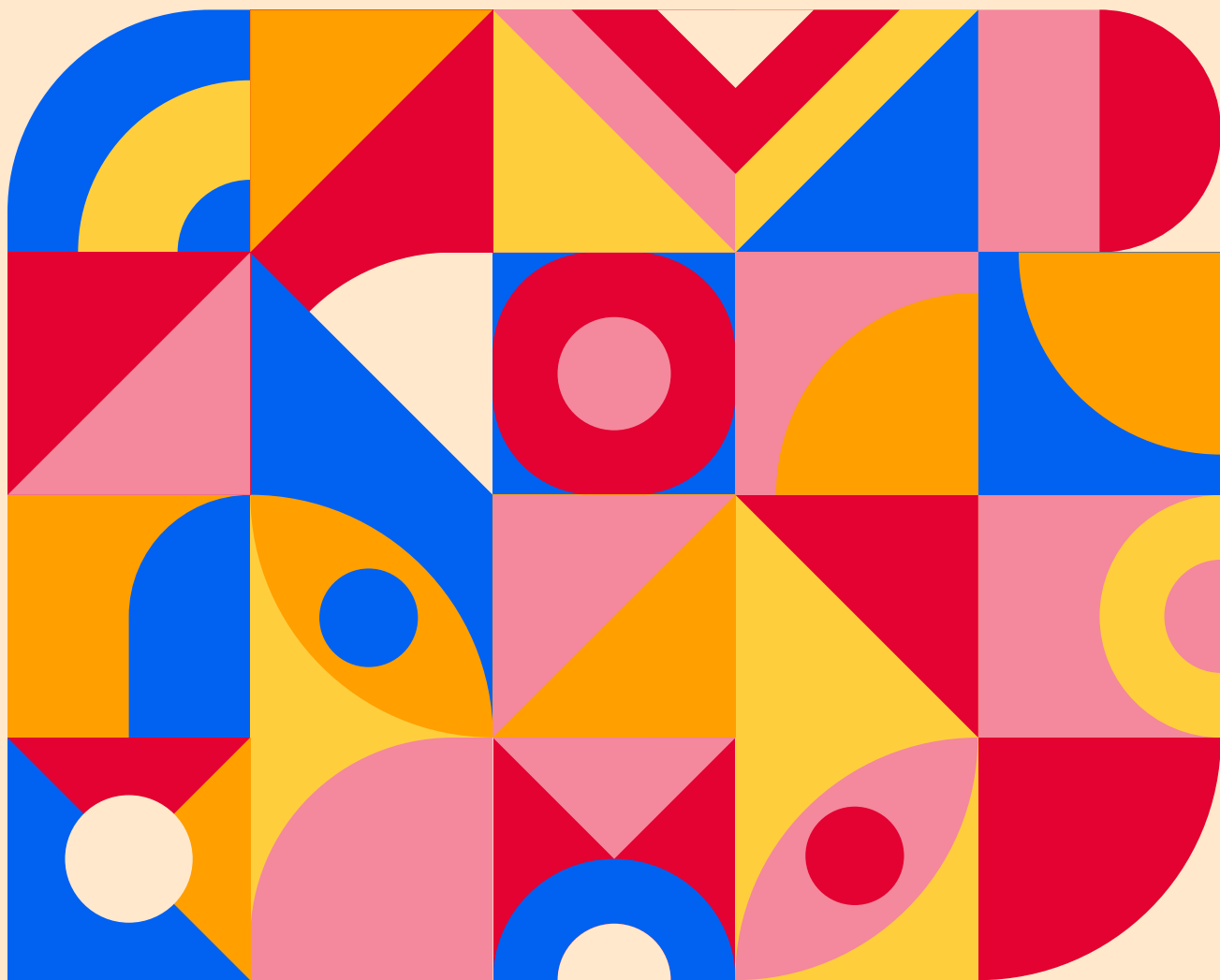


# CSA \* AGM

2022 ANNUAL GENERAL MEETING

ROBERT'S RULES CHEATSHEET



# CSA \* AGM

## 2022 ANNUAL GENERAL MEETING

### ROBERT'S RULES CHEATSHEET

Press 'Control' + 'Shift' + '+'  
to rotate Clockwise, or  
'Control' + 'Shift' + '-' to rotate  
Counter-Clockwise.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT MAJORITY IS REQUIRED?
Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote is taken, chair rules
Seek clarification from the previous speaker	Request for information.	YES	NO	NO	NO	No vote is taken, chair rules
Object to something which prevents your continued participation (eg. Excessive noise)	Point of personal privilege	YES	NO	NO	NO	No vote is taken, chair rules
Object to a motion being considered	I object to consideration of this motion	YES	NO	NO	NO	2/3 Majority
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with the following item...	NO	Yes	YES	YES	2/3 Majority
Appeal the ruling of the chair	I appeal the ruling chair on...	YES	YES	YES	NO	Majority
Change a motion <small>*Can only make an Amendment to the Amendment.* (Cannot make an amendment to the amendment to the amendment).</small>	I move that the motion be amended to read...	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	NO	YES	YES	YES	Majority

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TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT MAJORITY IS REQUIRED?
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until later in the meeting	I move that the motion be postponed until...	NO	YES	Only to time	YES	Majority
Defer consideration of a motion temporarily	I move that the motion... be tabled	NO	YES	NO	NO	Majority
Raise a matter previously tabled	I move that motion... be lifted from the table	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion... be reconsidered	NO	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	NO	NO	NO	NO	Majority
Recess the meeting	I move that the meeting recess until...	NO	YES	Only to time	YES	Majority
End the meeting	I move that the meeting adjourn	NO	YES	NO	NO	Majority