



**MAKING
MEETINGS
RUN
SMOOTHLY**

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Navigating *Robert's Rules of Order* *12th Edition*

by
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Standard Descriptive Characteristics

In sections 10 through 37 of *Robert's Rules of Order Newly Revised 12th Edition*, each section covers a specific motion. And each of these sections contains a list of the Standard Descriptive Characteristics for the motion that is being covered.

1. Precedence
2. Application
3. In order when another has the floor
4. Requires a Second
5. Debatable
6. Amendable
7. Vote Requirement
8. Reconsider

The Basics

Section 1: The Deliberative Assembly

Section 2: Rules of an Assembly or Organization

Section 3: Basic Provisions and Procedures

Section 4: The Handling of a Motion

Section 5: Basic Classifications; Order of Precedence of Motions

Section 6: Description of Classes and Individual Motions

Section 7: Standard Descriptive Characteristics of Motions

Section 8: Meeting, Session, Recess, Adjournment

Section 9: Particular Types of Business Meetings

Motions

Sections 10-37 Motions

Specifics

Section 38: Renewal of Motions

Section 39: Dilatory and Improper Motions

Section 40: Quorum

Section 41: Order of Business; Orders of the Day; Agenda or Program

Section 42: Rules Governing Assignment of the Floor

Section 43: Rules Governing Debate

Section 44: Bases for Determining a Voting Result

Section 45: Voting Procedure

Section 46: Nominations and Elections

Section 47: Officers

Section 48: Minutes and Reports of Officers

Section 49: Boards

Section 50: Committees

Section 51: Reports of Boards and Committees

Section 52: Committee of the Whole and Its Alternate Forms

Section 53: Mass Meeting

Section 54: Organization of a Permanent Society

Section 55: Merger, Consolidation, and Dissolution of Societies

Section 56: Content and Composition of Bylaws

Section 57: Amendment of Bylaws

Section 58: Convention of Delegates

Section 59: Organization of a Convention of an Established Society

Section 60: Conventions Not of a Permanent Society

Section 61: Discipline of Members and Guests

Section 62: Removal from Office and Other Remedies for Dereliction of Duty in Office or Misconduct

Section 63: Investigation and Trial

Motions

Section 10: Main Motion

Subsidiary Motions:

Section 11: Postpone Indefinitely

Section 12: Amend

Section 13: Commit

Section 14: Postpone to a Certain Time (Definitely)

Section 15: Limit or Extend the Limits of Debate

Section 16: Previous Question

Section 17: Lay on the Table

Privileged Motions:

Section 18: Call for the Orders of the Day

Section 19: Raise a Question of Privilege

Section 20: Recess

Section 21: Adjourn

Section 22: Fix the Time to which to Adjourn

Incidental Motions:

Section 23: Point of Order

Section 24: Appeal

Section 25: Suspend the Rules

Section 26: Object to the Consideration of a Question

Section 27: Division of a Question

Section 28: Consider Seriatim or by Paragraph

Section 29: Division of the Assembly

Section 30: Motions Relating to Methods of Voting and the Polls

Section 31: Motions Relating to Nominations

Section 32: Request to be Excused from a Duty

Section 33: Requests and Inquiries

Motions that Bring a Question Again Before the Assembly

Section 34: Take from the Table

Section 35: Rescind/Amend Something Previously Adopted

Section 36: Discharge a Committee

Section 37: Reconsider