

**How to Speak in a Business Meeting**  
**Based on Robert's Rules of Order Newly Revised *In Brief***

**Seeking Recognition**

Member states <i>or</i> If using numbered recognition system	Madam President  Wait to be recognized and called on
President	The Chair recognizes -----
Member	Make your statement and be seated

**To Make a Motion**

After being recognized to speak:	I move that-----
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**To Second a Motion**

Remain seated without seeking recognition	Second!
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**To Make *Particular* Motions that Require Recognition by the Chair**

Amend	I move to amend: (examples) by striking out----- by inserting----- by striking out---- and inserting----- by substituting-----for-----
Commit or Refer	I move to refer the motion to-----
Postpone voting to a certain time	I move to postpone the question to -----
Limit debate	I move to limit debate to-----
Extend debate	I move to extend debate by -----
To immediately close debate	I move the previous question <i>or</i> I call the question <i>or</i> I move we vote now

Motions to limit debate, extend debate or close debate are not debatable and require a 2/3 vote

**To Make Requests Not Requiring Recognition by the Chair**

Parliamentary Inquiry (seeking information about a business process)	Madam President, a parliamentary inquiry please. (Rules may specify this request be made from specific microphones.)
Point of Information (seeking information related to the pending question)	Madam President, I rise to a point of information. (Rules may specify this request be made from specific microphones)
Point of Order (questioning that the rules are being followed)	Point of order! (May be stated from any seat, and when recognized, if microphones are used, proceed to a microphone to make the point.)

The above requests are ruled on by the Chair, not put to vote.

Consult the Parliamentarian on the appropriate use of less frequently used motions such as Recess, Adjourn the Meeting, Table a Motion, or Suspend the Rules.