

ROBERT'S RULES OF ORDER: CHEATSHEET

Motion	Examples	Second?	Debatable?	Amendable?	Vote Required?
Main Motion	Pass a by-law; election of directors; approve minutes.	Yes	Yes	Yes	<i>See Condominium Act, 1998.</i>
Adjourn, business remains*	Meeting is uncontrollable or the time for the room is up.	Yes	Yes	Yes	Majority of those present.
Amend a motion	If an owner wants to propose a change to a proposed by-law or rule.	Yes	If the motion to be amended is debatable.	Yes	Majority of those present.
Appeal**	If an owner believes the chair was wrong.	Yes	Yes (generally)	No	Majority of those present, in the negative.
Debate, close	If an owner wants to move on with other business.	Yes	No	No	2/3 of those present.
Debate, limit or extend time for	If an owner wants to give people more (less) time to discuss.	Yes	No	Yes	2/3 of those present.
Enforce rule** (point of order)	A member believes a rule has been broken.	No	No	No	None.
Recess, if business pending	A break is desirable to count votes.	Yes	No	Yes	Majority of those present.

Recess, if no quorum	A short break to gather people or proxies.	Yes	No	Yes	Majority of those present.
Reconsider (within same meeting)	An error is found in the minutes once approved.	Yes	Maybe (if the motion to be reconsidered is debatable).	No	Majority of those present.
Rescind (at a later meeting)	If an owner feels the wrong decision was made.	Yes	Yes	Yes	2/3 of those present without notice or majority with notice.
Refer (Commit)	If an owner believes the board should gather more information before a vote.	Yes	Yes	Yes	Majority of those present.
Voting, while subject is pending	If an owner wants voting by ballot instead of hands.	No	No	No	Only requires a request per <i>Condominium Act, 1998</i> .

*If no business remains on the agenda, the chair may adjourn the meeting without a motion.

**Those in yellow may be brought even if another motion is on the floor; the mover may interrupt the meeting.

The chair's role is to preside over the meeting, enforce the rules, and recognize people to speak. Ideally the chair would not provide reports or opinions during debate. Practically, sometimes it will be necessary for the chair to provide information or opinion on a matter, especially where the chair is the property manager or lawyer.

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