



Agenda

Libertarian Party of Florida

Executive Committee Meeting

Sunday December 16, 2018

Phone conference

7:30 PM/Eastern 6:30 PM/Central

641-715-3580 Access Code 624-367#

THIS CALL WILL BE RECORDED

Begin Recording.

Announce recording.

1. Call to order

2. Roll Call and Introduction of Guests

| | |
|----|----------------------------|
| 1 | Marcos Miralles, Chair |
| 2 | Omar Recuero, Vice Chair |
| 3 | Steven Nekhaila, Treasurer |
| 4 | Brandi Hicks, Secretary |
| 5 | [VACANT] At Large 1 |
| 6 | Chris Rose, At Large 2 |
| 7 | Greg Peele, At Large 3 |
| 8 | Spenser Garber, Region 1 |
| 9 | Mari Morell, Region 2 |
| 10 | Joshua Folsom, Region 3 |
| 11 | Ryan Ramsey, Region 4 |
| 12 | Michael Cassidy, Region 5 |
| 13 | Mark Rodriguez, Region 6 |
| 14 | J Mark Barfield, Region 7 |
| 15 | [VACANT], Region 8 |
| 16 | George Lebovitz, Region 9 |

| | | |
|----|----------------------------|--|
| 17 | Char-Lez Braden, Region 10 | |
| 18 | Shawn Elliott, Region 11 | |
| 19 | [VACANT], Region 12 | |
| 20 | Suzanne Gilmore, Region 13 | |
| 21 | Martha Bueno, Region 14 | |

Invited Guests:

- Victoria Paige Lee
- Philippe Cadorette
- Mike Avi
- Chaz Sanders
- Marialexandra Garcia
- Zach Detwiler
- Ariel Salazar
- Marc Golob
- James Morris
- Alicia Henderson
- Bryan Zemina
- Adolfo Jimenez

3. Determination of Quorum (a majority of its seated members per By-Laws Art. III, Sect.4C as amended 05/06/2017.) (11 when all EC positions are filled.)

4. Approval of Agenda

5. Approval of November 18, 2018 EC Meeting Minutes

Approval of December 11, 2018 Special Meeting Minutes

6. Committee Reports

-Rules - Philippe Cadorette [Give report for Motion #597]

-Platform - Steven Nekhaila

-Membership - Mike Avi

-Communications - Chaz Sanders

-Candidates - Marialexandra Garcia

-Convention - Zach Detwiler

-Legislative Action - Ariel Salazar

-Fundraising - Marc Golob

-Affiliate Support - Greg Peele

7. LNC Report: Steven Nekhaila/Victoria Paige Lee

8. Officers Reports or Comments

- a. Secretary's Report: Brandi Hicks
- b. Treasurer's Report: Steven Nekhaila
- c. Vice-Chair Report: Omar Recuero
- d. Chair Report: Marcos Miralles

-Motion to appoint Alicia Henderson as Region 12 Representative.
-Motion to accept the resignation of Brandon Kneeld (de facto, switched to DEM)
-Motion to appoint Bryan Zemina as Region 8 Representative.
-Motion to appoint Adolfo Jimenez as At-large 1 Representative

9. Directors at Large and Region Reports

Chris Rose, At Large 2
Greg Peele, At Large 3
Spenser Garber, Region 1
Mari Morell, Region 2
Josh Folsom, Region 3
Ryan Ramsey, Region 4
Michael Cassidy, Region 5
Mark Rodriguez, Region 6
J Mark Barfield, Region 7
George Lebovitz, Region 9
Char-Lez Braden, Region 10
Shawn Elliott, Region 11
Suzanne Gilmore, Region 13
Martha Bueno, Region 14

10. Unfinished Business

Hold election for Treasurer. Nominations from EC members with 1-2 minute introductions for each candidate, followed by roll call vote until majority is reached.

11. New Business

Motion No.: 603

Title: Motion to Adopt Libertarian National Committee's CiviCRM
Mover: Steven Nekhaila

Text:- I move that the Libertarian Party of Florida shall adopt the Libertarian National Committee's CiviCRM program. The membership committee shall adopt and merge our data with CiviCRM and shall be responsible for assigning users and maintaining the database. At the next Executive Committee meeting in January, the membership committee shall give a report to the EC in regards to the sufficiency and capitalization of CiviCRM, and may have the opportunity to make any recommendations and comments.

SLA for State CRM Project:

https://drive.google.com/file/d/1uulyKstgIFp4uF5Otln5_0s64f6YrYnc/view?usp=sharing

Motion No.: 604

Title: Motion to Amend Standing Rules Article I on Membership
Mover: Greg Peele

Text:-I move to amend Article I of the Standing Rules to:

Amend Section 2 to replace the text "Members registered for the meetings have the privilege as a delegate voting at the Annual Business Meeting" with "All LPF members as defined by the LPF Constitution have"; to insert the word "any" in between "the right to nomination and election to" and "party office" and to replace "nomination to a office" with "nomination to any office";

Amend Section 3 to replace the section text entirely to read "LPF membership as defined by the LPF Constitution shall be considered sufficient credentials to attend any LPF meeting, including the Annual Business Meeting. County affiliates shall have the right to prescribe their membership and their county executive committee composition in their written governing documents in any way whatsoever that maintains the fundamental right of all LPF members legally residing in the county to fully and meaningfully participate in the business of the county affiliate without monetary encumbrance, that receives approval from the LPF Executive Committee and their county Supervisor of Elections for defined county executive committee districts (other than at-large or precinct) as required by F.S. 103.091(1), and that recognizes all elected state legislators that are LPF members legally residing in the county as at-large members of their executive committee as required by F.S. 103.091(6)(a)."

Reference text with modifications:

Article I Membership

Section 1.

(not modified)

Section 2.

~~Members registered for the meetings have the privilege as a delegate voting at the Annual Business Meeting~~ **All LPF members as defined by the LPF Constitution have** the right of appointment to committees, the right to attend committee meetings as observers or witnesses, the right to nomination and election to **any** party office, and the

right to nomination to ~~a~~ any office for which they are qualified by law

Section 3.

~~This membership shall be credentials for all meetings and Annual Business Meetings of the LPF and for membership in local affiliates, subject to procedures adopted by the county affiliates.~~
LPF membership as defined by the LPF Constitution shall be considered sufficient credentials to attend any LPF meeting, including the Annual Business Meeting. County affiliates shall have the right to prescribe their membership and their county executive committee composition in their written governing documents in any way whatsoever that maintains the fundamental right of all LPF members legally residing in the county to fully and meaningfully participate in the business of the county affiliate without monetary encumbrance, that receives approval from the LPF Executive Committee and their county Supervisor of Elections for defined county executive committee districts (other than at-large or precinct) as required by F.S. 103.091(1), and that recognizes all elected state legislators that are LPF members legally residing in the county as at-large members of their executive committee as required by F.S. 103.091(6)(a).

Motion No.: 605

Title: Motion to budget up to \$500 to the Communications Committee

Mover: Chris Rose II

Text:-I move to budget up to \$500 to the Communications Committee for the purpose of running social media ads promoting the 2019 LPF Annual Convention. Ads shall contain the LPF website address and include the dates of the Convention. Ads shall invite the viewer to continue to check the website for future updates to the event (speaker lineup, ect.). This budget shall be available for use by the Communications Committee until the February business meeting of the Executive Committee, at which time the Communications Committee shall include in their report a detailed analysis of how the funds were used among the platforms, percentage of increased website traffic, and relevant interest shown on the ads.

Motion No.: 606

Title: Motion to schedule quarterly budget meetings

Mover: Steven Nekhaila

Text:-The Libertarian Party of Florida shall setup quarterly budget meetings to discuss the monetary needs of the Committee Chairs. The budget will be recorded as line items on a revolving budget to be kept track of by the Treasurer. The meeting will include the Chair, Vice Chair, Treasurer, Secretary, and the three Directors At Large. Regional Representatives may attend and vote in the meeting but are not required to do so. The meetings shall be scheduled by the Chair each fiscal quarter, no sooner than 30 days apart, and no later than 120. The line items approved by the officers in the meeting shall be dispensed by the Treasurer as appropriate.

The Treasurer shall be responsible for recording and maintaining, in sufficient detail, an operating budget that shall be presented at each budget meeting that accounts for the following:

- Recurring Donations Pledges
- Donations
- General Fundraising Costs
- Convention and Event Costs

- LPF Store Sales
- Capital Expenditures
- Program Expenses
- A Current Bank Statement

Motion No.: 607

Title: Motion to Amend Standing Rules Article II on Authorized Payments

Mover: Greg Peele

Text:-I move to amend the Standing Rules Article II to clarify authorized payment methods and remove obsolete language with the following changes:

Amend Article II title to instead read "Contributions and Expenditures"

Amend Article II Section 1 to replace "Donations should" with "Contributions shall"

Amend Article II to strike Section 4a in its entirety and renumber Section 5 to become Section 4.

Add a new Section 5 with the text "Directed contributions may be made with the donor's prior written instructions that the contributed funds be used for any specific lawful tax-exempt purpose(s) of the party. Such directed funds shall only be expended with the Chair's approval for the purpose(s) specified by the donor's written instructions. The Chair or the LPF Executive Committee may refuse the contribution. Directed contributions may not be made to specific political candidates and any such contribution must be refused. If the contribution is refused or if circumstances result in it being impossible to lawfully expend the funds in accordance with the donor's written instructions, the funds shall be refunded to the donor if possible. If the donor cannot be refunded or refuses the refund in writing, the funds become available to the party for any purpose at the discretion of the LPF Executive Committee."

Add a new Section 6 with the text "Authorized expenditures are defined as expenditures that have been authorized by vote of the LPF Executive Committee either specifically or matching a general budget authorization; expenditures from a recurring bill, commission, or subscription fee obligated by a contract or service agreement previously authorized by vote of the LPF Executive Committee; and expenditures approved in writing by the Chair in accordance with Standing Rules Article II Section 4 or Section 5. The Treasurer shall verify that all expenditures are authorized prior to payment using party funds. The Treasurer may be held personally liable for unauthorized expenditures of party funds to the extent permitted by law."

Add a new Section 7 with the text "The Treasurer shall pay all authorized expenditures by written check, except that the Treasurer may pay expenditures by debit card transaction if the amount is below the threshold specified in the Bylaws requiring two signatures. No other payment method for any expenditure shall be used except as approved by vote of the LPF Executive Committee for the specific expenditure."

Reference text after amendment:

ARTICLE II-~~Donations~~ Contributions and Expenditures

Section 1.

~~Donations should~~**Contributions shall** be made to the LPF in keeping with the laws governing

donations to political parties and candidates. Such funds shall be expended at the discretion of the Executive Committee.

Section 2:

The Executive Committee shall have authority to raise and expend funds for purposes relating to party business, in accordance with the party Bylaws, Article IV.

Section 3.

The Executive Committee may delegate authority to the Chair to expend funds relating to party business.

Section 4a.

~~The Treasurer shall account for the amount due and disperse the affiliate's share quarterly, but only if the accumulated amount is \$50 or more. This revenue sharing shall not apply to contributions made for a specific purpose.~~

~~(1) If the collected, accumulated share for an unaffiliated county exceeds \$50.00, the Executive Committee shall have the authority to approve utilization of funds in excess of the \$50 minimum for affiliate formation and promotion purposes in the specific unaffiliated county from where the funds were drawn.~~

~~(2) The Executive Committee shall not authorize any expenditure that would reduce the collected, accumulated unaffiliated county funds below \$50.00 for any specific county.~~

Section 5. Section 4.

The chair of the LPF-EC is authorized to spend, at the chair's sole discretion, up to \$100 per month without prior approval for any LPF business need. The chair shall be required to account and report with proper documentation including at a minimum of receipts all expenditures to the entire LPF-EC, for all expenses at the first business meeting after the prior month for such expenditures in that prior month.

The chair may submit proper documentation for reimbursement to the treasurer for such expenses if the chair makes payments from personal funds. Such reimbursements shall also be reported as any other expense.

In no event shall the chair spend more than \$200 before a report is made to the LPF-EC. The money not spent in prior months shall not be added to subsequent months.

Section 5.

Directed contributions may be made with the donor's prior written instructions that the contributed funds be used for any specific lawful tax-exempt purpose(s) of the party. Such directed funds shall only be expended with the Chair's approval for the purpose(s) specified by the donor's written instructions. The Chair or the LPF Executive Committee may refuse the contribution. Directed contributions may not be made to specific political candidates and any such contribution must be refused. If the contribution is refused or if circumstances result in it being impossible to lawfully expend the funds in accordance with the donor's written instructions, the funds shall be refunded to the donor if possible. If the donor cannot be refunded or refuses the refund in writing, the funds shall become available to the party for any purpose at the discretion of the LPF Executive Committee.

Section 6.

Authorized expenditures are defined as expenditures that have been authorized by vote of the LPF Executive Committee either specifically or matching a general budget authorization; expenditures from a recurring bill, commission, or subscription fee obligated by a contract or service agreement previously authorized by vote of the LPF Executive Committee; and expenditures approved in writing by the Chair in accordance with Standing Rules Article II Section 4 or Section 5. The Treasurer shall verify that all expenditures are authorized prior to payment using party funds. The Treasurer may be held personally liable for unauthorized expenditures of party funds to the extent permitted by law.

Section 7.

The Treasurer shall pay all authorized expenditures by written check, except that the Treasurer may pay expenditures by debit card transaction if the amount is below the threshold specified in the Bylaws that requires two signatures. No other payment method for any expenditure shall be used except as approved by vote of the LPF Executive Committee for the specific expenditure.

Motion No.: 608

Title: Motion to Stop Levying Party Assessment on Candidate Filing Fees

Mover: Greg Peele

Text: I move to inform the Florida Division of Elections per the authority granted in FS 99.096 that the Libertarian Party of Florida chooses not to levy the party assessment fee on candidate qualifying fees as described in FS 99.092 for all candidates qualifying on or after January 1, 2019

Motion No.: 609

Title: Motion to Amend Standing Rules Articles X-XII to Clarify Convention Procedures

Mover: Greg Peele

Text: I move to amend the Standing Rules Articles X, XI, and XII to clarify convention procedures in the following ways:

Amend Article X Section 3 to replace "the Bylaws and Standing Rules" with "the Constitution, the Bylaws, and the Standing Rules"

Amend Article X Section 4 to strike the sentence "The Chairperson may exercise this right unless one third of the delegates object."

Amend Article X to strike Sections 1 and 2 and renumber remaining sections accordingly.

Amend Article XI to change the title to "Special Conventions"; to insert the word "business" after "Special"; to insert "with a 75% vote" after "by the Executive Committee"; to insert "may be called" before "by two (2) county affiliates"; and to insert the text at the end "The special business meeting must be called with at least 30 days notice on the public and functional LPF website and to all county affiliates."

Amend Article XII to strike the word "Annual"

Reference text after amendment:

ARTICLE X Annual Convention Agenda

Section 1.

~~The Executive Committee shall manage all conventions.~~

Section 2.

~~Any members may request the Executive Committee to include on the agenda any item. Such request shall be in writing to the Chairperson thirty (30) days prior to the convention, or within seven (7) days following the announced date and place of the convention, whichever is closest to the convention date.~~

Section 3. Section 1.

The agenda must include all items required by the **Constitution, the Bylaws, and the Standing Rules.**

Section 4. Section 2.

The Rules Committee may establish and publish convention rules to supplement existing requirements and Standing Rules. ~~The Chairperson may exercise this right unless one third of the delegates object.~~

ARTICLE XI Annual Convention Special Conventions

Special business meetings of the LPF may be called by the Executive Committee **with a 75% vote or may be called** by two (2) county affiliates, or by twenty-five percent (25%) of the county affiliates, whichever is the largest. **The special business meeting must be called with at least 30 days notice on the public and functional LPF website and to all county affiliates..**

ARTICLE XII Annual Convention Delegates & Procedures

(No change in Article XII sections or text)

Motion No.: 610

Title: Motion to Amend Standing Rules to Remove Selection and Clarify Candidates

Mover: Greg Peele

Text:-I move to amend the Standing Rules Article IV and Article XIII to remove references to the abolished Selection Committee in the following ways:

Amend Article IV Section 1 to insert "party" after "All candidates for" and before "office"; replace "before the convention" with "before the Annual Business Meeting."; and to replace "This may be delegated to the Selection Committee" with "This may be delegated to the Convention Committee"

Amend Article IV Section 2 to replace the text entirely with "All candidates for party office and political office shall signify intent in writing with the Secretary, either on their convention registration form or separately."

Strike Article IV Section 3 and Section 4 and renumber the following sections accordingly.

Amend Article XIII Section 1 to replace "Certified" with "official" and insert at the end "as defined

in the LPF Constitution."

Amend Article XIII Section 2 to replace the text in its entirety with "The Executive Committee shall be the sole authority to authorize contributions to political candidates, authorize expenditures related to candidate campaign activities, formally endorse candidates for political office, and approve contractual agreements with candidate campaigns. Logistics support and any other non-financial assistance to candidates may be provided by committees at their discretion in accordance with the Constitution, Bylaws, and Standing Rules."

Amend Article XIII to add a new Section 3 with the text "County executive committees may endorse, certify, screen, or otherwise recommend one or more official Libertarian candidates as defined in the LPF Constitution for party nomination for election by majority vote of the county executive committee at any business meeting called with proper notice prior to the qualifying date(s) for the candidate(s) per the requirements of F.S. 103.121(4). This section only applies to LPF partisan political candidates prior to the qualifying period and does not limit the county executive committee in any way regarding any other types of candidates."

Amend Article XIII to add a new Section 4 with the text "The Executive Committee shall make party nominations for political office when required by law, such as to replace a candidate that withdrew after becoming the party nominee, at the next business meeting after receiving notice that such nomination is required. Any LPF member that would meet the criteria to be an official Libertarian candidate may be nominated for consideration by any member of the Executive Committee. The nominee receiving a majority vote at the business meeting, if any, shall become the party's nominee for the office. "None of the Above" shall be an option for the nomination, and no nomination will be made if "None of the Above" receives a majority vote."

Reference text after amendment:

Article IV Election of Officers, Directors, Candidates

Section 1.

All candidates for **party** office and political office may be asked to confirm certain basic principles before the ~~convention~~ **Annual Business Meeting**. This may be delegated to the ~~Selection Convention~~ Committee for candidates for party office (including Delegates to the National Convention of the Libertarian Party and Presidential Electors) and to the Candidate Committee for Candidates for political office, and includes confirming that they are members of the State Party and registered to vote in the state as Libertarians.

Section 2.

~~All candidates for officers, representatives, and political office shall file intention forms with the Selection Committee or with the secretary if nominated from the floor. These will be provided by the committee.~~

All candidates for party office and political office shall signify intent in writing with the Secretary, either on their convention registration form or separately.

~~Section 3.~~

~~Such forms should be on file before the Executive Committee names a person to fill the vacancy.~~

~~Section 4.~~

~~Candidates nominated must be able to serve if elected.~~

Section 5. Section 3.

Delegates and Alternates to the National Convention of the Libertarian Party not otherwise elected at an LPF State Convention shall be approved by the LPF Chair and the LPF Secretary to be credentialed as delegates and alternates. Members of the LPF EC may be credentialed as EX Officio Delegates at any time. All delegates and alternates must be registered to vote as Libertarians in Florida and be members of the LPF.

Section 6. Section 4.

Notice of all party meetings shall be provided and include the time, date, and place (or telephone conference number, internet URL, and login information where applicable) at least fourteen (14) days prior to the meeting date. Notice of meetings, including the above referenced information, shall be published on the official Libertarian Party of Florida website at <https://docs.lpf.org> at least fourteen (14) days prior to the meeting date.

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Section 7. Section 5.

In a presidential election year, the Executive Committee shall nominate presidential electors equal to the total number of U.S. Representatives and Senators in the State of Florida. The list of presidential elector nominees shall be presented to the Governor prior to September 1st, or as required by law.

Section 8. Section 6.

All committee seats apportioned to Florida by the Libertarian National Committee shall be filled by current LPF registered voters who are Members of the Florida Libertarian Party and who are also members of the National Party with appointment by the state chair and confirmation by the state executive committee. Appointees may be recalled by majority vote of the full state executive committee.

ARTICLE XIII Political Candidates

Section 1.

The Libertarian Party of Florida may provide financial and logistical campaign support, and conduct campaign activities only for ~~Certified~~ **official** Libertarian Candidates **as defined in the LPF Constitution.**

Section 2.

~~The Executive Committee is responsible for approving candidates who are recommended by the Selection Committee to run for public office. Candidates who have been both recommended by the Selection Committee and approved by the Executive Committee shall be known as Certified Libertarian Candidates. Certified Libertarian Candidates are eligible to receive financial and logistical campaign support from the LPF in accordance with applicable Florida and Federal law, and strictly at the discretion of the Executive Committee of the LPF in accordance with the Bylaws and Standing Rules.~~

The Executive Committee shall be the sole authority to authorize contributions to political candidates, formally endorse candidates for political office, and approve contractual agreements with candidate campaigns. Logistics support and any other non-financial assistance to candidates may be provided by committees and Executive Committee members at their discretion in accordance with the Constitution, Bylaws, and Standing Rules.

Section 3.

County executive committees may endorse, certify, screen, or otherwise recommend one or more official Libertarian candidates as defined in the LPF Constitution for party nomination for election by majority vote of the county executive committee at any business meeting called with proper notice prior to the qualifying date(s) for the candidate(s) per the requirements of F.S. 103.121(4). This section only applies to LPF partisan political candidates prior to the qualifying period and does not limit the county executive committee in any way regarding any other types of candidates.

Section 4.

The Executive Committee shall make party nominations for political office when required by law, such as to replace a candidate that withdrew after becoming the party nominee, at the next business meeting after receiving notice that such nomination is required. Any LPF member that would meet the criteria to be an official Libertarian candidate may be nominated for consideration by any member of the Executive Committee. The nominee receiving a majority vote at the business meeting, if any, shall become the party's nominee for the office. "None of the Above" shall be an option for the nomination, and no nomination will be made if "None of the Above" receives a majority vote.

Motion No.: 611

Title: Motion to amend Standing Rules Article VIII

Mover: Chris Rose

Text:-I move to amend LPF Standing Rules Article VIII, Section 1 to read, "The Chairperson shall speak for and at the direction of the Executive Committee and the Party, and shall report all official correspondence to the Executive Committee at or before each regularly scheduled business meeting."

This would add additional language to the section which currently reads, "The Chairperson shall speak for and at the direction of the Executive Committee and the Party."

Motion No.: 612

Title: Motion to Grant Elected Officials Honorary Membership

Mover: Steven Nekhails

Text:-The Libertarian Party of Florida shall grant an honorary LPF membership to all elected officials in Florida who are registered LPF for the remainder of their incumbency, or indefinitely if they certify they oppose the initiation of force to achieve political or social goals in writing to the Secretary. The Chair will have the discretion to deny honorary memberships, which may be appealed by a 3/4 vote of the EC.

Motion No.: 613

Title: Motion to task the Legislative Action Committee

Mover: Chris Rose

Text: In keeping with the stated goal of the Committee,

I move to task the Legislative Action Committee with the responsibility of creating a liberty scorecard for each member of the Florida Legislature, including those newly elected this year.

This scorecard shall use grades A through F, where, An "A" grade will denote the State Senator or House Representative's excellent record of sponsoring, legislating, or advocating for liberty-promoting legislation that is keeping with the Platform of the Libertarian Party of Florida,

And where,

An "F" grade will denote the State Senator or House Representative's record of sponsoring, legislating, or advocating for a majority of legislation which harms individual rights and sovereignty, that which goes against the Platform of the Libertarian Party of Florida.

The Legislative Action Committee shall make this report readily available to the Executive Committee prior to the beginning of the 2019 Florida Legislative Session.

This report shall also include key votes on legislation passed by the Florida Legislature which had monumental impact on State law and individual freedoms, an example of which is SB7026.

Motion No.: 614

Title: Motion to remove Marialexandria Garcia as Candidate Committee Chair

Mover: Chris Rose

Text:—I move to remove the Candidate Committee Chair. Please see LPF Bylaws Article III, Section One, Clause B (below) for authority and expected responsibility.

"Committees and Committee Chairs shall be appointed by the Chair of the LPF with the approval of the Executive Committee, unless otherwise provided in the Constitution or Bylaws. Each Committee shall consist of at least three members of the party (disregarding ex-officio members) of which a majority must not be current Executive Committee members. Appointment terms shall last until the next Executive Committee election or until the committee member is removed or replaced, unless otherwise provided in the Constitution or Bylaws. Removal of persons on a committee shall need the approval of the Executive Committee. Actions of all Committees shall be reported monthly to the Executive Committee. Special committees created by the Executive Committee shall also follow these requirements unless otherwise provided upon their creation."

12. Notice

The next Executive Committee meeting will be on January 20, 2019.

13. Adjourn

TABLE A

| Count | Majority | 2/3 Majority | 3/4 Majority |
|-------|----------|--------------|--------------|
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 2 | 2 | 3 |
| 4 | 3 | 3 | 3 |
| 5 | 3 | 4 | 4 |
| 6 | 4 | 4 | 5 |
| 7 | 4 | 5 | 6 |
| 8 | 5 | 6 | 6 |
| 9 | 5 | 6 | 7 |
| 10 | 6 | 7 | 8 |
| 11 | 6 | 8 | 9 |
| 12 | 7 | 8 | 9 |
| 13 | 7 | 9 | 10 |
| 14 | 8 | 10 | 11 |
| 15 | 8 | 10 | 12 |
| 16 | 9 | 11 | 12 |
| 17 | 9 | 12 | 13 |
| 18 | 10 | 12 | 14 |
| 19 | 10 | 13 | 15 |
| 20 | 11 | 14 | 15 |
| 21 | 11 | 14 | 16 |

TABLE B

| To: | You Say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed |
|--|---|-------------------|---------------|-----------|-----------|--------------------|
| Adjourn | "I move that we adjourn" | No | Yes | No | No | Majority |
| Recess | "I move that we recess until ..." | No | Yes | No | Yes | Majority |
| Complain about noise, room temp, etc. | "Point of Privilege" | Yes | No | No | No | Chair's discretion |
| Suspend further consideration of something | "I move that we table it" | No | Yes | No | No | Majority |
| End debate | "I move the previous question" | No | Yes | No | No | 2/3 |
| Postpone consideration of something | "I move that we postpone this matter until ..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move that this motion be amended by ..." | No | Yes | Yes | Yes | Majority |
| Introduce business | "I move that ..." | No | Yes | Yes | Yes | Majority |

ROBERT'S RULES CHEAT SHEET



Robert's Rules of Order Motions Cheat Sheet

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Note: Please stand to be recognized by the Chair.

Part 1, Main Motions. Listed in order of precedence. A motion can be introduced if it is higher in the table than the pending motion.

| PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
|--|--|------------|------|---------|--------|----------|
| Close meeting | I move to adjourn | No | Yes | No | No | Majority |
| Take break | I move to recess for ... | No | Yes | No | Yes | Majority |
| Register complaint | I rise to a question of privilege | Yes | No | No | No | None |
| Make follow agenda | I call for the orders of the day | Yes | No | No | No | None |
| Lay aside temporarily | I move to lay the question on the table | No | Yes | No | No | Majority |
| Close debate | I move the previous question | No | Yes | No | No | 2/3 |
| Limit or extend debate | I move that debate be limited to ... | No | Yes | No | Yes | 2/3 |
| Postpone to a certain time | I move to postpone the motion to ... | No | Yes | Yes | Yes | Majority |
| Refer to committee | I move to refer the motion to ... | No | Yes | Yes | Yes | Majority |
| Modify wording of motion | I move to amend the motion by ... | No | Yes | Yes | Yes | Majority |
| Kill main motion | I move that the motion be postponed indefinitely | No | Yes | Yes | No | Majority |
| Bring business before assembly (a main motion) | I move that [or "to"] ... | No | Yes | Yes | Yes | Majority |

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

| PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
|------------------------------|---|------------|------|---------|--------|----------|
| Enforce rules | Point of Order | Yes | No | No | No | None |
| Submit matter to assembly | I appeal from the decision of the chair | Yes | Yes | Varies | No | Majority |
| Suspend rules | I move to suspend the rules | No | Yes | No | No | 2/3 |
| Avoid main motion altogether | I object to the consideration of the question | Yes | No | No | No | 2/3 |
| Divide motion | I move to divide the question | No | Yes | No | Yes | Majority |
| Demand a rising vote | I move for a rising vote | Yes | No | No | No | None |
| Parliamentary law question | Parliamentary inquiry | Yes | No | No | No | None |
| Request for information | Point of information | Yes | No | No | No | None |

Part 3, Motions That Bring a Question Again Before the Assembly. No order of precedence.

Introduce only when nothing else is pending.

| PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
|------------------------|-----------------------------------|------------|------|---------|--------|-----------------------------|
| Take matter from table | I move to take from the table ... | No | Yes | No | No | Majority |
| Cancel previous action | I move to rescind ... | No | Yes | Yes | Yes | 2/3 or Majority with notice |
| Reconsider motion | I move to reconsider ... | No | Yes | Varies | No | Majority |