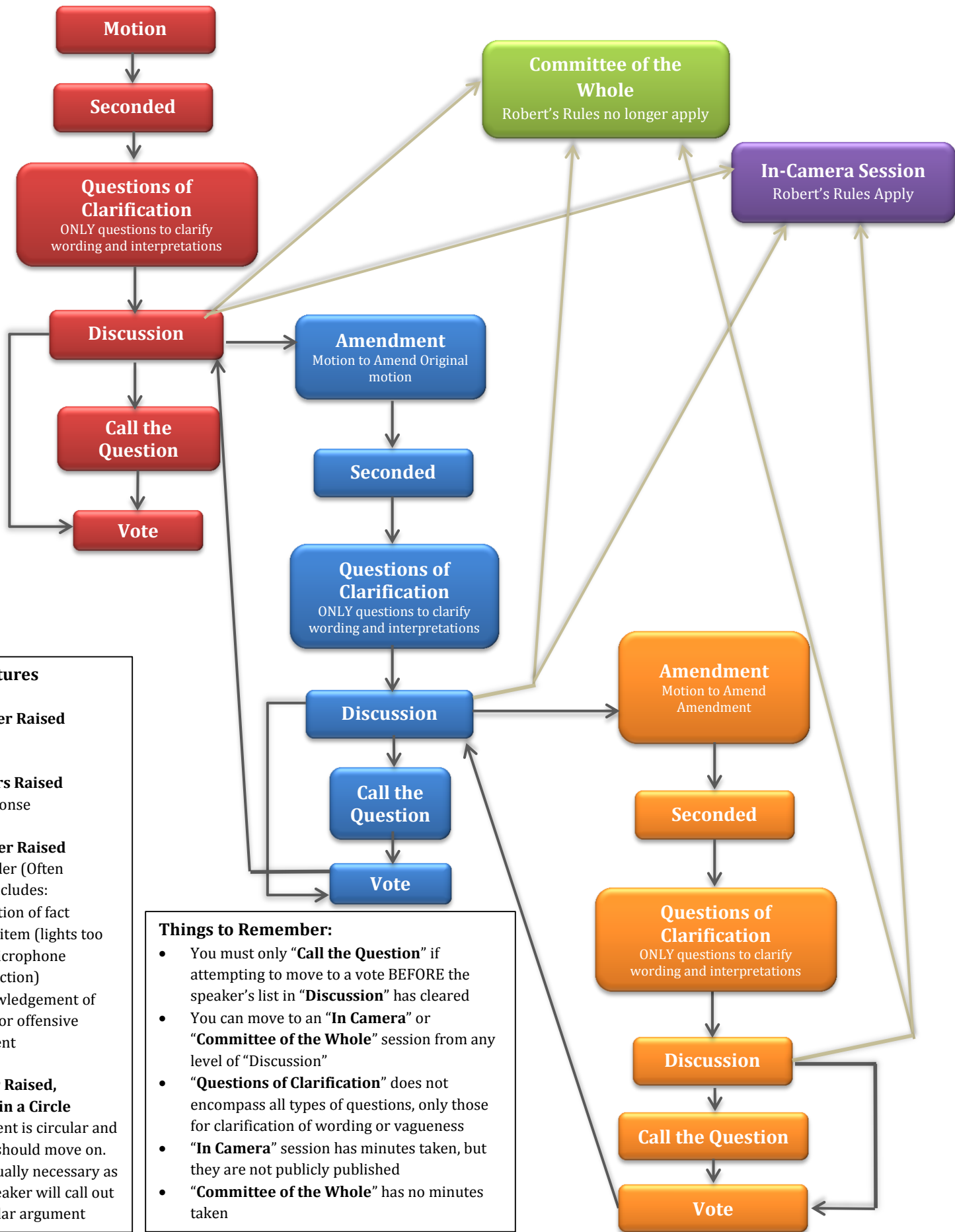


Robert's Rules of Order Summary Sheet



Hand Gestures

Index Finger Raised
New Point

Two Fingers Raised
Direct Response

Pinky Finger Raised
Point of Order (Often misused) Includes:

- Correction of fact
- Action item (lights too low, microphone malfunction)
- Acknowledgement of unjust or offensive comment

One Finger Raised, Motioning in a Circle
The Argument is circular and discussion should move on.

- Not usually necessary as the Speaker will call out a circular argument

Things to Remember:

- You must only **"Call the Question"** if attempting to move to a vote **BEFORE** the speaker's list in **"Discussion"** has cleared
- You can move to an **"In Camera"** or **"Committee of the Whole"** session from any level of **"Discussion"**
- **"Questions of Clarification"** does not encompass all types of questions, only those for clarification of wording or vagueness
- **"In Camera"** session has minutes taken, but they are not publicly published
- **"Committee of the Whole"** has no minutes taken