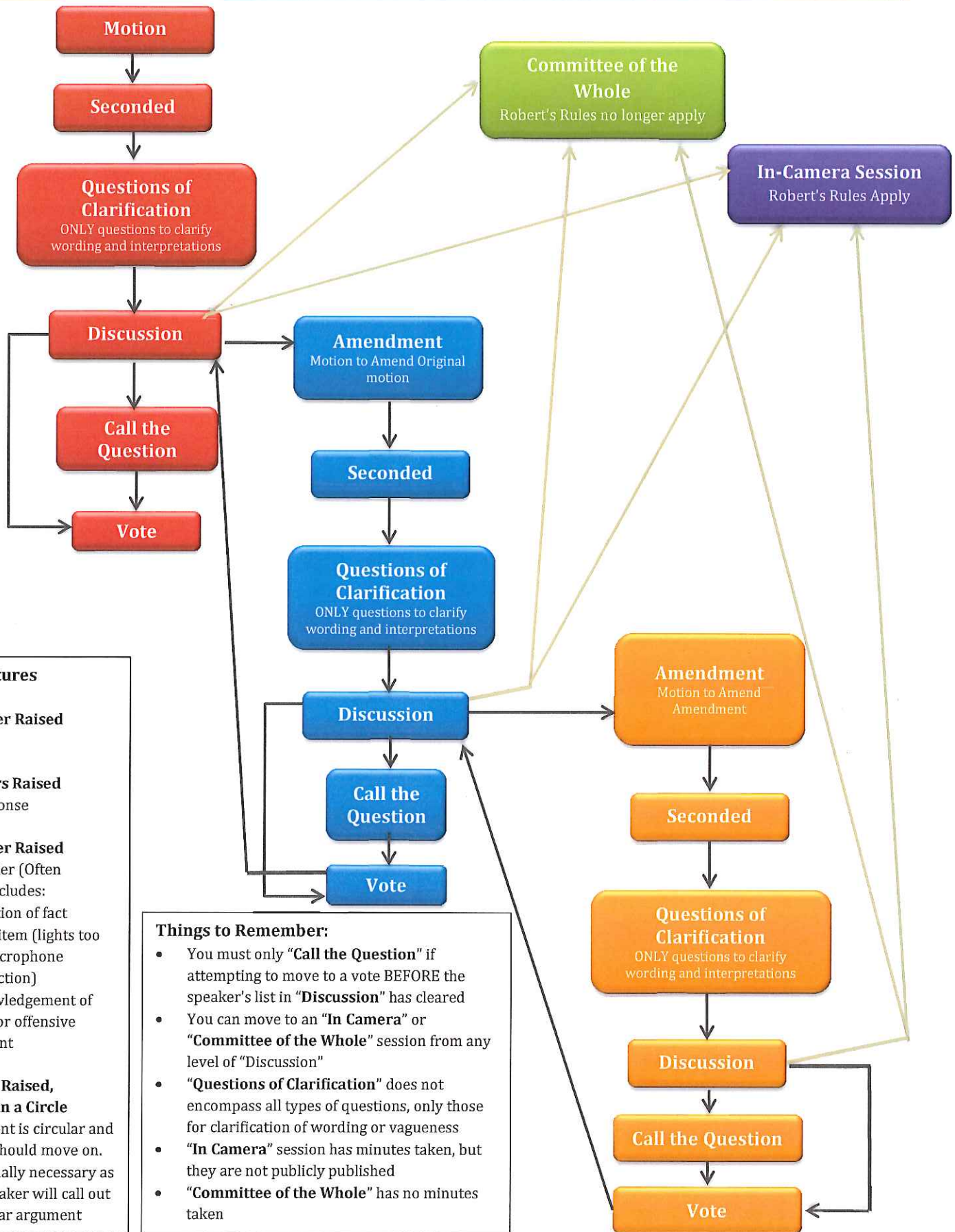


# Robert's Rules of Order Summary Sheet



## 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