*[Robert's Rules of Order Newly Revised](http://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order" \o "Robert's Rules of Order)* provides guidelines on the proper use of the gavel in [deliberative assemblies](http://en.wikipedia.org/wiki/Deliberative_assembly). For instance, the chair is never to use the gavel in an attempt to drown out a disorderly member;[[4]](http://en.wikipedia.org/wiki/Gavel" \l "cite_note-4) rather, the chair should give one vigorous tap at a time at intervals.[[1]](http://en.wikipedia.org/wiki/Gavel#cite_note-thirtynine-1) The chair should not lean on the gavel, juggle or toy with it, or use it to challenge or threaten or to emphasize remarks.[[1]](http://en.wikipedia.org/wiki/Gavel#cite_note-thirtynine-1) The prohibited practice of a chair cutting off members' right to debate or introduce [secondary motions](http://en.wikipedia.org/wiki/Motion_(parliamentary_procedure)) by quickly putting a question to vote before any member can get the floor is referred to as "gaveling through" a measure.[[5]](http://en.wikipedia.org/wiki/Gavel#cite_note-5)

[*Demeter's Manual*](http://en.wikipedia.org/wiki/Demeter%27s_Manual_of_Parliamentary_Law_and_Procedure) notes that, in addition to an optional light tap after a vote, there are three other uses of a gavel:[[1]](http://en.wikipedia.org/wiki/Gavel#cite_note-thirtynine-1)

1. To attract attention and call a meeting to order. In most organizations, two raps raise and one rap seats the assembly; in others, two raps raise and three raps seat it.
2. To maintain order and restore it when breached in the course of the proceedings. (Rap the gavel once, but vigorously.)
3. To be handed over to successors in office or to officiating officers as ceremonials, etc. (Always extend the holding end.)