

Parliamentary Procedure...*At a Glance*

Here are some motions you might make, how to make them, and what to expect of the rules. They are not listed in order of precedence.

To Do This...	You Say This...	May You Interrupt ?	Do You Need a Second?	Can you Debate ?	Can you Amend?	Needed to pass?	Can it be Reconsidered?
INTRODUCE A TOPIC TO BE DISCUSSED OR CONSIDERED	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
AMEND A MOTION (already under discussion)	"I move to amend the motion by..."	No	Yes	Yes *1	Yes	Majority	Yes
AVOID CONSIDERING AN IMPROPER TOPIC OR ISSUE	"I object to consideration of this motion."	Yes	No	No	No	2/3 *2	- *3
REQUEST INFORMATION (must be a question)	"Point of information."	Yes	No	No	No	No Vote	No
TEMPORARILY SUSPEND CONSIDERATION (indefinitely)	"I move to table the motion."	No	Yes	No	No	Majority	No
POSTPONE DISCUSSION FOR TO A SPECIFIC TIME OR DATE	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	No	Yes	No	No	Majority	No
GIVE CLOSER STUDY TO SOMETHING	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes *4

Notes: ***1** = Only if the motion to be amended is debatable. ***2** = A 2/3 vote in the negative is needed to prevent consideration of the motion. ***3** = Only if discussion hasn't started on the motion. ***4** = Unless the committee has already discussing the subject.

To Do This...	You Say This...	May You Interrupt ?	Do You Need a Second?	Can you Debate ?	Can you Amend?	What Vote is Needed?	Can it be Reconsidered?
RECONSIDER AN ACTION (has to be done within the meeting action was taken)	"I move to reconsider the vote on..."	Yes	Yes	- *5	No	Majority	No
PROTEST BREACH OF THE RULES OR CONDUCT	"Point of order."	Yes	No	No	No	No Vote *6	No
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
APPEAL CHAIRPERSON'S RULING	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority *7	Yes
ASK FOR A BREAK IN THE MEETING	"I move that we recess for..."	No	Yes	No	Yes	Majority	No
COMPLAIN ABOUT NOISE, HEAT, ETC.	"I rise to a question of privilege..."	Yes	No	No	No	No vote	No (usually)
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND (raising hands OK too)	"I call for a division" or "Division!"	Yes	No	No	No	No Vote	No
END DEBATE AND AMENDMENTS	"I move the previous question."	No	Yes	No	No	2/3	No *8
ADJOURN MEETING	"I move that we adjourn."	No	Yes	No	No	Majority	No *9

Notes: *5 = Only if motion being reconsidered is debatable. *6 = Except in doubtful cases. *7 = A majority vote in negative needed to revert ruling of chair. *8 = Unless vote on question is not yet taken. *9 = A motion to end the meeting can be made at any time during the meeting. If there is no 2nd the motion fails and the meeting continues