

## Parliamentary Procedure at a Glance

<u>To Do This*</u>	<u>You Say This</u>	<u>May You Interrupt Speaker?</u>	<u>Must You Be Seconded?</u>	<u>Is the Motion Debatable?</u>	<u>Is the Motion Amendable?</u>	<u>What Vote is Required?</u>
Adjourn the meeting.	“I move we adjourn.”	NO	NO	NO	NO	Majority
Recess the meeting.	“I move we recess until....”	NO	YES	NO	YES	Majority
Complain about noise, room temp., etc.	“Point of privilege.”	YES	NO	NO	NO	No vote req.***
Suspend further consideration of something.	“I move 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 we postpone this matter until.”	NO	YES	YES	YES	Majority
Having something studied further.	“I move we refer this matter to a committee.”	NO	YES	YES	YES	Majority
Amend a motion.	“I move this motion be amended by...”	NO	YES	YES	YES	Majority
Introduce business (a primary motion)	“I move that...”	YES	YES	YES	YES	Majority

\*The motions or points are listed in established order of procedure. When any one of them is pending, you may not introduce another that’s listed below it, but you may introduce another that’s listed above it.

\*\*In this case, any resulting motion is debatable.

\*\*\*Chair decides.

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Object to procedure or to a personal affront.	“Point of Order.”	YES	NO	NO	NO	No Vote Chair decides
Request information.	“Point of Information.”	Yes, if urgent	NO	NO	NO	No Vote
Ask for a vote by actual count to verify voice vote.	“I call for a division of the house.”	NO**	NO	NO	NO	No vote unless someone objects***
Object to considering some undiplomatic or improper matter.	“I object to consideration of the question.”	YES	NO	NO	NO	2/3
Take up a matter previously tabled.	“I move we take from the table.....”	NO	YES	NO	NO	Majority
Reconsider something already disposed of.	“I move we now (or later) reconsider our action relative to....”	YES	YES	YES, if original motion is debatable.	NO	Majority
Consider something out of its scheduled order.	“I move we suspend the rules and consider.....”	NO	YES	NO	NO	Majority
Vote on a ruling by the chair.	“I appeal the ruling the chair...”	NO	YES	YES	YES	Majority

\*The motions, points and proposals listed above have no established order of procedure. Any of them may be introduced at any time, except when the meeting is considering one of the top three matters listed on Page 1 (motion to adjourn, motion to recess, point of privilege).

\*\*But division must be called before another motion is started.

\*\*\*Then majority is required.