

## Parliamentary Procedures At A Glance

| <b>To Do This: (1)</b>                                | <b>You Say This:</b>                           | <b>May You Interrupt Speaker?</b> | <b>Must You Be Seconded?</b> | <b>Is the Motion Debatable?</b> | <b>Is the Motion Amendable?</b> | <b>What Vote Is Required?</b> |
|---|--|-----------------------------------|------------------------------|---------------------------------|---------------------------------|-------------------------------|
| Adjourn the meeting (before all business is complete) | "I move that we "adjourn."                     | May not interrupt speaker         | Must be seconded             | Not debatable                   | Not amendable                   | Majority vote                 |
| Recess the meeting                                    | "I move that we recess "until..."              | May not interrupt speaker         | Must be seconded             | Not debatable                   | Amendable                       | Majority vote                 |
| Complain about noise, room temperature, etc.          | "Point of privilege."                          | May interrupt speaker             | No second needed             | Not debatable (2)               | Not amendable                   | None (3)                      |
| Suspend further consideration of something            | "I move we table it."                          | May not interrupt speaker         | Must be seconded             | Not debatable                   | Not amendable                   | Majority vote                 |
| End debate  | "I move the previous "question."               | May not interrupt speaker         | Must be seconded             | Not debatable                   | Not amendable                   | Two-thirds vote               |
| Postpone consideration of something                   | "I move we postpone "this matter until..."     | May not interrupt speaker         | Must be seconded             | Debatable                       | Amendable                       | Majority vote                 |
| Have something studied further                        | "I move we refer this "matter to a committee." | May not interrupt speaker         | Must be seconded             | Debatable                       | Amendable                       | Majority vote                 |
| Amend a motion  | "I move that this motion "be amended by..."    | May not interrupt speaker         | Must be seconded             | Debatable                       | Amendable                       | Majority vote                 |
| Introduce business (a primary motion)                 | "I move that..."                               | May not interrupt speaker         | Must be seconded             | Debatable                       | Amendable                       | Majority vote                 |

### Notes

1. These motions or points are listed in established order of precedence. 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
2. In this case, any resulting motion is debatable.
3. Chair decides.

## Parliamentary Procedures At A Glance (continued)

| <b>To Do This: (4)</b>                                     | <b>You Say This:</b>  | <b>May You Interrupt Speaker?</b> | <b>Must You Be Seconded?</b> | <b>Is the Motion Debatable?</b>           | <b>Is the Motion Amendable?</b> | <b>What Vote Is Required?</b>                                 |
|--|---|-----------------------------------|------------------------------|---|---------------------------------|---|
| Object to procedure or to a personal affront               | "Point of order."   | May interrupt the speaker         | No second needed             | Not debatable                             | Not amendable                   | None (3)  |
| Request information  | "Point of information."   | If urgent, may interrupt speaker  | No second needed             | Not debatable                             | Not amendable                   | None  |
| Ask for a vote by actual count to verify a voice count     | "I call for a division of the house."                           | May not interrupt speaker (5)     | No second needed             | Not debatable                             | Not amendable                   | None unless someone objects (6)                               |
| Object to considering some undiplomatic or improper matter | "I object to consideration of this question."                   | May interrupt speaker             | No second needed             | Not debatable                             | Not amendable                   | Two-thirds vote required                                      |
| Take up a matter previously tabled                         | "I move we take from the table..."                              | May not interrupt speaker         | Must be seconded             | Not debatable                             | Not amendable                   | Majority required   |
| Reconsider something already disposed of                   | "I move we now (or later) reconsider our action relative to..." | May interrupt speaker             | Must be seconded             | Debatable if original motion is debatable | Not amendable                   | Majority required   |
| Consider something out of its scheduled order              | "I move we suspend the rules and consider..."                   | May not interrupt speaker         | Must be seconded             | Not debatable                             | Not amendable                   | Two-thirds vote required                                      |
| Vote on a ruling by the chair                              | "I appeal the chair's decision."                                | May interrupt speaker             | Must be seconded             | Debatable                                 | Not amendable                   | Majority in the negative required to reverse chair's decision |

### Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
5. But division must be called for before another motion is started.
6. Then majority vote is required.