

## Parliamentary Procedures at a Glance

<b>To Do This (1)</b>	<b>You Say This:</b>	<b>May You Interrupt the 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 required
Recess the meeting	“I move that we recess until ...”	May not interrupt Speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temperature, etc. (3)	“Point of Privilege”	May interrupt Speaker	No second needed	Not debatable (2)	Not amendable	No vote required
Suspend further consideration of something	“I move we table it.”	May not interrupt Speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	“I move the	May not interrupt	Must be seconded	Debatable	Amendable	Two-thirds
Postpone consideration of something	“I move we postpone this matter until...”	May not interrupt Speaker	Must be seconded	Debatable	Amendable	Two-thirds vote required
Have something studied further	“I move we refer this to a committee	May not interrupt Speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	“I move that this motion be amended by...”	May not interrupt Speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	“I move that...”	May not interrupt Speaker	Must be seconded	Debatable	Amendable	Majority vote Required

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 (continued)

<b>To Do This: (4)</b>	<b>You Say This:</b>	<b>May You Interrupt The 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	No vote is Required ***
Request information	“Point of information”	If urgent, may interrupt Speaker	No second needed	Not debatable	Not amendable	No vote required
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	No vote required 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.

4. The motions, pints 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, and point of privilege.)
5. But division must be called for before another motion is started.
6. Then majority is required.