



PARLIAMENTARY PROCEDURE . . . at a glance

Here are some motions you might make, how to make them, and what to expect of the rules.

| To Do This: | You Say This: | May You Interrupt The Speaker? | Do You Need A Second? | Is It Debatable? | Can It Be Amended? | What Vote Is Needed? | Can It Be Reconsidered? |
|---|---|--------------------------------|-----------------------|------------------|--------------------|----------------------|-------------------------|
| ADJOURN MEETING | "I move that we adjourn" | No | Yes | No | No | Majority | No |
| CALL AN INTERMISSION | "I move that we recess for . . ." | No | Yes | No | Yes | Majority | No |
| COMPLAIN ABOUT HEAT, NOISE, ETC. | "I rise to a question of privilege" | Yes | No | No | No | No Vote | No |
| SUSPEND FURTHER CONSIDERATION OF AN ISSUE | "I move to table the motion" | No | Yes | No | No | Majority | No |
| END DEBATE AND AMENDMENTS | "I move the previous question" | No | Yes | No | No | 2/3 | No ¹ |
| POSTPONE DISCUSSION FOR A CERTAIN TIME | "I move to postpone the discussion until . . ." | No | Yes | Yes | Yes | Majority | Yes |
| GIVE CLOSER STUDY OF SOMETHING | "I move to refer the matter to committee" | No | Yes | Yes | Yes | Majority | Yes ² |
| AMEND A MOTION | "I move to amend the motion . . . by" | No | Yes | Yes ³ | Yes | Majority | Yes |
| INTRODUCE BUSINESS | "I move that . . ." | No | Yes | Yes | Yes | Majority | Yes |

The Motions Listed Above Are In Order Of Precedence . . . Below There Is No Order . . .

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|--------------------------------------|---|-----|-----|----------------|----|----------------------|----------------|
| PROTECT BREACH OF RULES OR CONDUCT | "I rise to a point of order" | Yes | No | No | No | No Vote ⁴ | No |
| VOTE ON A RULING OF THE CHAIRMAN | "I appeal the chair's decision" | Yes | Yes | Yes | No | Majority | Yes |
| SUSPEND RULES TEMPORARILY | "I move to suspend the rules so that . . ." | No | Yes | No | No | 2/3 | No |
| AVOID CONSIDERING AN IMPROPER MATTER | "I object to consideration of this motion" | Yes | No | No | No | 2/3 ⁵ | - ⁶ |
| VERIFY A VOICE VOTE | "I call for a division" or "Division!" | Yes | No | No | No | No Vote ⁷ | No |
| REQUEST INFORMATION | "Point of information" | Yes | No | No | No | No Vote | No |
| RETRACT YOUR MOTION | "I wish to withdraw my motion" | No | No | No | No | No Vote | - ⁸ |
| TAKE UP A MATTER PREVIOUSLY TABLED | "I move to take from the table . . ." | No | Yes | No | No | Majority | No |
| RECONSIDER A HASTY ACTION | "I move to reconsider the vote on . . ." | Yes | Yes | - ⁹ | No | Majority | No |

- NOTES: 1 Unless vote on question is not yet taken. 2 Unless the committee has already taken up the subject. 3 Only if the motion to be amended is debatable. 4 Except in doubtful cases. 5 A 2/3 vote in negative needed to prevent consideration of main motion. 6 Only if the main question or motion was not, in fact, considered. 7 Unless someone objects. 8 Only if the vote is no. 9 Only if motion to be reconsidered is debatable.