

Parliamentary Procedure at a Glance

Courtesy of Barry Associates, Inc.

To do this....	You say....	Interrupt speaker?	Need a second?	Debate it?	Amend it?	Vote needed?	Reconsider it?
PRIVILEGED MOTIONS: require immediate action because they involve rights of the group. No other motions can be considered until they are resolved.							
Adjourn the 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 the environment	"(I rise to a) question of privilege!"	Yes	No	No	No	Chair rules	No
SUBSIDIARY MOTIONS: dispose of or change main motions.							
Suspend further consideration of an issue	"I move to table the motion."	No	Yes	No	No	Majority	No
End debate and amendments	"I move (I call) the previous question."	No	Yes	No	No	2/3	No
Limit debate	"I move debate on this motion be limited to..."	No	Yes	No	Yes	2/3	Yes
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Allow further study	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes
Take up a previously tabled matter	"I move to take from the table..."	No	Yes	No	No	Majority	No
Alter the motion	"I move to amend the motion by (inserting, deleting, etc.)"	No	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS -- arise during debate or other business of the meeting. Must be settled before returning to the business pending.							
Protest breach of rules or conduct	"(I rise to a) point of order!"	Yes	No	No	No	Chair rules	No
Vote on a ruling by the chair	"I appeal the decision of the chair."	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 consideration of improper issue	"I object to consideration of this motion."	Yes	No	No	No	2/3	Yes
Verify a voice vote	"(I call for a) division!"	Yes	No	No	No	Chair rules	No
Separate a motion into 2 or more parts	"I move for a division of the question." (be prepared to divide the question in a particular way)	No	Yes	No	Yes	Majority	No
Request information	"Point of information."	Yes	No	No	No	Chair rules	No
MAIN MOTIONS: Proposals for final action or to change a decision.							
Introduce new business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
Reconsider a previous action	"I move to reconsider the vote on..."(having previously voted on the prevailing side)	Yes	Yes	Yes	No	Majority	No