

Quick Guide to Parliamentary Procedure

Do you want to:	Then, say something like this:	May I interrupt?	Do you need a second ?	Is it debatable?	Can it be amended ?	What vote is needed?	Can it be reconsidered?
Bring a session to a close?	<i>"I move to adjourn."</i>	NO	YES	NO	NO	Majority	NO
Provide for a short break in a meeting?	<i>"I move to recess for (length of time)."</i>	NO	YES	NO	YES	Majority	NO
Complain about heat, noise, etc.	<i>"I rise to a question of privilege."</i>	YES	NO	NO	NO	NO VOTE ¹	NO
Lay aside temporarily the pending motion?	<i>"I move to table the motion."</i>	NO	YES	NO	NO	Majority	NO
Close debate and vote on the pending motion?	<i>"I move the previous question."</i>	NO	YES	NO	NO	2/3	YES
Limit length and/or number of speeches, or extend time allotted for debate?	<i>"I move that debate on the pending question be limited to (length of time)."</i>	NO	YES	NO	NO	2/3	YES
Postpone discussion for a certain time?	<i>"I move to postpone the question until..."</i>	NO	YES	YES	YES	Majority	YES
Delay action and give closer study to something?	<i>"I move to refer the matter to the....committee."</i>	NO	YES	YES	YES	Majority	YES ²
Improve a motion?	<i>"I move to amend the motion...."</i>	NO	YES	YES ³	YES ⁴	Majority	YES
Make a Main Motion, to introduce business, present a proposal?	<i>"I move that....."</i>	NO	YES	YES	YES	Majority ⁵	YES

The motions listed above are in order of precedencebelow there is no order. . . .

Protest breach of rules or conduct?	<i>"Madame Chair, I rise to a point of order."</i>	YES ⁶	NO	NO	NO	No vote	NO
Disagree with a ruling of the chair?	<i>"I appeal the chair's decision."</i>	YES	YES	YES	NO	Majority ⁷	YES
Consider something out of order?	<i>"I move to suspend the rules so that...."</i>	NO	YES	NO	NO	2/3	NO
Verify a voice vote by having members stand?	<i>"I call for a division," or "Division!"</i>	YES	NO	NO	NO	No vote	NO
Request information about subject matter or parliamentary procedure?	<i>"I request a point of information about..." or "... correct parliamentary procedure to...."</i>	YES	NO	NO	NO	No vote	NO
Take up a matter previously tabled?	<i>"I move to take from the table...."</i>	NO	YES	NO	NO	Majority	NO
Reconsider a hasty action? -only on day vote was taken, or next day -mover must have voted on prevailing side	<i>"I move to reconsider the vote on....."</i>	YES	YES	If motion to be reconsidered was debatable	NO	Majority	NO
Modify or withdraw a motion?	<i>"I request leave to withdraw my motion."</i>	NO	NO	NO	NO	Majority	⁸

Notes:

1. In cases where there is no vote, the chair decides. 2. Unless the committee has already taken up the subject. 3. If the motion to be amended is debatable. 4. But not an amendment to an amendment. 5. Unless by-laws call for larger number. 6. Must be made at time of violation. 7. A majority vote in negative needed to reverse ruling of chair. 8. Negative vote ONLY may be reconsidered.