

Parliamentary Procedure at a Glance

To Do This	You Say This	May You interrupt Speaker	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable	What Vote is Required?
Adjourn the Meeting	"I move that we adjourn"	No	Yes	No	No	Majority Required
Recess the Meeting	"I move that we recess the meeting"	No	Yes	No	Yes	Majority Required
Complain about noise, room temp, etc.	"Point of privilege"	Yes	No	No	No	No Vote Required, Chair Decides
End Debate	"I move the previous question"	No	Yes	No	Yes	2/3 Vote
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority Required
Have something studied further	"I move we refer this matter to a committee"	No	Yes	Yes	Yes	Majority Required
Amend a motion	"I move that this motion be amended by"	No	Yes	Yes	Yes	Majority Required
Introduce Business (a primary motion)	"I move that"	No	Yes	Yes	Yes	Majority Required
Object to procedure or a personal affront	"Point of order"	Yes	No	No	No	No Vote Required, Chair Decides
Request information	"Point of information"	Yes, if urgent	No	No	No	No Vote Required
Ask for vote by actual count to verify voice vote	"I call the for a division of the house"	No ²	No	No	No	No Vote Required, unless someone objects ³
Object to considering undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3 Vote Required
Take up a matter previously tabled	"I move we take from the table"	No	Yes	No	No	Majority Required
Reconsider something already disposed of	"I move we now (or later) re-consider our action relative to..."	Yes	Yes	Yes, if original motion is debatable	No	Majority Required
Consider something out of its scheduled order	"I move we suspend the rules and consider"	No	Yes	No	No	2/3 Vote Required
Vote on a ruling by the chair	"I appeal the chair's decision"	Yes	Yes	Yes	No	Majority Required

¹ the first 8 motions or points are listed in established order of precedence. When any one other is pending, you may not introduce another that is listed below it, but you may introduce another that is listed above it. The next 8 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 (motion to adjourn, motion to recess, point of privilege).

² But Divisions must be called for before another motion is started

³Then majority vote is required