

Section 11: Parliamentary Procedure at a Glance

Priority Motions

The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

You Want To:	You Say:	Interrupt?	Second?	Debate?	Amend?	Vote
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for...	No	Yes	No	Yes	Majority
Register a complaint	I rise to a question of personal privilege.	Yes	No	No	No	None
Close debate	I move the previous question.	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited (or extended) to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a main motion)	I move that (or to)...	No	Yes	Yes	Yes	Majority

Incidental Motions

No order of precedence. Arise incidentally and are decided immediately.

You Want To:	You Say:	Interrupt?	Second?	Debate?	Amend?	Vote
Enforce rules	Point of order	Yes	No	No	No	None
Appeal a ruling	I appeal the decision of the chair.	Yes	Yes	Varies	No	Majority
Suspend the rules	I move to suspend the rules for the purpose of...	No	Yes	No	No	2/3
Split a motion into two or more parts	I move to divide the question.	No	Yes	No	Yes	Majority
Demand a counted vote	Division	Yes	No	No	No	None
Question parliamentary procedure	Parliamentary inquiry	Yes	No	No	No	None
Request information	Point of information	Yes	No	No	No	None

Motions Classified According to Purpose

Bring before the body	Move an action or resolution for consideration.
Modify a motion	Amend: add and/or delete words in the main motion. An amendment may be amended once.
Suppress debate or hasten action	Previous question (Call the Question). A motion to close debate immediately. Requires 2/3 vote. Limit debate. Move to limit to a specific time or number of speakers. Requires 2/3 vote. Suspend rules for the purpose of _____ Change established agenda or rules. Requires 2/3 vote.
Delay action	Postpone to a definite time. Refer to committee. Refer for study and report to the body at a later time.
Prevent action	Postpone indefinitely. Kills the motion. Object to consideration. Requires 2/3 vote. Withdraw a motion.
Consider more carefully	Extend debate. Divide question. Divides motion into distinct parts, each voted on separately. Demand a counted vote. Used when the results of a voice vote are in doubt.
Change a decision <i>(Bring a Question again before the assembly)</i>	Reconsider. Maker of motion must have voted on the prevailing side. Requires 2/3 vote. Rescind or Amend Something Previously Adopted. Maker of motion must have voted on the prevailing side. Requires 2/3 vote.
Maintain rules and order	Question of privilege. May not be used to continue debate. Point of order. May not be used to continue debate. Appeal from decision of Chair. Question a ruling of the Chair.
Parliamentary inquiry	Question parliamentary procedure on an issue. Request for information.
Close a meeting	Adjourn. Ends all business for this meeting. Recess. Meeting will continue its business at a later time.

Note: This is a brief presentation of the most commonly used actions in a meeting and is not intended to be definitive. Refer to Robert's Rules of Order Newly Revised, 11th ed. or www.robertsrules.com.