

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This: - 1	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
Recess the meeting	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temperature, etc.	"Point of privilege."	Yes	No	No-2	No	No Vote-3
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority
End debate	"I move the previous question."	No	Yes	No	No	2/3 vote required
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that...."	No	Yes	Yes	Yes	Majority

1. The motions or points above are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below it. But you may introduce another that's listed above it. 2. In this case, any resulting motion is debatable. 3. Chair decides.

To Do This: - 1	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to a procedure or to a personal affront	"Point of order."	Yes	No	No	No	No vote required, chair decides.
Request information	"Point of information."	If urgent, may interrupt speaker	No	No	No	No vote required.
Ask for a vote by actual count to verify a voice vote	"I call for a division of the house."	No - 2	No	No	No	No vote, unless someone objects - 3
Object to considering some 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
Reconsider something already disposed of	"I move we now consider our action relative to..."	Yes	Yes	Yes - if original motion is debatable	No	Majority
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

1. The motions, points and proposals listed above 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 listed in the above chart (motion to adjourn). 2. But division must be called before another motion is started. 3. Then majority vote is required.