

PARLIAMENTARY PROCEDURES AT A GLANCE

When You Want 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	None 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	Yes	Yes	Two-thirds
Postpone consideration of something	“I move we postpone this matter until...”	No	Yes	Yes	Yes	Two-thirds
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”	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 of them is pending, you may not introduce another that is listed below it. But you may introduce one that is listed above it.

² In this case, any resulting motion is debatable.

³ Chair decides

PARLIAMENTARY PROCEDURES, continued

When You Want 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 procedure or a personal affront	“Point of order.”	Yes	No	No	No	None. Chair decides.
Request information	“Point of information.”	If urgent, yes	No	No	No	None
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	None unless someone objects ³
Object to considering some undiplomatic or improper matter	“I object to consideration of this question”	Yes	No	No	NO	Two-thirds
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 (or later) reconsider 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	Two-thirds
Vote on a ruling by the chair	“I appeal the chair’s decision.”	Yes	Yes	Yes	No	Majority in the negative required to reverse chair’s decision

¹ The motions, points, and proposals listed above have no established order of preference.

Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed on page 1 of this chart (motion to adjourn, motion to recess, point of privilege).

² But division must be called for before another motion is started.

³ Then majority vote is required

