

Parliamentary Motions Guide

PART 1: Main Motions. These motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

PART 2: Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

PART 3: Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 majority w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Intro to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

The Order of Business may (for example) follow this order: Call to Order, Roll Call of Members Present, Reading of Minutes of Last Meeting, Officers Reports, Committee Reports, Special Orders --- Important Business Previously Designated For Consideration At This Meeting, Unfinished Business, New Business, Announcements, and Adjournment.

The Rules

1.	Point of Privilege	Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
2.	Parliamentary Inquiry	Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
3.	Point of Information	Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."
4.	Orders of the Day (Agenda)	A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
5.	Point of Order	Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
6.	Main Motion	Brings new business (the next item on the agenda) before the assembly
7.	Divide the Question	Divides a motion into two or more separate motions (must be able to stand on their own)
8.	Consider by Paragraph	Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
9.	Amend	Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
10.	Withdraw/Modify Motion	Applies only after question is stated; mover can accept an amendment without obtaining the floor
11.	Commit /Refer/Recommit to Committee	State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
12.	Extend Debate	Applies only to the immediately pending question; extends until a certain time or for a certain period of time
13.	Limit Debate	Closing debate at a certain time, or limiting to a certain period of time
14.	Postpone to a Certain Time	State the time the motion or agenda item will be resumed
15.	Object to Consideration	Objection must be stated before discussion or another motion is stated
16.	Lay on the Table	Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
17.	Take from the Table	Resumes consideration of item previously "laid on the table" - state the motion to take from the table
18.	Reconsider	Can be made only by one on the prevailing side who has changed position or view
19.	Postpone Indefinitely	Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
20.	Previous Question	Closes debate if successful - may be moved to "Close Debate" if preferred
21.	Informal Consideration	Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
22.	Appeal Decision of the Chair	Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
23.	Suspend the Rules	Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified