

Basic Parliamentary Procedures

To Do This:	You Say This:	May you interrupt speaker?	Do you need a second?	Is it debate-able?	Can you amend it?	What vote is needed?	Can it be re-considered?
Adjourn meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an intermission	"I move to recess for..."	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No Vote	No
Temporarily suspend consideration of an issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	Yes
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority	Yes
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE ... BELOW, THERE IS NO ORDER

Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No Vote	No
Vote on a ruling of the chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	2/3	Yes
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No Vote	No
Request information	"Point of Information..."	Yes	No	No	No	No Vote	No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes	Yes	Yes	No	Majority	No

— From *The ABCs of Parliamentary Procedure*

Lesson 3: Motion-Making Process and Board Resolutions

How to use common motions to obtain desired outcomes at a meeting

How to Present a Motion

1. You obtain the floor. Must be recognized by the Chairman
 - Wait until the previous speaker is finished.
2. You make your motion.
 - State your motion affirmatively. Say, "I move that we do..."
3. You wait for a second.
 - If there is no second, your motion will not be considered (assuming that it's a motion that requires a second).
4. The chair states your motion.
 - The chair must say, "It is moved and seconded that we..."
 - After this happens, debate and voting can occur.
 - A motion is pending when it has been stated by the chair but not yet voted on.
 - o The last motion stated by the chair is the first pending.
 - o The main motion is always the last voted on.
5. You expand on your motion.
 - As the person who made the motion, you are allowed to speak first.
 - The chair asks for a discussion
6. The chair calls the question.
 - If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
 - The chair announces the results of the vote.
7. The chair asks for a discussion.
8. Vote taken.

Lesson 3: Motion-Making Process and Board Resolutions

How to use a Common Motion

What: Motion to amend a pending motion and motion to end debate

- **Motion to amend a pending motion**

- The amendment must relate to the pending motion
- Use—

Procedure—

- "I move to amend the motion by..."
- Motion requires a second.
- Motion may be debated.
- Motion requires a majority vote for adoption.
- Once the board approves or disapproves the amendment, the pending motion, as amended or not, is reopened for debate.
- Pending motion, as amended or not, is put to a vote.

- **Motion to end debate**

- Use—

Procedure—

- "I move the previous question."
- Motion requires a second.
- There is no debate.
- Motion requires a two-thirds vote for adoption.
- If not adopted, discussion continues.
- If adopted, the pending motion is put to a vote without further debate.

Lesson 3: Motion-Making Process and Board Resolutions

How to Use Common Motions to Obtain Desired Outcomes at a Meeting

What: The difference between motion to lay on the table (table), motion to postpone to a certain time, and motion to postpone indefinitely

Motion to lay on the table

"Enables the group to lay the pending question aside *temporarily* when something else of immediate urgency has arisen." (*Robert's Rules of Order*)

Procedure—

"I move to lay the motion on the table."

Motion requires a second.

Motion may *not* be debated.

Motion requires a majority vote for adoption.

- To consider no later than the next business meeting.

Motion to postpone to a certain time

"Action on a pending question is put off, within limits, to a definite day, meeting, or hour, or until after a certain event." (*Robert's Rules*)

Procedure—

"I move to postpone consideration of the motion until..."

Motion requires a second.

Motion may be debated.

Motion requires a majority vote for adoption.

Lesson 3: Motion-Making Process and Board Resolutions

How to Use Common Motions to Obtain Desired Outcomes at a Meeting, *continued*

What: The difference between motion to lay on the table (table), motion to postpone to a certain time, and motion to postpone indefinitely

Motion to postpone indefinitely

Enables a group to decline to take a position on a pending motion.
(*Robert's Rules*)

Procedure—

"I move to postpone consideration of the motion indefinitely."

Motion requires a second. Motion may be debated. Motion requires a majority vote for adoption.

- Enables the group to decline to take a position.
- Kills the pending motion and avoids a direct vote on it.