

Appendix P: Parliamentary Procedures at a Glance

PARLIAMENTARY PROCEDURES AT A GLANCE

<u>To Do This:</u>	<u>You Say This:</u>	<u>May You Interrupt Speaker?</u>	<u>Must You Be Seconded:</u>	<u>Is the Motion Debatable?:</u>	<u>Is the Motion Amendable?:</u>	<u>What Vote Is Required?</u>
Adjourn the meeting	"I move that we adjourn."	No	Yes	No	No	Majority vote required
Recess the meeting	"I move that we recess until..."	No	Yes	No	Yes	Majority vote required
Complain about noise, room, etc.	"Point of privilege"	Yes	No	(2)No	No	(3)None
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority vote required
End debate	"I move the previous question."	No	Yes	Yes	Yes	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Two-thirds vote required
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority vote required
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority vote required
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote required

(1) The motions or points above are listed in established order or precedence.

When any one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.

(2) In this case, any resulting motion is debatable.

(3) Chairperson decides.

PARLIAMENTARY PROCEDURES AT A GLANCE

<u>(4) To Do This:</u>	<u>You Say This:</u>	<u>May You Interrupt Speaker?</u>	<u>Must You Be Seconded:</u>	<u>Is the Motion Debatable?</u>	<u>Is the Motion Amendable?</u>	<u>What Vote Is Required?</u>
Object to procedure or to personal affront	"Point of order"	Yes	No	No	No	No vote required, chairperson decides
Request information	"Point of information"	Yes, if urgent	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house."	(5) No	No	No	No	(6) No vote required unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of the question."	Yes	No	No	No	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority vote required
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 vote required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority in negative required to reverse chairperson's decision

(4) The motions, points, and proposals listed above have not established order or precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in above chart (motion to adjourn, motion to recess, point of privilege).

(5) But division must be called for before another motion is started.

(6) Then majority vote is required.