

Parliamentary Procedure

A Reference Guide to Moving the Meeting Along (*without going outside to settle the question*)

TO DO THIS*	YOU SAY THIS	May You Interrupt the Speaker?	Do You Need a Second?	Is the Motion Debatable?	What Vote is Required?
Adjourn the meeting	I move that we adjourn	No	Yes	No	Majority
Recess the meeting	I move that we recess until...	No	Yes	No	Majority
Suspend further consideration of the item	I move we table it	No	Yes	No	Majority
End debate ("Ask the question")	I move the previous question	No	Yes	No	2/3 Vote
Postpone consideration of item	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this to committee	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or to personal affront	Point of Order	Yes	No	No	No vote; Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for a count to verify voice vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled	I move to take from the table...	No	Yes	No	Majority
Reconsider something already acted on	I move we reconsider action on...	No	Yes	Yes	Majority
Consider item not on agenda	I move we suspend the rules and...	No	Yes	No	2/3 Vote
Cote on a ruling by the chair	I appeal the chair's decision	No	Yes	Yes	Majority
Limit # of speeches per member in a motion	I move members be limited to	No	Yes	No	2/3 Vote
Complain about the room temperature, noise, etc.	Point of privilege	Yes	No	No	No Vote

*Items in red text are not amendable