Parliamentary Procedure at a Glance

To do this	You say this	May you interrupt speaker	Must be seconded	Is motion debatable	What vote required
Adjourn meeting *	I move that we adjourn	No	Yes	No	Majority
Recess	I move that we recess until ..	No	Yes	If business/ question pending: No If no question pending: Yes	Majority
Complain about noise, room temperature, etc *	I rise to a question of privilege affecting the assembly	Yes	No	No	No vote
Temporarily suspend consideration of a motion to take care of urgent matter, then take it up when urgent matter resolved *	I move to lay the question on the table. >> I move to take from the table the question relating to …	No	Yes	No	Majority
Postpone consideration of something until set time in current meeting or until next meeting	I move we postpone this motion until…	No	Yes	Yes	Majority
Kill the motion so it is not voted upon *	I move to postpone indefinitely	No	Yes	Yes	Majority
End debate and take a vote	I move the previous question	No	Yes	No	2/3 vote
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion [Note: primary motion stated by the chair become property of the assembly, not the mover of the primary motion]	I move this motion be amended by…	No	Yes	Yes	Majority

To do this	You say this	May you interrupt speaker	Must be seconded	Is motion debatable	What vote required
Introduce business (a primary motion)	I move that …	No	Yes	Yes	Majority
Object to procedure or personal affront *	Point of order!	Yes	No	No	No vote, chair decides
Request information [Note: not used to *give* information — do that in debate]	I have a request for information [used to be "point of information"]	Yes	No	No	No vote
Call for standing vote to verify voice vote *	I call for a division of the assembly	Yes	No	No	No vote
Call for the vote to be counted	I request that the vote be counted	Yes	Yes	No	Majority
Object to consideration of a motion before debate has begun*	I object to the consideration of the motion	Yes	No	No	2/3 vote
Reconsider something already voted on * [Note: can be made only by person on winning side and at the same meeting]*	I move to reconsider the vote on the motion relating to… . I voted for/against that motion.	Yes BUT: when another person has been assigned the floor but not after they have begun to speak	Yes	If motion to be reconsidered is debatable: Yes	Majority
Consider something out of its schedule on the agenda *	I move we suspend the rules and consider …	No	Yes	No	2/3 vote
Vote to challenge a ruling by the chair *	I appeal the Chair's decision	Yes	Yes	Yes	Majority

* Not amendable