

PARLIAMENTARY PROCEDURE

| To accomplish this: | You say this: | Interrupt the speaker? | Is a second necessary? | Is it debatable? | Can it be amended? | Necessary vote? | Can it be reconsidered? |
|-----------------------------------------------|------------------------------------------------|------------------------|------------------------|--------------------------------------------|--------------------|--------------------------------|-----------------------------------------|
| Introduce business | **I move that..." | No | Yes | Yes | Yes | Majority | Yes |
| Amend a motion | **I move to amend the motion by...' | No | Yes | Yes (if debatable) | Yes | Majority | Yes |
| Give further study | **I move to refer the matter to committee.** | No | Yes | Yes | Yes | Majority | Yes (unless it has gone to committee) |
| Postpone discussion for stated period of time | **I move to postpone the discussion until.../' | No | Yes | Yes | Yes | Majority | Yes |
| End debate and amendments | **I move the previous question." | No | Yes | No | No | 2/3 | No (unless vote is not taken) |
| Suspend consideration of an issue temporarily | **I move to table the motion.** | No | Yes | No | No | Majority | No |
| Raise a question about noise, etc. | **I rise to a question of privilege/* | Yes | No | No | No | No vote | No (usually) |
| Call for an intermission | **I move we recess for...'* | No | Yes | No | Yes | Majority | No |
| Adjourn the meeting | **I move that we adjourn.** | No | Yes | No | No | Majority | No |
| | | | | | | | |
| Other motions to: | You say: | | | | | | |
| Request information | "Point of information"* | Yes | No | No | No | No vote | No |
| Reconsider an action | **I move to reconsider the vote on...** | Yes | Yes | Yes (if motion to reconsider is debatable) | No | Majority | No |
| Take up a matter previously tabled | **I move to take from the table..." | No | Yes | No | No | Majority | No |
| Verify a voice vote by having members stand | **I call for a division." | 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 |
| Protest breach of rules or conduct | "I rise to a point of order." | Yes | No | No | No | No vote (unless it is unclear) | No |
| Avoid considering an improper matter | **I object to consideration of this motion." | Yes | No | No | No | 2/3 | Yes (if main motion was not considered) |
| Suspend rules temporarily | "I move to suspend the rules so that...** | No | Yes | No | No | 2/3 | No |