

### Parliamentary Procedure chart

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
INTRODUCE business (a primary motion)	"I move to...."	No	Yes, unless the motion comes from a committee	Yes	Majority
AMEND a motion	"I move to amend this motion by...."	No	Yes, unless the amendment is minor and the person who made the primary motion is agreeable to the change	Yes	Majority
AMEND an amendment*  <u>NOTE:</u> Roberts allows only 1 amendment to an amendment. If that does not resolve the issue, the main motion should be withdrawn or defeated and a new motion introduced.	"I move to amend the amendment by...."	No	Yes, unless as above. <u>NOTE:</u> An amendment to an amendment may only seek to change the amendment and not the main motion.	Yes	Majority
CALL for a vote  <u>NOTE:</u> This motion, by itself, does not end debate. A 2/3 majority vote in the affirmative is required to end	"I move the previous question"	No	Yes	No	2/3 Majority

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debate.					
<p>TABLE a motion for consideration at the next meeting*</p> <p>NOTE: A tabled motion not taken up during the meeting is unfinished business and dies as unfinished business</p>	"I move to table this motion"	No	Yes	No	Majority
STUDY an issue	"I move to refer this motion to committee"	No	Yes	Yes	Majority
<p>RECONSIDER a motion already disposed*</p> <p>NOTE: To make this motion, one must have voted on the prevailing side. This motion must occur before the meeting at which the motion was made and</p>	"I move we reconsider our action relative to...."	Yes	Yes	Yes	Majority

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disposed is adjourned. This motion only reopens debate, another vote must be taken to dispose of the matter again.					

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RESCIND a decision made at a previous meeting*	"I move to rescind the motion previously made relative to...."	No	Yes	Yes	Majority
VERIFY a voice vote	"I call for a division of the house"	No	No	No	No vote
SUSPEND the rules	"I move to suspend the rules and consider...."	No	Yes	No	2/3 Majority
OBJECT to a procedure or	"Point of order"	Yes	No	No	No vote

personal affront*					
REQUEST information*	"Point of information"	Yes	No	No	No vote
RECESS the meeting	"I move that we recess until...."	No	Yes	No	Majority
ADJOURN the meeting	"I move that we adjourn"	No	Yes	No	Majority

\* these motions are not amendable