# Parliametary Procedure -- at a glance

## TO DO THIS:  | YOU SAY THIS:  | MAY YOU INTERRUPT THE SPEAKER? | DO YOU NEED A SECOND? | IS IT DEBATABLE? | CAN IT BE AMENDED? | WHAT VOTE IS NEEDED? | CAN IT BE RECONSIDERED?
---|---|---|---|---|---|---|---
Adjourn meeting | "I move that we adjourn" | NO | YES | NO | NO | MAJORITY | NO
Call an intermission | "I move that we recess for...." | NO | YES | NO | YES | MAJORITY | NO
Complain about the heat, noise, etc | "I rise to a question of privilege" | YES | NO | NO | NO | NO VOTE | NO
Temporarily suspend consideration of an issue | "I move to table the motion" | NO | YES | NO | NO | MAJORITY | NO
End debate and amendments | "I move the previous question" | NO | YES | NO | NO | 2/3 | YES
Limit-Extend Limits of Debate | "I move that the debate on the pending motion be limited (extended) to...." | NO | YES | NO | YES | 2/3 | YES
Postpone discussion for a certain time | "I move to postpone the discussion until...." | NO | YES | YES | YES | MAJORITY | YES
Give closer study of something | "I move to refer the matter to committee" | NO | YES | YES | YES | MAJORITY | YES
Amend a motion | "I move to amend the motion by...." | NO | YES | YES | YES | MAJORITY | YES
Introduce business | "I move that...." | NO | YES | YES | YES | MAJORITY | YES

### Notes:

1. Affirmative votes may not be reconsidered.
2. Unless vote on question has begun.
3. Unless the committee has already taken up the subject.
4. Unless the motion to be amended is not debatable.
5. Unless the chair submits to the assembly for decision.
6. A 2/3 vote in negative is needed to prevent consideration of main motion.
7. Only if the main question has not been debated yet.
8. Unless the motion to be reconsidered is not debatable.

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## The Motions Listed Above Are in Order of Precedence....

## Below There Is No Order....

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---|---|---|---|---|---|---|---|---
Protest breach of rules or conduct | "I rise to a point of order." | 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
Suspend the rules temporarily | "I move to suspend the rules so that...." | NO | YES | NO | NO | 2/3 | NO
Avoid considering an improper matter | "I object to consideration of this motion" | YES | NO | NO | NO | 2/3 | YES
Verify a voice vote by having members stand | "I call for division" or "Division!" | YES | NO | NO | NO | NO VOTE | NO
Request information | "Point of information" | YES | NO | NO | NO | NO VOTE | NO
Take up a matter previously tabled | "I move to take from the table...." | NO | YES | NO | NO | MAJORITY | NO
Reconsider a hasty action | "I move to reconsider the vote on...." | YES | YES | YES | NO | MAJORITY | NO

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Adapted and compiled for the National Society of Black Engineers