### Parliamentary Procedure at a Glance
(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

**Principal Motions (Listed in Order of Precedence)**

<table>
<thead>
<tr>
<th>TO DO THIS</th>
<th>YOU SAY THIS</th>
<th>May You Interrupt Speaker?</th>
<th>Must You Be Seconded?</th>
<th>Is The Motion Debatable?</th>
<th>What Vote is Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Adjourn the meeting</em></td>
<td>&quot;I move the meeting be adjourned&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES (RESTRICTED)</td>
<td>MAJORITY</td>
</tr>
<tr>
<td><em>Recess the meeting</em></td>
<td>&quot;I move that the meeting be recessed until...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES**</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>Complain about noise, room temperature, etc.</td>
<td>&quot;I rise to the question of personal privilege&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NONE</td>
</tr>
<tr>
<td>Postpone temporarily (Table)</td>
<td>&quot;I move that this motion be tabled&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY (REQUIRES TWO-THIRDS IF IT WOULD SUPPRESS)</td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move to vote immediately&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>TWO-THIRDS</td>
</tr>
<tr>
<td><em>Limit debate</em></td>
<td>&quot;I move that each speaker be limited to a total of two minutes per discussion&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES**</td>
<td>TWO-THIRDS</td>
</tr>
<tr>
<td><em>Postpone consideration of an item to a certain time</em></td>
<td>&quot;I move to postpone this item until 2:00pm...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES**</td>
<td>MAJORITY</td>
</tr>
<tr>
<td><em>Have something referred to committee</em></td>
<td>&quot;I move this matter be referred to...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES**</td>
<td>MAJORITY</td>
</tr>
<tr>
<td><em>Amend a motion</em></td>
<td>&quot;I move to amend this motion by...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
<tr>
<td><em>Introduce business (the Main Motion)</em></td>
<td>&quot;I move that...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
<tr>
<td><em>Amend a previous action</em></td>
<td>&quot;I move to amend the motion that was adopted...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>Ratify action taken in absence of a quorum or in an emergency</td>
<td>&quot;I move to ratify the action taken by the Council...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>Reconsider</td>
<td>&quot;I move to reconsider...&quot;</td>
<td>YES</td>
<td>YES</td>
<td>YES**</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>Rescind (a main motion)</td>
<td>&quot;I move to rescind the motion...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>Resume consideration of a tabled item</td>
<td>&quot;I move to resume consideration of...?&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
</tr>
</tbody>
</table>

*A Amendable  
**Debatable if no Other Motion is Pending*
### Parliamentary Procedure at a Glance
*(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)*

**Incidental Motions**

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<tr>
<th>TO DO THIS</th>
<th>YOU SAY THIS</th>
<th>May You Interrupt Speaker?</th>
<th>Must You Be Seconded?</th>
<th>Is The Motion Debatable?</th>
<th>What Vote is Required?</th>
</tr>
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<tbody>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>&quot;I appeal the Chair’s decision&quot;</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>Consider something out of its scheduled order</td>
<td>&quot;I move to suspend the rules and consider…”</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>TWO-THIRDS</td>
</tr>
<tr>
<td>To discuss an issue without restrictions of parliamentary rules</td>
<td>&quot;I move that we consider informally…”</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
</tr>
<tr>
<td>To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised</td>
<td>&quot;I rise to a point of order&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NONE</td>
</tr>
<tr>
<td>To ask a question relating to procedure</td>
<td>&quot;I rise to a parliamentary inquiry&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NONE</td>
</tr>
<tr>
<td>To allow the maker of a motion to remove the motion from consideration</td>
<td>&quot;I move to withdraw my motion&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NONE</td>
</tr>
<tr>
<td>To separate a multi-part question into individual questions for the purpose of voting</td>
<td>&quot;I move division of the question&quot;</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NONE</td>
</tr>
<tr>
<td>To verify an indecisive voice or hand vote by requiring voters to rise and be counted</td>
<td>&quot;I move to divide the Assembly&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NONE</td>
</tr>
</tbody>
</table>

*Amendable
**Debatable if no Other Motion is Pending*
# THE CHIEF PURPOSES OF MOTIONS

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>MOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present an idea for consideration and action</td>
<td>Main motion</td>
</tr>
<tr>
<td></td>
<td>Resolution</td>
</tr>
<tr>
<td></td>
<td>Consider informally</td>
</tr>
<tr>
<td>Improve a pending motion</td>
<td>Amend</td>
</tr>
<tr>
<td></td>
<td>Division of question</td>
</tr>
<tr>
<td>Regulate or cut off debate</td>
<td>Limit or extend debate</td>
</tr>
<tr>
<td></td>
<td>Close debate</td>
</tr>
<tr>
<td>Delay a decision</td>
<td>Refer to committee</td>
</tr>
<tr>
<td></td>
<td>Postpone to a certain time</td>
</tr>
<tr>
<td></td>
<td>Postpone temporarily</td>
</tr>
<tr>
<td></td>
<td>Recess</td>
</tr>
<tr>
<td></td>
<td>Adjourn</td>
</tr>
<tr>
<td>Suppress a proposal</td>
<td>Table</td>
</tr>
<tr>
<td></td>
<td>Withdraw a motion</td>
</tr>
<tr>
<td>Meet an emergency</td>
<td>Question of privilege</td>
</tr>
<tr>
<td></td>
<td>Suspend rules</td>
</tr>
<tr>
<td>Gain information on a pending motion</td>
<td>Parliamentary inquiry</td>
</tr>
<tr>
<td></td>
<td>Request for information</td>
</tr>
<tr>
<td></td>
<td>Request to ask member a question</td>
</tr>
<tr>
<td></td>
<td>Question of privilege</td>
</tr>
<tr>
<td>Question the decision of the presiding officer</td>
<td>Point of order</td>
</tr>
<tr>
<td></td>
<td>Appeal from decision of chair</td>
</tr>
<tr>
<td>Enforce rights and privileges</td>
<td>Division of assembly</td>
</tr>
<tr>
<td></td>
<td>Division of question</td>
</tr>
<tr>
<td></td>
<td>Parliamentary inquiry</td>
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<tr>
<td></td>
<td>Point of order</td>
</tr>
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<td></td>
<td>Appeal from decision of chair</td>
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<tr>
<td>Consider a question again</td>
<td>Resume consideration</td>
</tr>
<tr>
<td></td>
<td>Reconsider</td>
</tr>
<tr>
<td></td>
<td>Rescind</td>
</tr>
<tr>
<td></td>
<td>Renew a motion</td>
</tr>
<tr>
<td></td>
<td>Amend a previous action</td>
</tr>
<tr>
<td></td>
<td>Ratify</td>
</tr>
<tr>
<td>Change an action already taken</td>
<td>Reconsider</td>
</tr>
<tr>
<td></td>
<td>Rescind</td>
</tr>
<tr>
<td></td>
<td>Amend a previous action</td>
</tr>
<tr>
<td>Terminate a meeting</td>
<td>Adjourn</td>
</tr>
<tr>
<td></td>
<td>Recess</td>
</tr>
</tbody>
</table>

(From *The Standard Code of Parliamentary Procedure* by Alice Sturgis)
<table>
<thead>
<tr>
<th>TO SUPPORT A MOTION</th>
<th>TO OPPOSE A MOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Second it promptly and enthusiastically.</td>
<td>1. Speak against it as soon as possible. Raise questions; try to put proponents on the defensive.</td>
</tr>
<tr>
<td>2. Speak in favor of it as soon as possible.</td>
<td>2. Move to amend the motion so as to eliminate objectionable aspects.</td>
</tr>
<tr>
<td>3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate.</td>
<td>3. Move to amend the motion to adversely encumber it.</td>
</tr>
<tr>
<td>4. Move to amend motion, if necessary, to make it more acceptable to opponents.</td>
<td>4. Draft a more acceptable version and offer as amendment by substitution.</td>
</tr>
<tr>
<td>5. Vote against motion to table or to postpone, unless delay will strengthen your position.</td>
<td>5. Move to postpone to a subsequent meeting.</td>
</tr>
<tr>
<td>6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes.</td>
<td>6. Move to refer to committee.</td>
</tr>
<tr>
<td>7. If defeat seems likely, move to refer to committee, if that would improve chances.</td>
<td>7. Move to table.</td>
</tr>
<tr>
<td>8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.</td>
<td>8. Move to recess, if you need time to round up votes or obtain more facts.</td>
</tr>
<tr>
<td>9. Have available a copy of the organization's standing rules, its bylaws, and The Standard Code of Parliamentary Procedure, in case of a procedural dispute.</td>
<td>9. Question the presence of a quorum, if appropriate.</td>
</tr>
<tr>
<td>10. If motion is defeated, move to reconsider, if circumstances warrant it.</td>
<td>10. Move to adjourn.</td>
</tr>
<tr>
<td>11. If motion is defeated, consider reintroducing it at a subsequent meeting.</td>
<td>11. On a voice vote, vote emphatically.</td>
</tr>
<tr>
<td>12. If the motion is adopted, move to reconsider, if you might win a subsequent vote.</td>
<td>12. If the motion is adopted, consider trying to rescind it at a subsequent meeting.</td>
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<tr>
<td>13. If the motion is adopted, consider trying to rescind it at a subsequent meeting.</td>
<td>14. Have available a copy of the organization's standing rules, its bylaws, and The Standard Code of Parliamentary Procedure, in case of a procedural dispute.</td>
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