

# PARLIAMENTARY PROCEDURE - THE BASICS AT A GLANCE

<b>TO DO THIS:</b>	<b>YOU SAY THIS</b>	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	“I move that we adjourn”	NO	YES	NO	NO	MAJORITY	NO
CALL INTERMISSION	“I move that we recess for...”	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	“I rise to a question of privilege”	NO	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	“I move to table the motion”	NO	YES	NO	NO	MAJORITY	NO <sup>①</sup>
END DEBATE AMENDMENTS	“I move to the previous question”	NO	YES	NO	NO	2/3	YES <sup>②</sup>
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 <sup>③</sup>
AMEND A MOTION	“I move to amend the motion by...”	NO	YES	YES <sup>④</sup>	YES	MAJORITY	YES
INTRODUCE BUSINESS	“I move that...”	NO	YES	YES	YES	MAJORITY	YES
<b><i>The motions listed above are in order of precedence... Below there is no order...</i></b>							
PROTEST BREACH OF RULES OR CONDUCT	“I rise to a point of order”	YES	NO	NO	NO	NO VOTE <sup>⑤</sup>	NO
VOTE ON RULING OF THE CHAIR	“I appeal the chair’s decision”	YES	YES	YES	NO	MAJORITY	YES
SUSPEND 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 <sup>⑥</sup>	YES <sup>⑦</sup>
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	“I call for a 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 <sup>⑧</sup>	NO	MAJORITY	NO

**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.