

Parliamentary Procedure At a Glance

To do this: (1)	You Say	May You Interrupt the Speaker?	May You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	No	Yes	No	No	Majority vote
Recess the meeting	"I move that we recess until..."	No	Yes	No	Yes	Majority vote
Complain about noise, room temperature, etc.	"Point of privilege."	Yes	No	No (2)	No	No vote (3)
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority vote
End debate	"I move the previous question."	No	Yes	Yes	Yes	Two-thirds vote
Postpone consideration of something	I move we postpone this matter until..."	No	Yes	Yes	Yes	Two-thirds vote
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a primary motion)	"I move that ..."	No	Yes	Yes	Yes	Majority vote

- (1) These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it.
- (2) In this case, any resulting motion is debatable.
- (3) Chairperson decides.

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To do this: (4)	You Say	May You Interrupt the Speaker?	May You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront.	“Point of Order”	Yes	No	No	No	No vote needed, chairperson decides
Request information	“Point of information”	Yes, if urgent	No	No	No	No vote
Ask for a vote by actual count to verify a voice count.	“I call for a division of the house”	No (5)	No	No	No	No vote required unless someone objects (6)
Object to considering some undiplomatic or improper matter	“I object to consideration of this question.”	Yes	No	No	No	Two-thirds vote
Take up a matter previously tabled	“I move we take from the table ...”	No	Yes	No	No	Majority
Reconsider something already disposed of	“I move we now (or later) reconsider our action relative to ...”	Yes	Yes	Yes, if original motion is debatable	No	Majority
Consider something out of its scheduled order	“I move we suspend the rules and consider ...”	No	Yes	No	No	Two-thirds vote
Vote on a ruling by a chairperson	“I appeal the chairperson’s decision.”	Yes	Yes	Yes	No	Majority in the negative required to reverse chairperson’s decision

- (4) The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (Motion to adjourn, motion to recess, point of privilege).
- (5) But no division must be called for before another motion is started
- (6) The majority vote is required.