

**Parliamentary Procedure At A Glance**— *your guide of what to say and when to say it...*

<b>TO DO THIS:</b>	<b>YOU SAY THIS</b>	<b>May you interrupt the speaker?</b>	<b>Do you need a second?</b>	<b>Is it debatable?</b>	<b>Can it be amended?</b>	<b>What vote is needed?</b>	<b>Can it be reconsidered?</b>
<b>Close the Meeting</b>	"I move to adjourn."	NO	YES	NO	NO	Majority	NO
<b>Take a Break</b>	"I move to recess for..."	NO	YES	NO	YES	Majority	NO
<b>Complain about heat, noise, etc.</b>	"I rise to a question of privilege."	YES	NO	NO	NO	No Vote	NO
<b>Temporarily suspend considering an issue</b>	"I move to lay the motion on the table."	NO	YES	NO	NO	Majority	NO
<b>End debate and amendments</b>	"I move the previous question."	NO	YES	NO	NO	2/3	NO
<b>Postpone discussion for a certain time</b>	"I move to postpone discussion until..."	NO	YES	YES	YES	Majority	YES
<b>Give closer study of something</b>	"I move to refer the matter to committee."	NO	YES	YES	YES	Majority	YES
<b>Amend a Motion</b>	"I move to amend the motion by..."	NO	YES	YES	YES	Majority	YES
<b>Introduce Business</b>	"I move that..."	NO	YES	YES	YES	Majority	YES

**THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW, THERE IS NO ORDER...**

<b>Enforce the rules</b>	<b>“Point of order.”</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>No Vote</b>	<b>NO</b>
<b>Vote on a ruling of the chair</b>	“I appeal from the chair’s decision.”	YES	YES	YES	NO	Majority	YES
<b>Suspend rules temporarily</b>	“I move to suspend the rules so that...”	NO	YES	NO	NO	2/3	NO
<b>Avoid considering an improper matter</b>	“I object to consideration of this motion.”	YES	NO	NO	NO	2/3	YES 2
<b>Verify a voice vote by having members stand</b>	“I call for a division,” or “Division!”	YES	NO	NO	NO	No Vote	NO
<b>Request Information</b>	“Point of information...”	YES	NO	NO	NO	No Vote	NO
<b>Take up a matter previously tabled</b>	“I move to take from the table...”	NO	YES	NO	NO	Majority	NO
<b>Reconsider a hasty action</b>	“I move to reconsider vote on...”	YES	YES	YES	NO	Majority	NO