**Parliamentary Procedure**

**Study Sheet**

**Privileged Motions:**

1. **FIX TIME TO WHICH TO ADJOURN:** “Let’s set the time and place of another meeting.”

You say: *“I move that when we adjourn, we adjourn to meet at (state a time)”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a majority must vote “yes”

2. **ADJOURN:** “All business has been completed. Let’s call it quits for the day”

You say: *“I move that when we adjourn.”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a majority must vote “yes”

3. **RECESS:** “Let’s take a break for awhile.”

You say: *“I move that when we recess for (say how long*).”

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a majority must vote “yes”

4. **QUESTIONS OF PRIVILEGE:** “I can’t hear the speaker. Let’s close the windows. Etc.”

You say: “*I rise to a question of personal privilege (state personal need)” or “I rise to a question of privilege affecting the assembly (state assembly need).”*

Parliamentary Pointers:

\* You may not interrupt a speaker when speaking (unless unavoidable)

\* A second is required

\* It is not debatable

\* It is not amendable

\* **The chair must rule for or against the question**

5. **CALL FOR ORDERS OF THE DAY:** “Let’s stick to our agenda. We’re getting off track.”

You say: “*I call for the orders of the day.”*

Parliamentary Pointers:

\* You may interrupt a speaker

\* A second is not required

\* It is not debatable

\* It is not amendable

\* The request must be enforced on the demand of one member,

unless set aside by a two-thirds vote.

**SUBSIDIARY MOTIONS**

1. **LAY ON THE TABLE:** “Let’s talk about this some other time.”

You say: *“I move to lay the question on the table.”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a majority must vote “yes”

2. **PREVIOUS QUESTION:** “Let’s stop all this talking and vote.”

You say: *“I move to close the debate.” Or “I move to the previous question.)”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a two-thirds vote is required

3. **LIMIT/EXTEND TIME OF DEBATE:** “I think that we should set limits on the amount of time

a person can talk about this motion.”

You say: *“I move that debate be limited/extended to (state a length of time).”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a two-thirds vote is required

4. **POSTPONE TO A CERTAIN TIME:** “Let’s not talk, about this until a definite time or date.”

You say: *“I move to postpone the question until (name definite time or date).”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is debatable

\* It is amendable

\* To adopt, a majority must vote “yes” \*

\* unless special conditions exist

5. **REFER TO A COMMITTEE:** “Let’s let the committee talk about this.”

You say: *“I move that the question be referred to the (name the committee).”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is debatable

\* It is amendable

\* To adopt, a majority must vote “yes”

6. **AMEND:** “I’d like to change the motions to say something else. (You may add, change or

leave out words)

You say: *“I move to amend the motion by (say what you want to add, change, or leave out).*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is debatable

\* It is amendable

\* To adopt, a majority must vote “yes”

**AFTER DEALING WITH AN AMENDMENT YOU NEED TO GO BACK TO THE MAIN MOTION.**

7. **POSTPONE INDEFINITELY:** “I don’t think it is appropriate for us to consider this question

at this time.”

You say: *“I move that the question be postponed indefinitely.”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is debatable

\* It is not amendable

\*To adopt, a majority must vote “yes”

**INCIDENTAL MOTIONS**

1. **APPEAL:** “I disagree with the decision of the chair.”

You say: *“I appeal from the decision of the chair.”*

Parliamentary Pointers:

\* You may interrupt a speaker

\* A second is required

\* Limited debate is allowed **\***

\* It is not amendable

\*To adopt, a majority must vote “yes”

\*See Robert’s Rules of Order p.220

2. **POINT OF ORDER:** “We aren’t following the proper rules of parliamentary procedure.”

You say: *“I rise to a point of order” State the problem.*

Parliamentary Pointers:

\* You may interrupt a speaker

\* A second is not required

\* It is not debatable

\* The chair or majority rules

3. **PARLIAMENTARY INQUIRY:** “I have a question about the correct way to do something

according to parliamentary procedure.”

You say: *“I rise to a parliamentary inquiry.” (then state your question).*

*For example: “is it in order at this time to move the previous questions?*

Parliamentary Pointers:

\* You may interrupt a speaker

\* A second is not required

\* It is not debatable

\* It is not amendable

\* No vote is required: it is responded to by chair

4. **SUSPEND THE RULES:** “If we do this we will be violating one of our regular rules.”

You say: *“I move we suspend the rules which interfere with (state the object of suspension).”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* To adopt, a two-thirds vote is required \*

\* Except where a rule protects a minority of less than one-third..

5. **WITHDRAW A MOTION:** “I’ve changed my mind. I don’t want the group to consider this

motion after all.”

You say: *“I ask permission to withdraw the motion.”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is not required

\* It is not debatable

\* To adopt, a majority must vote “yes”

6. **OBJECT TO CONSIDERATION:** “I do not want to consider motion on the floor”

***Must make motion before debate begins.***

You say: *“I object to the consideration of the (question, motion, etc).”*

Chair says: *“The consideration of the question is objected to Shall the question be*

*considered? Those in favor of considering it, rise….Be seated. Those opposed to*

*considering the question, rise.... Be seated. There are two thirds opposed and the*

*question will not be considered.”*

Parliamentary Pointers:

\* You may interrupt a speaker

\* A second is not required

\* It is not debatable

\* It is not amendable

\* A two-thirds vote against consideration is required to sustain the objection

\* A negative vote—this is, a vote sustaining the objection—can be reconsidered,

but not an affirmative vote.

See Robert’s Rules p. 268-271

7. **DIVISION OF THE QUESTION:** “I want the parts of the motion voted on separately..”

You say: *“I move to divide the motion so as to consider separately the question of*

*(one part of the motion).”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is not debatable

\* It is not amendable

\* Required a majority vote

\* Cannot be reconsidered

See Robert’s Rules p. 268-271

8. **DIVISION OF THE ASSEMBLY:** “I doubt the result of a voice vote or by a show of hands.”

You say: *“Division” or “I call for a division.”*

*Chair says: “A division is called for.” The Chair proceeds to take the rising vote.*

Parliamentary Pointers:

\* You may interrupt the speaker and it can be called for until, but not

after, the chair has stated the question on another motion.

\* Do not have to obtain the floor

\* A second is not required

\* It is not debatable

\* It is not amendable

\* Does not require a vote

\* Cannot be reconsidered.

See Robert’s Rules p. 276-278

**UNCLASSIFIED MOTIONS**

1. **RECONSIDER:** “Let’s reconsider the action we took earlier.”

You say: *“I move to reconsider the vote on the question relating to\_\_\_\_\_\_\_\_\_\_\_\_.*

*I voted for the question.”*

Parliamentary Pointers:

\* You must have voted on the winning side of the motion in question,

in order to make the motion

\* You may interrupt a speaker

\* A second is required

\* It is debatable

\* It is not amendable

\* To adopt, a majority must vote “yes”

2. **RESCIND:** “Let’s cancel a previous action.”

You say: *I move to rescind the motion relating to\_\_\_\_\_\_\_\_ adopted at the*

*\_(State when) meeting.”*

Parliamentary Pointers:

\* You may not interrupt a speaker

\* A second is required

\* It is debatable

\* It is amendable

\* To adopt, a two thirds vote is required. A majority vote is acceptable

if the club is previously notified of the vote.

3. **TAKE FROM THE TABLE:** “Let’s reconsider the motion we tabled earlier.”

You say: *“I move to take from the table the question relating to \_\_\_\_\_\_\_\_\_\_\_\_”*

Parliamentary Pointers:

\* You may not interrupt the speaker

\* A second is required

\* It is debatable

\* It is amendable

\* To adopt, a majority must vote “yes”