**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”