

Parliamentary Procedures At A Glance

6/15/18

To do this...	Say to the Chair	May interrupt a speaker?	Does this motion need a second?	Is this motion debatable?	Is this motion amendable?	Vote Needed to pass
Introduce business	Mr./Madam Chair, I move that...	No	Yes	Debatable	Amendable	Majority
Amend a motion	Mr./Madam Chair, I move that this motion be amended by ("inserting....." or "striking..." or "adding ..." or "strike ...and insert ...")	No	Yes	Debatable	Amendable (primary only)	Majority
End debate and amendments (move to a vote)	Mr./Madam Chair, I move the previous question	No	Yes	No	No	2/3
Extend debate time on the pending question	Mr./Madam Chair, I move to extend the time for debate on this question by ___ minutes	No	Yes	No	Amendable (time, # of speeches etc.)	2/3
Stop a motion YOU have made	Mr./Madam Chair I wish to withdraw the motion.	No	Yes	No	No	Majority
Stop a motion from being discussed	Mr./Madam Chair, I object to consideration of this motion.	Yes	No	No	No	2/3
Stop a motion after discussion has begun, without voting on the merits of the motion	Mr./Madam Chair, I move to postpone the motion indefinitely.	No	Yes	Debatable	No	Majority
Refer motion to a committee	Mr./Madam Chair, I move to refer the matter to committee	No	Yes	Debatable	Amendable	Majority
Complain about conditions affecting the meeting, noise, room temperature, etc.	Mr./Madam Chair, I rise to a question of privilege.	Only if urgent	No	No	No	No Vote - Handled by Chair
Get more information on a matter being discussed (NOT for GIVING information)	Mr./Madam Chair, Request for Information	Yes, Rarely	No	No	No	Not voted on.
Point out a violation of procedure or bylaws	Mr./Madam Chair, Point of Order	Yes	No	No	No	Chair Rules
Appeal a Ruling of the Chair	Mr./Madam Chair, I appeal the ruling of the Chair	Yes	Yes	Debatable	No	Majority
Verify a Voice Vote (requesting a standing, non-counted vote)	Mr./Madam Chair, I call for Division	Yes	No	No	No	Not voted on
Discuss or do something without having to stick to the rules	Mr./Madam Chair, I move that we suspend the rules in order to...	No	Yes	No	No	2/3
Call an intermission	Mr./Madam Chair, I move that we recess for ____ (specify time)	No	Yes	No	Amendable	Majority
Adjourn the Meeting	Mr./Madam Chair, I move that we adjourn	No	Yes	No	No	Majority
Point of Clarification (used to interrupt and give important correction or clarification in debate)	Out of Order. There is no such thing in Robert's Rules. Just ask to be recognized for debate the same as other speakers.					