

Parliamentary Procedures At A Glance

To Do This...	You Say This....	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote Is Required
Introduce an item of business for discussion	<i>"I move that..."</i>	No	Yes	Yes	Majority
Amend a Motion	<i>"I move to amend this motion..."</i>	No	Yes	Yes	Majority
Postpone a pending item of business until a later date	<i>"I move we postpone this matter until..."</i>	No	Yes	Yes	Majority
Have an item of business studied in depth	<i>"I move we refer this to a committee"</i>	No	Yes	Yes	Majority
*Suspend a pending item of business until later in meeting	<i>"I move we table it"</i>	No	Yes	No	Majority
*Resume consideration of a tabled item of business	<i>"I move we take from the table..."</i>	No	Yes	No	Majority
* Immediately close discussion on a motion	<i>"I move the previous question" or "question"</i>	No	Yes	No	2/3 Vote
*Ask for verification of the results of a voice vote	<i>"I call for a division of the assembly"</i>	Yes	No	No	No Vote – Chair Handles
*To request additional information or details	<i>"Point of information"</i>	Yes	No	No	No Vote – Chair Handles
*Call attention to an error in procedure or a rule violation	<i>"Point of order"</i>	Yes	No	No	No Vote – Chair Handles
*Express a concern about noise, room temperature, etc.	<i>"Point of privilege"</i>	Yes	No	No	No Vote – Chair Handles
*Appeal a decision made by the chair	<i>"I appeal the chair's decision"</i>	Yes	Yes	Yes	Majority
Take a temporary break during a meeting	<i>"I move that we recess until..."</i>	No	Yes	No	Majority
*Adjourn the meeting	<i>"I move that we adjourn..."</i>	No	Yes	No	Majority

* = Not Amendable

Note: For more detailed information on Parliamentary Procedures, please consult Roberts Rules of Order, available online, in your local library, or bookstores.