

PARLIAMENTARY PROCEDURES AT A GLANCE

| To Do This ¹ : | You Say this: | May You Interrupt the Speaker? | Must You be Seconded? | Is the Motion Debatable? | Is the Motion Amendable? | What Vote is Required? |
|---|---|---|-------------------------|--------------------------|--------------------------|--------------------------------------|
| Adjourn the meeting (before all business is complete) | "I move to adjourn." | May not interrupt speaker | Must be seconded | Not debatable | Not amendable | Majority vote required |
| Recess the meeting | "I move to recess until..." | May not interrupt speaker | Must be seconded | Not debatable | Amendable | Majority vote required |
| Complain about noise, room temperature, etc. | "Point of privilege." | May Interrupt speaker | No second needed | Not debatable (2) | Not amendable | No vote required |
| Suspend further consideration of something | "I move to table..." | May not interrupt the speaker | Must be seconded | Not debatable | Not amendable | Majority vote required |
| End debate | "I move the previous question." | May not interrupt the speaker | Must be seconded | Debatable | Amendable | Two-thirds vote required. |
| Postpone consideration of something | "I move to postpone this matter until..." | May not interrupt the speaker | Must be seconded | Debatable | Amendable | Two-thirds vote required. |
| Have something studied further | "I move to refer to this matter to a committee." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| Amend a motion | "I move that this motion be amended by..." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| Introduce business (a primary motion) | "I move that ..." | May not interrupt speaker | Must be seconded | Debatable | Amendable | Majority vote required |
| Object to procedure or to a personal affront | "Point of Order" | May interrupt the speaker | No second needed | Not debatable | Not amendable | No vote needed, chair decides |
| Request information | "Point of information" | If urgent, may interrupt speaker | No second needed | Not debatable | Not amendable | No vote needed, chair decides |

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| Ask for a vote by actual count to verify a voice count | "I call for a division of the house" | May not interrupt speaker (4) | No second needed | Not debatable | Not amendable | Not vote needed, chair decides |
| Object to considering some undiplomatic or improper matter | "I object to consideration of this question." | May interrupt speaker | No second needed | Not debatable | Not amendable | Two-thirds vote required |
| Take up a matter previously tabled | "I move we take from the table..." | May not interrupt the speaker | Must be seconded | Not debatable | Not amendable | Majority required |
| Reconsider something already disposed of | "I move we now (or later) reconsider our action relative to..." | May interrupt the speaker | Must be seconded | Debatable if original motion is debatable | Not amendable | Majority vote required |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | May not interrupt speaker | Must be seconded | Not debatable | Not amendable | Two-thirds vote required |
| Vote on a ruling by the chairperson | "I appeal the chairperson's decision." | May interrupt the speaker | Must be seconded | Debatable | Not amendable | Majority in the negative required to reverse chair's decision. |

1. The motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it.
2. In this case, any resulting motion is debatable
3. The motions, point and proposals have no established order of precedence. Any of them may be introduced at any time except the meeting is considered one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
4. Division must be called for before another motion is started.
5. Most commonly used motions are indicated in blue. Most commonly used points are indicated in red.