

# BASIC PARLIAMENTARY PROCEDURE

	To do this:	You say:	Need second?	Precedence	Can Amend?	Debate allowed?	Decision by
<b>Main Business</b>	Introduce new business	"I move that..."	Yes [1]	13	Yes	Yes	Majority
	Change a motion [2]	"I move that the motion be amended by..."	Yes	11	Yes [2]	Yes	Majority
	Make a nomination	"I nominate ..."	No	--	No	Yes	Majority
	Amend Constitution or Bylaws	"I move to amend the Constitution/Bylaws by..."	Yes	13	Yes	Yes	Consult the document
<b>Delaying or Blocking Action</b>	Postpone indefinitely	"I move that we postpone this question indefinitely."	Yes	12	No	Yes	Majority
	Refer to a committee	"I move that we refer this to the committee on..."	Yes	10	Yes [3]	Yes	Majority
	Postpone to a definite time	"I move that this matter be postponed until ..."	Yes	9	Yes	Yes	Majority
	Lay on the table [4]	"I move that this matter be laid on the table."	Yes	6	No	No	Majority
	Recess the meeting	"I move to recess until..."	Yes	2	Yes	No	Majority
	Ajourn the meeting	"I move that we adjourn."	Yes	1	No	No	Majority
<b>Speeding Up Business</b>	Limit debate	"I move that discussion be limited to ..."	Yes	8	Yes	No	2/3 majority
	Close debate and vote [5]	"I move to close debate."	Yes	7	No	No	2/3 majority
	Take up a matter ahead of schedule	"I move that we suspend the rules and consider..."	Yes	Main motion	No	No	2/3 majority
<b>Inquiries, etc.</b>	Call attention to a nuisance or emergency, reply to an affront	"Point of privilege"	No	3	No	No	The chair
	Object to improper procedure	"Point of order"	No	4	No	No	The chair
	Ask about a procedure	"Point of information"	No	5	No	No	The chair
	Count vote just taken	"Division"	No	--	No	No	Majority [6]
<b>Misc. Motions</b>	Reverse a ruling by the chair	"I appeal the decision of the chair."	Yes	--	No	Yes	Majority
	Reconsider a matter already voted on	"I move that we reconsider our action on..." [7]	Yes	Main motion	No	Yes [7]	Majority
	Consider a matter that was previously tabled	"I move that we take from the table ..."	Yes	Main motion	No	Yes	Majority
	Withdraw a motion	"I request permission to withdraw my motion."	No	--	No	No	Majority [8]

Notes:

[1] A motion made by a committee of at least two members does not need a second.

[2] An amendment to an amendment cannot be further amended. Note: there is no such thing as a "friendly amendment." Any amendment to a motion must be offered as a motion to amend.

[3] The motion to refer can be amended regarding which committee, or instructions to the committee.

[4] Instead of "lay on the table," it is usually better to move to postpone, either indefinitely, or to a definite time.

[5] To move "the previous question" means exactly the same as to move "to close debate."

[6] Typically, a call for division (counted vote) is simply granted on request. But if there is an objection, the majority decides.

[7] Reconsideration may only be moved by someone who voted with the prevailing side, and is debateable if the original motion was debateable.

[8] Usually, the maker of a motion is allowed to withdraw it, but if anyone objects, there must be a vote on whether to allow the withdrawal.