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

To Do This[4]:	You Say this:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
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.