

## PARLIAMENTARY MOTIONS ABBREVIATED

**Ranking Motions** from highest to lowest ranking. When a ranking motion is on the floor, motions are in order that rank higher but not lower ranked motions except that Amend and Previous Question may be applied to pending amendable/debatable higher ranking motions.

**Privileged motions** deal with matters of immediate importance not relating to current business.

MOTION	WHAT TO SAY	May interrupt	Require Second	Debatable?	Amendable?	Vote Required	Reconsider
<b>Fix the time to which to Adjourn</b> To establish a date and time to continue the business of the current meeting	I move to Fix the time to which to adjourn to next Tuesday at 8PM	No	Second	No	Only undebatable Amendments as to date, hour or place	Majority	Yes
<b>Adjourn</b> To end the meeting	I move to adjourn	No	Second	No	Amendable	Majority	No
<b>Recess</b> To provide for an interruption or break in the meeting	I move to take a ten minute recess	No	Second	No	Amendable as to time	Majority	No
<b>Raise a Question of Privilege</b> To bring up subject relating to comfort (heat, lighting, noise) or rights of assembly	I rise to a question of privilege. (Chair says: What is your question) Example: We are unable to hear in the back of the room	Yes	No	No	No	No vote; Chair decides	No
<b>Call for Orders of the Day</b> Calls attention to the assembly having gotten "off topic"	I call for Orders of the Day	Yes	No	No	No	On Demand; unless assembly sets it aside by two-thirds vote	No

**Subsidiary Motions** applied to motions to modify them, delay action, or dispose of them and becomes the immediately pending question

<b>Lay on the Table</b> To temporarily dispose of a motion to take care of urgent business (do not use this motion to postpone a vote (see below) on a motion except to allow interruption for urgent purpose)	I move that we lay the question on the table as our speaker has arrived to address the assembly	No	Second	No	No	Majority	Negative vote only
<b>Previous Question</b> To close debate and vote immediately on a motion or series of motions	I move to close debate or I move the Previous Question	No	Second	No	No	2/3 Vote	Yes
<b>Limit or Extend limits of Debate</b> To modify the total time for debate on a matter or the length and number of speeches	I move to limit (or extend) the time of debate on this motion to thirty (30)minutes	No	Second	No	Amendable as to Time	2/3 Vote	Yes
<b>Postpone to a Certain Time (Definitely)</b> To defer action on a motion to some definite day, time or after an event	I move to postpone further consideration of the motion until after lunch (or until 1pm, until tomorrow, until we have heard from counsel)	No	Second	Debatable	Amendable	Majority	Yes
<b>Commit or Refer</b> To send a motion to a standing or special committee	I move to refer the question of "xx" to a committee of 3 appointed by the President	No	Second	Debatable	Amendable	Majority	Yes
<b>Amend</b> To modify the wording of a motion or resolution before the motion is acted upon. The concept of a "friendly amendment" is not "accepted" by the maker of the motion but is processed just as any other amendment	I move to amend the motion by inserting (or adding or striking out) the word(s) "xx"	No	Second	Debatable	Amendable by a germane secondary motion (but a third degree amendment is not in order)	Majority	Yes
<b>Postpone Indefinitely</b> This kills the motion for the current meeting	I move that the motion be postponed indefinitely	No	Second	Debatable	No	Majority	Affirmative vote only
<b>Main Motion</b> Brings business before the assembly	I move that ..... "I so Move" is unclear and is avoided.	No	Second	Debatable	Amendable	Majority	Yes

**Non-Ranking Motions** have no ranking order and are in order when legitimately incidental to another pending motion or to the business at hand and then it takes precedence over any other motions that are pending

**Incidental Motions** deal with questions of procedure arising out of another pending motion in such a way that they must be decided immediately before business can proceed

<b>Point of Order</b> To enforce the rules and order of the assembly	I rise to a Point of Order	Yes	No	No	No	Chair Rules	No
<b>Request for Information</b> Used to obtain information concerning pending business	I have a request for information	Yes	No	No	No	Chair answers or directs another to answer	No
<b>Parliamentary Inquiry</b> To ask for information on procedure	I rise to a parliamentary inquiry	Yes	No	No	No	Chair responds to the inquiry	No
<b>Division of the Assembly</b> A rising vote to verify the accuracy of an inconclusive voice vote or show of hands	I call for a Division or I doubt the result of the vote	Yes	No	No	No	Demand of a member	No
<b>Count on a Division of the Assembly</b> To order a count on the rising vote	I move that the vote be counted	Yes	Second	No	No	Majority	No
<b>Suspend the Rules</b> Used when the assembly wishes to do something that cannot be done without violating its own rules (cannot suspend bylaws or basic principles of parliamentary law)	I move to suspend the rules that interfere with our being able to .....	No	Second	No	No	2/3 vote for rules of order Majority for convention rules	No
<b>Appeal</b> To reverse the ruling of the Chair In the case of debate, it is debatable except if it relates to decorum, to the priority of business, or if an undebatable question involved in the appeal	I appeal the decision of the chair	Yes	Second	No	Chair speaks first in debate, members can speak only once, chair speaks in debate a second time at close	Majority voting "Aye" for the question "Shall the decision of the Chair be sustained" adopts the decision of the chair	Yes
<b>Withdraw a Motion</b> To get permission to withdraw a motion after the motion has been stated by the chair	I move that I be allowed to withdraw my motion	Yes	Second	No	No	Majority	No