

# Most Common Parliamentary Motions

	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
1. Fix the Time to Which to Adjourn	Privileged	No	Yes	Yes	Yes	Majority	To set time for continuation of meeting
2. Adjourn	Privileged	No	Yes	No	No	Majority	To close the meeting
3. Take a recess	Privileged	No	Yes	Yes	No	Majority	To interrupt the meeting
4. Raise a Question of Privilege	Privileged	Yes	No	No	No	---	To request a personal privilege
5. Call for the Orders of the Day	Privileged	Yes	No	No	No	---	To require adherence to agenda
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	To interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	To close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	To limit or extend debate
9. Postpone to a Certain Time (Postpone Definitely)	Subsidiary	No	Yes	Yes	Yes	Majority	To postpone to another, specified time
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	To send to a committee for further study
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	To alter or modify the wording of a motion
12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	To avoid a direct vote on a motion
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	To introduce new business
14. Point of Order	Incidental	Yes	No	No	No	---	To enforce rules and orders
15. Appeal	Incidental	Yes	Yes	No	Yes	Majority	Try to reverse ruling
16. Questions or Points of Information	Incidental	Yes	No	No	No	---	Obtain answers to questions and seek information
17. Suspend the Rules	Incidental	No	Yes	No	No	2/3	Set aside rules that interfere with action desired
18. Object to Consideration	Incidental	Yes	No	No	No	2/3	To avoid unprofitable questions
19. Division of a Question	Incidental	No	Yes	Yes	No	Majority	To divide a question
20. Consideration by Paragraph - Seriatim	Incidental	No	Yes	Yes	No	Majority	To consider by sections
21. Division of the Assembly	Incidental	Yes	No	No	No	---	To provide for a more accurate count of the vote
22. Rescind	Bring back before assembly	No	Yes	Yes	Yes	2/3	To nullify a motion previously adopted
23. Reconsider	Bring back before assembly	Yes	Yes	No	Yes	Majority	To bring back for review

***First 13 motions in order of precedence – No order of precedence among the remaining motions***

# Principles of Parliamentary Law

1. The votes of all voting members are counted equally.
2. Absent members and members holding minority opinions have rights.
3. All members have the right of free and fair debate.
4. The majority has the right to decide.

## Motions

A MAIN MOTION brings questions before the assembly for consideration.

SUBSIDIARY MOTIONS modify or dispense of the Main Motion under consideration.

PRIVILEGED MOTIONS have no connection with the Main Motion but demand immediate consideration.

INCIDENTAL MOTIONS are those miscellaneous motions that cannot be placed in any of the three groups listed above.

## Reminders for the Presiding Officer

1. Correct procedure should always be your goal.
2. In dealing with motions or amendments, always state the exact wording. Ask the secretary to read it if you forgot how it was phrased.
3. Discussion is not in order until you have stated the motion.
4. Do not enter discussion while presiding. As a member of the assembly you are entitled to vote.
5. Always indicate clearly how a vote is to be taken – never call for “the usual sign.”
6. Always call for the negative vote, saying, “Those opposed say ‘No’.”
7. Adoption of an amendment does not mean adoption of the main motion. Remember to state the main motion as amended.
8. Say “The motion is out of order” rather than “The speaker is out of order.”