

PARLIAMENTARY PROCEDURES AT A GLANCE

TO DO THIS	YOU SAY THIS	May you interrupt Speaker?	Must you be Seconded?	Is the Motion Debatable?	What Vote is Required?
INTRODUCE business (a primary motion)	“I move that...”	No	Yes	Yes	Majority
AMEND a motion	“I move to amend this motion by...”	No	Yes, unless the amendment is minor and the person who made the primary motion and the person who made the second are both agreeable to the change. ²	Yes	Majority
AMEND an amendment* NOTE: Roberts allows only 1 amendment to an amendment. If that does not resolve the issue, the main motion should be withdrawn or defeated and a new motion introduced.	“I move to amend the amendment by...”	No	Yes, unless as above. NOTE: An amendment to an amendment may only seek to change the amendment and not the main motion.	Yes	Majority
CALL for a vote, or END debate on the current motion. NOTE: this motion by itself does not end debate. A 2/3 majority vote in favor is required to end debate. If it passes with a 2/3 majority, the motion on the table must be taken up for vote without further discussion.	“I move the previous question” or “Call the question”	No	Yes	No	2/3 Vote
TABLE a motion for consideration at a later time. ¹	“I move to table this motion.”	No	Yes	No	Majority
TAKE UP a previously TABLED MATTER*	“I move to take from the table...”	No	Yes	No	Majority
STUDY and issue further	“I move we refer this matter to a committee...”	No	Yes	Yes	Majority
RECONSIDER something already disposed of* NOTE: This motion must occur before the meeting when the when motion was made and disposed of is adjourned. This motion only reopens debate; another vote must be taken to dispose of the matter again.	“I move we reconsider our action relative to”	Yes ³	Yes	Yes	Majority

TO DO THIS	YOU SAY THIS	May you interrupt Speaker?	Must you be Seconded?	Is the Motion Debatable?	What Vote is Required?
RESCIND a decision made at a previous meeting.*	“I move to rescind the motion previously made relative to...”	No	Yes	Yes	Majority.
Ask for a vote by actual count to VERIFY a VOICE VOTE *	“I call for a division of the house (or assembly).”	No	No	No	No vote.
SUSPEND the rules	“I move to suspend the rules and consider...”	No	Yes	No	2/3 Majority
Consider something OUT OF SCHEDULED ORDER	“I move we suspend the rules and consider...”	No	Yes	No	2/3 Vote
OBJECT to procedure or a personal affront*	“Point of Order”	Yes	No	No	Chair decides
OBJECT to considering some UNDIPLOMATIC MATTER *	“I object to consideration of this question”	Yes	No	No	2/3 Vote
REQUEST Information*	“Point of Information”	Yes	No	No	No Vote
POSTPONE consideration of something	“I move we postpone this matter until...”	No	Yes	Yes	Majority
COMPLAIN about noise, room temp, etc.*	“Point of privilege”	Yes	No	No	No Vote
RECESS the meeting	“I move that we recess until...”	No	Yes	No	Majority
ADJOURN the meeting	“I move that we adjourn”	No	Yes	No	Majority
VOTE ON A RULING by the Chair	“I appeal the chair’s decision”	Yes	Yes	Yes	Majority

*Not Amendable

¹ Any item remaining "on the table" at the end of the meeting dies.

² A “Friendly Amendment” is not a motion. If the person who made the motion and the person who seconded both agree to the amendment, the motion is changed in a “friendly” manner with no vote.

³ Only those who voted with the majority on the original vote may move for reconsideration of a previous action.

Thanks to the Oklahoma DD Council for sharing this information.