

SIMPLIFIED CHART OF MOTIONS

Privileged Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider	Interrupt Speaker	Purpose	Form
1. Fix Time to Adjourn	Yes	No	Yes	Majority	Yes	No	To set time to continue meeting	"I move that we adjourn to meet at..."
2. Adjourn	Yes	No	No	Majority	No	No	To end the meeting	"I move that we adjourn."
3. Recess	Yes	No	Yes	Majority	No	No	To provide an intermission	"I move a ten-minute recess."
4. Question of Privilege	No	No	No	None	No	Yes	To obtain action immediately in an emergency	"I rise to a question of privilege."
5. Orders of the Day	No	No	No	None	No	Yes	To demand the group conform to	"I call for the orders of the day."

Incidental Motions

Point of Order	No	No	No	None	No	Yes	To enforce the rules	"I rise to a point of order."
Appeal	Yes	Yes	No	Majority negative	Yes	Yes	To reverse the decision of the chair	"I appeal from the decision of the chair."
Suspend a Rule	Yes	No	No	2/3rds	No	No	To allow an action contrary to the rules	"I move to suspend the rules."

Incidental Motions — Continued

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider	Interrupt Speaker	Purpose	Form
Objection to Consideration of a Motion	No	No	No	2/3rds negative	Negative only	Yes	To avoid discussion of a question	"I object to the consideration of this motion."
Divide the Question	No	No	Yes	Majority	No	No	To consider one thing at a time	"I move to divide the question."
Consideration Seriatum	Yes	No	No	Majority	No	No	To perfect each paragraph before voting	"I move to consider the question seriatim."
Division of the Group	No	No	No	None	No	Yes	To verify an announced vote	"I call for a division of the Group."
Relating to to Nominations	Yes	No	No	2/3rds	No	No	To prevent additional nominations	"I move that nominations be closed."
Parliamentary Inquiry & Point of Information	No	No	No	None	No	Yes	To provide parliamentary and other information	"I rise to a parliamentary inquiry."
Withdraw or Modify a Motion	No	No	No	None	No	No	To withdraw motion before it is voted on	"I request permission to withdraw my motion."
Unclassified or Miscellaneous Motions								
Take from Table ¹	Yes	No	No	Majority	No	No	To bring up a motion previously tabled	"I move the motion be taken from the table."
Reconsider	Yes	Yes	No	Majority	No	Yes	To try to secure a new vote	"I move to reconsider..."
Rescind*	Yes	Yes	Yes	Majority with notice or 2/3rds	Negative only	No	To void or repeal action of the past	"I move that we rescind the motion previously passed."
Ratify*	Yes	Yes	Yes	Majority	Yes	No	To make valid action already taken	"I move that..."
Incidental Motions have equal rank. Other incidentals may arise during a meeting. — Unclassified Motions are out of order if made when another motion is pending. ¹ Must be made during the meeting or at the next meeting. *Also may be main motion.								

PARLIAMENTARY PROCEDURE ... at a glance

Here are some motions you might make, how to make them, and what to expect of the rules.

Star

TO DO THIS:	YOU SAY THIS:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
ADJOURN MEETING	"I move that we adjourn"	No	Yes	No	No	Majority	No
CALL AN INTERMISSION	"I move that we recess for . . ."	No	Yes	No	Yes	Majority	No
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	Yes	No	No	No	No Vote	No (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	No	Yes	No	No	Majority	No
END DEBATE AND AMENDMENTS	"I move the previous question"	No	Yes	No	No	2/3	No ¹
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until . . ."	No	Yes	Yes	Yes	Majority	Yes
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes ²
AMEND A MOTION	"I move to amend the motion by . . ."	No	Yes	Yes ³	Yes	Majority	Yes
INTRODUCE BUSINESS	"I move that . . ."	No	Yes	Yes	Yes	Majority	Yes
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE . . . BELOW THERE IS NO ORDER . . .							
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order"	Yes	No	No	No	No Vote ⁴	No
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	Yes	Yes	Yes	No	Majority ⁵	Yes
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that . . ."	No	Yes	No	No	2/3	No
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	Yes	No	No	No	2/3 ⁶	— ⁷
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division"	Yes	No	No	No	No Vote	No
REQUEST INFORMATION	"Point of information . . ."	Yes	No	No	No	No Vote	No
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table . . ."	No	Yes	No	No	Majority	No
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on . . ."	Yes	Yes	— ⁸	No	Majority	No
NOTES:	¹ Unless the committee has already taken up the subject.	⁴ Except in doubtful cases.	⁵ A majority vote in negative ruling of chair.	⁶ A 2/3 vote in negative needed to prevent consideration of main motion.	⁷ Only if the main question or motion was not, in fact considered.	⁸ Only if motion to be reconsidered is debatable.	

ORDER OF PRECEDENCE OF MOTIONS

Undebatable	<ul style="list-style-type: none"> • Fix the Time to which to Adjourn (when privileged).* ° • Adjourn (when privileged). ° • Take a Recess (when privileged).*° • Raise a Question of Privilege. • Ca11 for the Order of the Day. 	<p>Privileged</p> <p><i>vote when group, no vote if individual</i></p> <p><i>• require motion and vote</i></p>
	<p>Lay on the Table.</p> <p>Previous Question (2/3).</p> <p>Limit or Extend Limits of Debate (2/3).*</p>	<p>Subsidiary</p>
Debatable	<p>Postpone to a Certain Time.*</p> <p>Commit or Refer.*</p> <p>Amend.*</p> <p>Postpone Indefinitely.</p> <p>Main Motion.*</p>	

*Can be amended: the others cannot be amended.

° The first three motions are not always privileged. To Fix the Time to which to Adjourn is privileged only when another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day. To Adjourn loses its privileged character and is a main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for its meeting again. To Take a Recess is privileged only when other business is pending.

+Of the five motions listed as debatable, Amend is the only one not always debatable.

The ordinary motions rank as follows, the lowest at the bottom and the highest at the top of the list. When anyone of them is immediately pending, the motions above it are in order, and those below are out of order. Those marked (2/3) require a 2/3 vote for their adoption; the others require only a majority.

With but three exceptions, the preceding motions are those likely to be used Most frequently. They are fewer than one third of the total number of forty-four parliamentary motions as listed in the Table of Rules Relating to Motions.

The chart shows at a glance the essential characteristics of each of these frequently needed motions - whether it is debatable, amendable. Requires more than a majority vote, or is in order when another motion is pending. In a business meeting, therefore it is of constant value to presiding officer and members alike.

HOW TO MANIPULATE MOTIONS FOR PASSAGE OR DEFEAT

(Read across the page. Read 1 with 1, 2 with 2, etc.)

To help defeat a motion:

1. Do not second it. Remain silent.
2. Speak against it while it is before the body.
3. Vote against it.
4. Move to postpone it indefinitely to "kill" it.
5. Amend it adversely to encumber it or complicate it.
6. Move to refer it to a committee to delay it.
7. Move to postpone it to the next meeting to delay it.
8. Move the previous question to shut off debate on its good points.
9. Move to table it.
10. Move to recess to go after more votes.
11. If their motion wins, move to reconsider it.
12. If their successful motion remains unexecuted by a later meeting, then move to rescind it.
13. Move to adjourn, so as to prevent action on their motion at this meeting.
14. Only votes win. Get your voters to the meeting. Urge them to stay to the end and to vote as you or another key leader will vote.

To help pass a motion:

1. Second it immediately. Say: "I second it."
2. Speak in favor of it while it is still before the body.
3. Vote for it.
4. Vote against postponing it to rescue it.
5. Amend it sensibly to perfect it or improve it.
6. Vote against referring it, to achieve action now.
7. Vote down all postponements that delay it.
8. Defeat the previous question so you can continue to debate its meritorious points.
9. Vote against tabling it.
10. Defeat recess so they may not go seeking more votes.
11. Vote against their motion to reconsider your motion.
12. Execute motions promptly so that they may not be subject to the motion to rescind at any later meeting.
13. Vote down all motions to adjourn so as to achieve adoption of your motion now.
14. It is votes that win elections and other proceedings at meetings and conventions. Have your supporters there to help you with their votes.

PARLIAMENTARY VOCABULARY

Definitions

Accept: adopt, "approve? agree to, concur in, assent.

Amend: change, alter, modify, correct, improve, substitute.

Apply: adhere to, attach, go with, implicate.

Assembly: body, meeting, members present, gathering.

Aye (pronounced "I"): yes, as in "the ayes have it," voice vote.

Business: motion, resolution, etc.; topic, subject, order.

Bylaws, Constitution: rules, regulations, canon (canon law)

Chair: presiding officer (whatever be his title).

General Consent: silent majority consent.

Immediately pending motion: the last stated motion or question.

Laws: charter, articles of incorporation, constitution, bylaws.

Main motion: resolution, order, recommendation, topic, subject.

Majority: more than half of the votes actually cast.

Meeting: session, sitting.

Orders of the day: program, order of business, agenda.

Pending: any matter(s) actually and properly before the body.

Plurality: the most votes without regard to majority.

Postpone indefinitely: suppress, rid of, "kill" (the motion)

Precedence: priority, supersedence, order of rank of a motion.

Present: those actually physically present; must be counted.

Present and voting: those who cast a vote (ignoring all blanks).

Previous question: stop the debate, "I move the previous question."

Principal motions: main motion, resolution, recommendation, topic.

Question: any motion, resolution, subject, topic, resolve, order.

Rank: precedence, priority, order, supersedence.

Recommendation: main motion, resolution, town article.

Society: organization, club.

Secondary motions: all motions not main.

Subsidiary motions: "helping," "aiding," or "assisting" motions.

Table: The secretary's file or records, secretarial custody.

Unanimous consent: unanimous vote required, no one dissenting.

Voting: those actually casting a vote (blanks are not votes).

Yeas and nays: yeases and noes, roll-call vote.

Yield: give way to, concede to, superseded by, outranked by.

Derivative Terms: Act, actable, unactable. Amend, amendable, unamendable, amendability, unamendability. Debate, debatable, undebatable, debatability, undebatability. Entertain, entertainable, unentertainable. Reconsider, reconsiderable, unreconsiderable, reconsideration. Rescind rescindable (rescissible), unrescindable (unrescissible), rescission. Restore, restorable, unrestorable. Second, secondable, unsecondable. Substitute, substitutable, unsubstitutable. Table, tablable, untableable. Transact, transactable, untransactable. Vote, votable. unvotable.