

Quick Reference – Parliamentary Motions at a Glance

Here are generally used motions, how to make them and what to expect

Motions To do this....	You say this.	May you interrupt the Speaker ?	Do you need a Second?	Is it Debatable ?	Is it Amendable ?	What Vote is Required?	Can it be Reconsidered?
Main Motion to introduce business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
Adjourn to adjourn meeting	"I move that we adjourn"	No	Yes	No	No	Majority	No
Adopt accept a report	"I move that the report be adopted."	No	Yes	Yes	Yes	Majority	Yes
To Amend a Pending Motion to make a change	"I move to amend the motion of..."	No	Yes	Yes	Yes	Majority	Yes
To Amend an Amendment	"I move to amend the pending amendment by..."	No	Yes	Yes	No	Majority	Yes
Appeal to reverse the chair's ruling	"I appeal the decision of the Chair."	Yes	Yes	Yes	No	Maj. in negative to reverse ruling	Yes
Vote by Ballot when voice vote is generally taken	"I move that the vote on the pending question be taken by ballot."	No	Yes	No	Yes	Majority	Yes
Refer to a Committee	"I move to refer the question to committee."	No	Yes	Yes	Yes	Majority	Yes, unless Committee is already working
New Question refer to Committee	"I move that a committee (stating number & manner of selection) be appointed to..."	No	Yes	Yes	Yes	Majority	Yes (same as above)
Division of Assembly call for vote recount	"I call for a Division."	Yes	No	No	No	One member can do	Negative vote only
Lay on the Table put the question on the table	"I move that the motion be laid on the table."	No	Yes	No	No	Majority	No
Take from the Table remainder of this meeting or next day only	"I move that we take the question of ... from the table."	No	Yes	No	No	Majority	No
Nominations to make	"I nominate..."	No	No	Yes	No	Majority for election unless by-laws say otherwise	No if member notified
Nominations to close	"I move that the nominations be closed."	No	Yes	No	Yes	2/3	No
Objection to consider avoid improper question	"I object to consideration of the question."	Yes, until debate begins	No	No	No	2/3 Negative	Negative vote only
Postpone Indefinitely Kill without direct vote	"I move that the motion be postponed indefinitely."	No	Yes	Yes & opens main question	No	Majority	Affirmative vote only
Recess	"I move to Recess for 5 minutes."	No	Yes	No	Yes	Majority	No
Reconsider to decide if you will vote again	"I voted in the prevailing side & I move to reconsider the vote on the motion to..."	Yes	Yes	Yes	No	Majority	No
Rescind Repeal or Annul	"I move that the motion to ... be rescinded."	No	Yes	Yes	Yes	2/3 without notice	Negative vote only
Question of Privilege complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	Usually No Vote	No Usually
Previous Question and debate & vote immediately	"I move the previous question."	No	Yes	No	No	2/3	No
Postpone Definitely postpone to a definite time	"I move to postpone the question until..." xx cannot be beyond the next meeting.	No	Yes	Yes	Yes	Majority	Yes
Point of Order Protest breach of rules	"I rise to a Point of Order."	Yes	No	No	No	No vote usually	No
Suspend Rules temporarily	"I move that we suspend the rules in order to do..."	No	Yes	No	No	2/3	No
Request Information	"Point of Information."	Yes	No	No	No	No Vote	No