

## PARLIAMENTARY MOTIONS - QUICK REFERENCE

(Created by Professor David Vancil)

<u>Motions - in order of precedence</u>	<u>Debatable</u>	<u>Vote Required</u>
<u>PRIVILEGED MOTIONS</u>		
1. Fix the Time to Adjourn	no	majority
2. Adjourn	no	majority
3. Recess	yes(r)	majority
4. Question of Privilege	no	none
<u>SUBSIDIARY MOTIONS</u>		
5. Lay on the Table (postpone)	no	majority
6. Previous Question (vote immed.)	no	2/3
7. Limit or Extend Debate	no	2/3
8. Postpone to a Certain Time	yes (r)	majority
9. Commit or Refer to Committee	yes (r)	majority
10. Amend	yes	majority
11. Postpone Indefinitely	yes	majority
<u>MAIN MOTIONS</u>		
12. General Main Motion	yes	majority
13. Specific Main Motions		
a. Reconsider	yes	majority
b. Rescind or Amend	yes	majority
c. Resume Consideration	no	majority
<u>INCIDENTAL MOTIONS</u>		
Motions:		
a. Appeal	yes	majority
b. Suspend Rules	no	2/3
c. Object to Consideration	no	2/3 negative
d. Division of a Question	no	majority
e. Method of Voting	no	majority
Requests and Inquiries:		
a. Parliamentary Inquiry	no	none
b. Point of Information	no	none
c. Point of Order	no	none
d. Withdraw a Motion	no	none
e. Division of Question	no	none
f. Division of Assembly	no	none
g. Unanimous Consent	no	none
<u>OTHER RULES</u>		
1. Renewal of Motions		
2. What Motions are Amendable		
3. Notice Requirement and the Agenda		
4. Rules Governing Behavior of Members in Debate		

## PARLIAMENTARY MOTIONS - WHAT THEY MEAN

(Created by Professor David Vancil)

1. Fix the Time to Adjourn - purpose is to set the time (and /or place) for another meeting to continue business of the session. It has no effect on when the present meeting will adjourn.
2. Adjourn - means to close the meeting. A privileged motion to adjourn is to close the meeting immediately. It is not a privileged motion if qualified in any way, as to adjourn at, or to, a future time.
3. Suspend the Rules - generally used to permit the assembly to do something which would violate its general rules (except bylaws) such as changing agenda order or considering an item not on the agenda.
4. Unanimous Consent - a faster way to accomplish the same purpose as suspend the rules, but used when the requested deviation is not controversial. One objection from any member or the chair denies the request.
5. Lay on the Table - enables the assembly to lay the pending question aside temporarily when something more urgent has arisen. Its effect is to halt consideration of a question immediately, without debate.
6. Previous Question - the motion used to bring the assembly to an immediate vote on one or more pending questions. It is used to immediately close debate and prevents the making of subsidiary motions except to table.
7. Limit or Extend Debate - one of two motions an assembly can use to exercise special control over debate on a pending question. It can be used to reduce the number or length of speeches, or to require an end to debate at a particular time. It can also be used to increase the time available to speakers or to the deliberation on the question.
8. Postpone to a Certain Time (definitely) - a motion to defer discussion of a pending question to a definite day, meeting, hour, or until after a certain event. This motion can be used regardless of how much debate there has been on the motion it proposes to postpone.
9. Commit or Refer to Committee - this is generally used to send a pending question to a committee so that the question may be investigated, providing the assembly with more information or a recommendation, or to put the motion into better form (in clearer or better wording) for the assembly to consider.
10. Amend - a motion to modify the wording--and to some extent the meaning -- of a pending question before the assembly. A pending motion may be modified by adding or deleting words and phrases, or by a combination of these--i.e., to strike out some words and insert others. It can also be used to substitute one paragraph or the entire text of a resolution or main motion. Amendments must be germane.
11. Postpone Indefinitely - a motion which means the assembly declines to take a position on the main question. Its adoption kills the main motion and avoids a direct vote on the question.
12. Main motion - the motion which brings any general matter of business before the assembly. Any formal proposal.
13. Reconsider - enables a majority in an assembly to bring back for further consideration a motion which has already been voted on. Complex rules.
14. Rescind or Amend - motions which enable an assembly to change and action previously taken. An entire motion or any part of it may be rescinded or amended.
15. Resume Consideration - also called "take from the table," this motion brings back a question which has been tabled.