

Parliamentary Procedures - Quick Reference Sheet

I want to:	Say:	Can you interrupt?	Needs a second?	Debatable?	Vote required	Comments
End this meeting	<i>I move to adjourn</i>	No	Yes	Yes, but restricted	Majority	Debate restricted to time or appropriateness of adjournment
Have the Board take a break	<i>I move for recess</i>	No	Yes	Yes, but restricted	Majority	Debate restricted to time or appropriateness of recess
Address an issue with the safety, integrity, or privileges of the Board	<i>I raise a question of privilege</i>	Yes	No	No	None	Used to report that the room is on fire or that you can't hear the other members. NOT used for personal comments.
Make this resolution go away without voting on it	<i>I move to table the question</i>	No	Yes	No	2/3	Once tabled, a resolution is gone for good
Stop talking about this motion or resolution	<i>I call the question</i>	No	Yes	No	2/3	
Spend more/less time talking about this resolution	<i>I move to limit/extend the time of each speaker to [____] minutes</i>	No	Yes	Yes, but restricted	2/3	Restricted to amount time or appropriateness of limits
Talk about this at a later time	<i>I move to postpone the motion until [____]</i>	No	Yes	Yes, but restricted	Majority	Restricted to time or reasons for postponement
Let a committee work on this issue instead of the Board	<i>I move this issue be referred to the [____] committee</i>	No	Yes	Yes, but restricted	Majority	Restricted to appropriateness of referral, specific committee, and instructions to committee
Change the wording of a resolution or motion	<i>I move to amend the motion to read [____]</i>	No	Yes	Usually	Majority	Cannot amend undebatable motions
Introduce an item of business for the Board to consider	<i>I move that [____]</i>	No	Yes	Yes	Majority	This is the basic main motion

I want to:	Say:	Can you interrupt?	Needs a second?	Debatable?	Vote required	Comments
Change something we did at a previous meeting	<i>I move to amend motion [____] from our previous meeting to read [____]</i>	No	Yes	Yes	Same as the original motion	Cannot be retroactive
Revisit something we did at this meeting	<i>I move to reconsider the motion to [____]</i>	Sometimes	Yes	Yes, but restricted	Majority	May not interrupt someone speaking. Debate limited to the reasons for reconsideration
Completely get rid of something we did in the past	<i>I move to rescind motion [____]</i>	No	Yes	Yes	Same as the original motion	Cannot be retroactive
Do something our rules don't allow	<i>I move to suspend the rules regarding [____]</i>	No	Yes	No	2/3	Governmental laws and Bylaws cannot be suspended
Talk about an issue without formal debate	<i>I move that this be considered informally</i>	No	Yes	No	Majority	Remains in effect until the Board is ready to move on, either to a new topic or by introduction of a formal resolution
Point out an error or violation of the rules	<i>I raise a point of order</i>	Yes	No	No	None	
Get more facts	<i>I raise a point of information</i>	Sometimes	No	No	None	Only for requesting information, NOT for giving it. May interrupt a speaker if information is immediately required.
Take back my motion	<i>I withdraw my motion</i>	Yes	No	No	None	If the motion was seconded, can only be granted with the consent of the Board
Break a resolution into smaller parts for separate voting	<i>I wish to divide the question</i>	No	No	No	None	The presiding officer decides as to the merit of the request
Have a vote by hand or ballot	<i>I call for division of the Board</i>	Yes	No	No	None	Typically used if a voice vote is inconclusive