

## PRINCIPAL RULES GOVERNING MOTIONS

<i>Order of precedence</i> <sup>1</sup>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debat-able</i>	<i>Amend-able?</i>	<i>Vote required?</i>	<i>Applies to what other motions?</i>	<i>Can have what other motions applied to it?</i> <sup>4</sup>	<i>Refer to page</i>
<b>PRIVILEGED MOTIONS</b>								
1. Adjourn	No	Yes	No <sup>3</sup>	Yes <sup>3</sup>	Majority	None	Amend	77
2. Recess	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>	Majority	None	Amend <sup>3</sup>	75
3. Question of privilege	Yes	No	No	No	None	None	None	72
<b>SUBSIDIARY MOTIONS</b>								
4. Postpone temporarily (Table)	No	Yes	No	No	Majority <sup>2</sup>	Main motion	None	68
5. Close debate	No	Yes	No	No	2/3	Debatable motions	None	65
6. Limit debate	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>	2/3	Debatable motions	Amend <sup>3</sup>	62
7. Postpone to a certain time	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>	Majority	Main motion	Amend <sup>3</sup> , close debate, limit debate	58
8. Refer to committee	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>	Majority	Main motion	Amend <sup>3</sup> , close debate, limit debate	55
9. Amend	No	Yes	Yes	Yes	Majority	Rewordable motions	Close debate, limit debate, amend	47
<b>MAIN MOTIONS</b>								
10. a. The main motion	No	Yes	Yes	Yes	Majority	None	Restorative, subsidiary	32
b. Restorative main motions								
Amend a previous action	No	Yes	Yes	Yes	Majority	Main motion	Subsidiary, restorative	36
Ratify	No	Yes	Yes	Yes	Majority	Previous action	Subsidiary	37
Reconsider	Yes	Yes	Yes <sup>3</sup>	No	Majority	Main motion	Close debate, limit debate	38
Rescind	No	Yes	Yes	No	Majority	Main motion	Close debate, limit debate	42
Resume consideration	No	Yes	No	No	Majority	Main motion	None	44

## INCIDENTAL MOTIONS

<i>No order of precedence</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debat-able?</i>	<i>Amend-able?</i>	<i>Vote required?</i>	<i>Applies to what other motion?</i>	<i>Can have what other motions applied to it?</i>	<i>Refer to page</i>
<b>MOTIONS</b>								
Appeal	Yes	Yes	Yes	No	Majority	Decision of chair	Close debate, limit debate	82
Suspend rules	No	Yes	No	No	2/3	None	None	84
Consider informally	No	Yes	No	No	Majority	Main motion	None	128
<b>REQUESTS</b>								
Point of order	Yes	No	No	No	None	Any error	None	87
Parliamentary inquiry	Yes	No	No	No	None	All motions	None	90
Withdraw a motion	Yes	No	No	No	None	All motions	None	94
Division of question	No	No	No	No	None	Main motion	None	96
Division of assembly	Yes	No	No	No	None	Indecisive vote	None	99

<sup>1</sup> Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

<sup>2</sup> Requires two-thirds vote when it would suppress a motion without debate.

<sup>3</sup> Debatable if no other motion is pending.

<sup>4</sup> Withdraw may be applied to all motions.

## THE CHIEF PURPOSES OF MOTIONS

PURPOSE	MOTION
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

## PARLIAMENTARY STRATEGY

TO SUPPORT A MOTION	TO OPPOSE A MOTION
<ol style="list-style-type: none"> <li>1. Second it promptly and enthusiastically.</li> <li>2. Speak in favor of it as soon as possible.</li> <li>3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate.</li> <li>4. Move to amend motion, if necessary, to make it more acceptable to opponents.</li> <li>5. Vote against motion to table or to postpone, unless delay will strengthen your position.</li> <li>6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes.</li> <li>7. If defeat seems likely, move to refer to committee, if that would improve chances.</li> <li>8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.</li> <li>9. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.</li> <li>10. If motion is defeated, move to reconsider, if circumstances warrant it.</li> <li>11. If motion is defeated, consider reintroducing it at a subsequent meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Speak against it as soon as possible. Raise questions; try to put proponents on the defensive.</li> <li>2. Move to amend the motion so as to eliminate objectionable aspects.</li> <li>3. Move to amend the motion to adversely encumber it.</li> <li>4. Draft a more acceptable version and offer as amendment by substitution.</li> <li>5. Move to postpone to a subsequent meeting.</li> <li>6. Move to refer to committee.</li> <li>7. Move to table.</li> <li>8. Move to recess, if you need time to round up votes or obtain more facts.</li> <li>9. Question the presence of a quorum, if appropriate.</li> <li>10. Move to adjourn.</li> <li>11. On a voice vote, vote emphatically.</li> <li>12. If the motion is adopted, move to reconsider, if you might win a subsequent vote.</li> <li>13. If the motion is adopted, consider trying to rescind it at a subsequent meeting.</li> <li>14. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.</li> </ol>