

**Parliamentary Procedures At A Glance**

<b>To do this...</b>	<b>Say to the Chair</b>	<b>May you interrupt a speaker?</b>	<b>Does this motion need a second?</b>	<b>Is this motion debatable?</b>	<b>Is this motion amendable?</b>	<b>Vote Needed to pass</b>
Introduce business	Mr. Chairman, I move that...	No	Yes	Debatable	Amendable	Majority
Amend a motion	Mr. Chairman, I move that this motion be amended by (inserting.....or striking....)	No	Yes	Debatable	Amendable	Majority
End debate and amendments (move to a vote)	Mr. Chairman, I move the previous question	No	Yes	Debatable	Amendable	2/3
Extend debate time	Mr. Chairman, I move to extend the time for debate by ___ minutes	No	Yes	No	Amendable	2/3
Stop a motion YOU have made	Mr. Chairman I wish to withdraw the motion.	No	Yes	No	No	Majority
Stop a motion from being discussed	Mr. Chairman, I object to consideration of this motion.	Yes	No	No	No	2/3
Stop a motion after discussion has begun	Mr. Chairman, I move to postpone the motion indefinitely.	No	Yes	Debatable	No	Majority
Refer motion to a committee	Mr. Chairman, I move to refer the matter to committee	No	Yes	Debatable	Amendable	Majority
Complain about noise, room temperature, etc.	Mr. Chairman, I rise to a question of privilege.	Yes	No	No	No	none
Get more information on a matter being discussed	Mr. Chairman, Request for Information	Yes	No	No	No	none, but the speaker who has the floor does not have to yield to the question
Point out a violation of procedure or bylaws	Mr. Chairman, Point of Order	Yes	No	No	No	Chair Rules
Appeal a Ruling of the Chair	Mr. Chairman, I appeal the ruling of the Chair	Yes	Yes	Debatable	No	Majority
Verify a Voice Vote	Mr. Chairman, I call for Division	Yes	No	No	No	none
Discuss something without having to stick to the rules	Mr. Chairman, I move that we suspend the rules.	No	Yes	No	No	2/3
Call an intermission	Mr. Chairman, I move that we recess for _____ (specify time)	No	Yes	No	Amendable	Majority
Adjourn the Meeting	Mr. Chairman, I move that we adjourn	No	Yes	No	No	Majority