

## Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is The Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn	May not interrupt speaker	Must be seconded	Not debatable	Not Amendable	Majority vote required
Recess	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not Debatable	Amendable	Majority vote required
Complain about noise, room temperature, etc.	"Point of	May interrupt	No second needed "privilege."	Not Debatable (2) speaker	Not Amendable	No vote required (3)
Suspend further consideration of something	"I move we table it."	May not interrupt	Must be seconded speaker	Not Debatable	Not Amendable	Majority vote required
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Debatable	Amendable	No vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	No vote required
Have something studied	"I move we refer	May not interrupt	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it. - 2. In this case, any resulting motion is debatable. - 3. Chair decides.