

American Institute of Parliamentarians Standard Code of Parliamentary Procedure

A quick reference

Guide to Parliamentary Motions

Motions are listed in order of precedence. New motions can be introduced only if they are higher on the chart than any pending motions.

IF YOU WANT TO:	SAY:	Interrupt speaker?	Second required?	Debatable?	Amendable?	Margin required
PRIVILEGED MOTIONS						
End the meeting (78)	I move that we adjourn .	No	Yes	Yes – Restricted ¹	Yes – Restricted ¹	Majority
Take a break (76)	I move to recess for...	No	Yes	Yes – Restricted ²	Yes – Restricted ³	Majority
Make a request affecting the health, safety, security, comfort or integrity of members (73)	I rise to a question of privilege	Yes	No	No	No	None
SUBSIDIARY MOTIONS						
Postpone consideration of a pending motion until an indefinite time (70)	I move to table the motion.	No	Yes	No	No	2/3
Close debate on a pending motion and vote (67)	I move to close debate .	No	Yes	No	No	2/3
Limit or extend time for debate on a pending motion (65)	I move to limit debate to... OR I move to extend debate by...	No	Yes	Yes – Restricted ⁴	Yes – Restricted ³	2/3
Postpone consideration of a pending motion until a specific future time or meeting (61)	I move to postpone the motion until...	No	Yes	Yes – Restricted ²	Yes – Restricted ³	Majority
Transfer a motion to a subordinate committee for consideration (58)	I move to refer the motion to [Standing Cte] with instructions to...	No	Yes	Yes – Restricted ⁵	Yes – Restricted ⁵	Majority
Modify the language or content of a pending motion (50)	I move to amend the motion by...	No	Yes	If original motion is debatable	Yes	Majority
MAIN MOTIONS						
Bring business (a new main motion) before the assembly (35)	I move that...	No	Yes	Yes	Yes	Majority
Introduce a motion as a specific alternative to a motion known to be coming before the assembly (39)	I move to adopt the following motion in lieu of [scheduled motion(s)]: ...	No	Yes	Yes	Yes	Majority
Modify or amend a motion that has already been adopted (36)	I move to amend the motion that was approved on [date] to... , by...	No	Yes	Yes	Yes	Majority
Validate an emergency action taken without quorum or affirm the action of another body (41)	I move to ratify an action taken by... to... on [date of action being ratified].	No	Yes	Yes	Yes	Majority
Remove a referred subject or motion from a subordinate committee for reconsideration by the assembly (43)	I move to recall [motion to/matter of]... from [Standing Cte].	No	Yes	Yes – Restricted ⁸	No	Majority
Reconsider a motion <u>after</u> a vote has been taken (44)	I move to reconsider the vote on the motion that was adopted [when] to...	No	Yes	Yes – Restricted ⁸	No	Majority
Repeal or nullify a main motion that has already been approved (48)	I move to rescind the motion that was adopted [when] to...	No	Yes	Yes	No	Majority

¹ Motion to adjourn: Debate restricted to advisability of amendment stipulating continuation of meeting at a later time. Amendments restricted to changing the time of adjournment and setting a time for continuation of meeting.

² Debate restricted to brief discussion of time and advisability of recess or postponement.

³ Motion may be amended with regard to time.

⁴ Debate restricted to need for limitation/extension and the type and time of limitation/extension.

⁵ Motion to refer: Debate restricted to advisability of amendment stipulating continuation of meeting at a later time. Amendments restricted to changing the time of adjournment and setting a time for continuation of meeting.

Incidental Motions have no order of precedence and **can be introduced at any time.**

IF YOU WANT TO:	SAY:	Can interrupt speaker?	Second required?	Is the motion debatable?	Is the motion amendable?	Vote required?
Have the committee review and then vote upon sustaining or overruling an action taken by its chair (82)	I appeal from the decision of the chair. <i>(Stated immediately after the chair announces a decision that a member believes is mistaken or unfair)</i>	Yes	Yes	No	No	Majority
Take an action that would otherwise be prevented by a procedural rule or another action already taken (84)*	I move to suspend the rule requiring ...	No	Yes	No	No	2/3
To talk informally so that agreement may be reached on the type and wording of the motion that is needed (128)	I move we consider informally...	Yes	No	No	No	Majority
To call attention to a violation of the rules or an error in procedure (87)	Point of order!	Yes	No	No	No	None
To ask a question related to parliamentary procedure or to ask a question about the motion (90)	Parliamentary inquiry.	Yes	No	No	No	None
Withdraw a motion (94)	I wish to withdraw my motion	Yes	No	No	No	None
To divide a motion into two or more individual motions to be considered and voted on (96)	I request that the motion be divided into [x] motions: ...	No	No	No	No	No
To verify an indecisive vote or hand count by having members rise to be counted (99)	I call for a standing vote. <i>State immediately after vote has been taken</i>	Yes	No	No	No	No

* Rule suspensions cannot deprive members of any fundamental right. For example, rules stated in bylaws or charges and basic rules of common parliamentary procedure, such as those governing notice, quorum, vote requirements, and voting methods, cannot be suspended.

Main Purpose of Motions

IF YOU WANT TO:	USE THIS MOTION
Present an idea to the committee or board for discussion and/or action	<ul style="list-style-type: none"> ◦ Main motion ◦ Resolution ◦ Consider informally
Modify a pending motion	<ul style="list-style-type: none"> ◦ Amend ◦ Division of question
End or regulate debate	<ul style="list-style-type: none"> ◦ Close debate ◦ Limit debate ◦ Extend debate
Delay a decision	<ul style="list-style-type: none"> ◦ Refer to a committee ◦ Postpone to a certain time ◦ Postpone temporarily ◦ Recess ◦ Adjourn
Remove a motion from consideration	<ul style="list-style-type: none"> ◦ Table ◦ Withdraw a motion
Address an emergency situation	<ul style="list-style-type: none"> ◦ Question of privilege ◦ Suspend rules
Get more information about a pending motion	<ul style="list-style-type: none"> ◦ Parliamentary inquiry ◦ Request for information ◦ Request to ask member a question ◦ Question of privilege

IF YOU WANT TO:	USE THIS MOTION
Question the decision of the chair	<ul style="list-style-type: none"> ◦ Point of order ◦ Appeal from decision of chair
Enforce meeting rights and privileges	<ul style="list-style-type: none"> ◦ Division of assembly ◦ Division of question ◦ Parliamentary inquiry ◦ Point of order ◦ Appeal from decision of chair
Bring a motion back on the table for consideration	<ul style="list-style-type: none"> ◦ Resume consideration ◦ Reconsider ◦ Renew a motion ◦ Amend a previous action
Validate an action taken without quorum	<ul style="list-style-type: none"> ◦ Ratify
Change an action already taken	<ul style="list-style-type: none"> ◦ Reconsider ◦ Rescind ◦ Amend a previous action
End a meeting	<ul style="list-style-type: none"> ◦ Adjourn ◦ Recess

Parliamentary Strategy

IF YOU WANT TO <u>SUPPORT</u> A MOTION:	IF YOU WANT TO <u>OPPOSE</u> A MOTION
Second it.	Speak against it and raise questions.
Speak in favor as soon as possible.	Move to amend the motion to make it less objectionable.
Know your facts and provide reference materials as necessary.	Draft a more acceptable version and offer an amendment as a substitution.
If necessary, amend the motion to make it more acceptable to other members.	To delay the motion you may move to table it, move to postpone it or refer it to a committee.
Vote against motions to table or delay your motion.	Move to recess if you need time to gather more facts.
Move to recess or postpone if you need more time to strengthen your proposal or get additional information.	Move to adjourn
If you fear your motion will be rejected, you can move to divide the question for a partial victory or you may refer it to a committee.	If the motion is adopted, move to reconsider it.
If a motion is defeated, you may move to reconsider it or you can reintroduce it at a future meeting.	If the motion is adopted, consider trying to rescind it at the next meeting.
In the event of a procedural dispute, have the Standard Code of Parliamentary Procedure and committees standing rules and bylaws handy.	