

Parliamentary Procedures At A Glance

To Do This (1) (4)	You Say This	May You Interrupt the 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."	No.	Yes.	No.	No.	Majority vote required.
Recess the meeting	"I move that we recess until..."	No.	Yes.	No.	Yes.	Majority vote required.
Complain about noise, room temperature, etc.	"Point of privilege."	Yes.	No.	No. (2)	No.	No vote required (3)
Suspend further consideration of something	"I move we table it."	No.	Yes.	No.	No.	Majority vote required.
End debate	"I move the previous question."	No.	Yes.	Yes.	Yes.	Two-thirds vote required.
Postpone consideration of something	"I move we postpone this matter until..."	No.	Yes.	Yes.	Yes.	Two-thirds vote required.
Have something studied further.	"I move we refer this matter to a committee."	No.	Yes.	Yes.	Yes.	Majority vote required.
Amend a motion.	"I move that this motion be amended by..."	No.	Yes.	Yes.	Yes.	Majority vote required.
Introduce business (a primary motion)	"I move that..."	No.	Yes.	Yes.	Yes.	Majority vote required.
Object to procedure or to a personal affront	"Point of order."	No.	No.	No.	No.	No vote needed, chair decides.
Request information.	"Point of information."	If urgent, yes.	No.	No.	No.	No vote required.
Ask for a vote by actual count to verify a voice count.	"I call for a division of the house."	No. (5)	No.	No.	No.	No vote required unless someone objects. (6)
Object to considering some undiplomatic or improper matter.	"I object to consideration of this question."	Yes.	No.	No.	No.	Two-thirds vote required.
Take up a matter previously tabled.	"I move we take from the table..."	No.	Yes.	No.	No.	Majority required.
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes.	Yes.	Debatable if original motion is debatable.	No.	Majority required.
Consider something out of its scheduled order.	"I move we suspend the rules and consider..."	No.	Yes.	No.	No.	Two-thirds vote required.
Vote on a ruling by the chairperson	"I appeal the chairperson's decision."	Yes.	Yes.	Yes.	No.	Majority in the negative required to reverse chair's decision.

-
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. Chairperson decides.
 4. The motions, point and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
 5. But division must be called for before another motion is started.
 6. Then majority vote is required.

adapted from Aspen Publishers, Inc.