

A Parliamentary How-to Guide

	If you Want to...	Then use This Motion...	By Saying...	Notes
Privileged	Set a time to continue the present meeting	Fix the Time to Which to Adjourn	"I move that when we adjourn, we adjourn to meet again at..."	2nd, Maj
	End the meeting	Adjourn	"I move to adjourn..."	2nd, Maj
	Take a short break	Recess	"I move to recess for..."	2nd, Maj
	Request a change for comfort or convenience	Question of Privilege	"I rise to a question of privilege..."	Chair
	Follow the Agenda	Orders of the Day	"I call for the orders of the day."	Chair
Subsidiary	Set a matter aside briefly	Lay on the Table	"I move to lay on the table the motion to..."	2nd, Maj
	Stop debate and vote	Previous Question	"Question" or "I move the previous question..."	2nd, 2/3
	Change debate rules	Limit/Extend Debate	"I move that debate be limited (or extended)..."	2nd, 2/3
	Postpone making a decision	Postpone to a Certain Time	"I move to postpone consideration until..."	2nd, Maj
	Have some members study it	Refer/Commit	"I move to refer the motion to a committee..."	2nd, Maj
	Change or modify a motion	Amend	"I move to amend by..."	2nd, Maj
	Kill a pending motion	Postpone Indefinitely	"I move to postpone consideration of this motion indefinitely."	2nd, Maj
	Introduce business	Main Motion	"I move that..."	2nd, Maj
↑ Ranked Motions ↑			↓ Unranked Motions ↓	
Incidental	Question the chair's ruling	Appeal	"I appeal the decision of the chair."	2nd, Maj
	Verify a voice vote	Division of Assembly	"Division" or "I call for a division."	Chair
	Consider the motion in parts	Division of the Question	"I move to divide the question by..."	Chair
	Clarify parliamentary procedure	Parliamentary Inquiry	"A parliamentary inquiry:..."	Chair
	Enforce the rules	Point of Order	"Point of order:..."	Chair
	Clarify the facts	Request for Information	"Request for information:..."	Chair
	Do something the rules prohibit	Suspend the Rules	"I move to suspend the rules to..."	2nd, 2/3
Bring Again Before Assembly	Confirm an action already taken	Ratify	"I move to ratify the decision to..."	2nd, Maj
	Correct a hasty vote (in the same meeting)	Reconsider	"I move to reconsider the vote on..."	2nd, Maj, Standing
	Repeal a motion adopted at a previous meeting	Rescind	"I move to rescind the motion on..."	2nd, 2/3, Notice
	Resume consideration of a tabled motion	Take from the Table	"I move to take from the table the motion to..."	2nd, Maj

Note: **Bolded** motions may interrupt

kurtisdmler.com/resources/motions-in-one-page.pdf