

# *Parliamentary Procedures At A Glance*

<i>To Do This:</i>	<i>You Say This:</i>	<i>Must you interrupt speaker?</i>	<i>Must you be seconded?</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Vote Required</i>
Introduce business (primary motion)	“I move that...”	No	Yes	Yes	Yes	Majority
Amend a motion	“I move that this motion be amended by...”	No	Yes	Yes	Yes	Majority
End debate	“I move the previous question.”	No	Yes	No	No	Two-thirds
Request information	“Point of information.”	Yes	No (urgent)	No	No	No vote
Verify a voice vote	“I call for division of the House.”	No	No	No	No	No vote
Complain about noise, room temperature, smoking	“Question of privilege.”	Yes	No	No	No	Chair decides
Object to procedure or to a personal affront	“Point of order.”	Yes	No	No	No	Chair decides
Lay aside an issue temporarily because of emergency	“I move to lay on the table ...”	No	Yes	No	No	Majority
Take up a matter previously tabled	“I move to take from the table...”	No	Yes	No	No	Majority
Consider something out of scheduled order	“I move to suspend the rules to consider...”	No	Yes	No	No	Two-thirds
Vote on a ruling by the Chair	“I appeal the decision.”	Yes	Yes	Yes	No	Majority
Postpone consideration of something	“I move we postpone this matter until...”	No	Yes	Yes	Yes	Majority
Reconsider something already disposed of	“I move to reconsider the vote on issue X...”	Yes	Yes	Yes	No	Majority
Have something studied further	“I move to refer this to...”	No	Yes	Yes	Yes	Majority