Parliamentary Procedure Overview

(Source: Board Member Orientation, Aspen Publishers, Inc.)

**Use this as a quick reference tool when you need to refresh your parliamentary procedure knowledge.**

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| --- | --- | --- | --- | --- | --- | --- |
| ***To do this:*** | ***Say this:*** | ***Interrupt speaker?*** | ***Second required?*** | ***Is motion debatable?*** | ***Is motion amendable?*** | ***What vote is required?*** |
| ***Adjourn meetingbefore businessis completed*** | **“I movethat weadjourn.”** | **No** | **Yes** | **No** | **No** | **Majority** |
| ***Recess the meeting*** | **“I move thatwe recess until”** | **No** | **Yes** | **No** | **Yes** | **majority** |
| ***Suspend furtherconsideration of an issue*** | **“I move wetable it.”** | **No** | **Yes** | **No** | **No** | **majority** |
| ***End debate*** | **“I move thepreviousquestion.”** | **No** | **Yes** | **Yes** | **Yes** | **Two-thirds** |
| ***Study an issuefurther*** | **“I move werefer this matterto a committee.”** | **No** | **Yes** | **Yes** | **Yes** | **Majority** |
| ***Introduce business(primary motion)*** | **“I move that”** | **No** | **Yes** | **Yes** | **Yes** | **Majority** |
| ***Amend a motion*** | **“I move thatthis motion be amended by”** | **No** | **Yes** | **Yes** | **Yes** | **Majority** |
| ***Object to procedureor a personal affront*** | **“Point of order.”** | **Yes** | **No** | **No** | **No** | **No vote,chair decides** |
| ***Take up a previously tabled matter*** | **“I move we take from the table”** | **No** | **Yes** | **No** | **No** | **Majority** |
| ***Consider anissue out of itsscheduled order*** | **“I move wesuspend the rulesand consider”** | **No** | **Yes** | **No** | **No** | **Two-thirds** |