

Parliamentary Procedure Pocket Reference (adopted from *Robert's Rules of Order, Newly Revised, 10th Edition*)

Motions listed in order of preference

To do this...	You say this...	Interrupt others?	Requires second?	Debat-able?	Amendable?	Vote required
Adjourn meeting	“I move to adjourn”	No	Yes	No	No	M
Call an intermission	“I move to recess...”	No	Yes	Yes (R)	Yes (R)	M
Complain about noise, etc...	“Point of privilege.”	Yes	No	No	No	none ¹
Temporarily suspend consideration	“I move that the motion be tabled.”	No	Yes	No	No	M
Close debate	“I move the previous question.”	No	Yes	No	No	2/3
Limit (or extend) debate	“I move to limit (extend) debate until ...”	No	Yes	Yes (R)	Yes (R)	2/3
Postpone discussion to specific time	“I move to postpone this matter until...”	No	Yes	Yes (R)	Yes (R)	M
Have something further studied	“I move to refer this to committee.”	No	Yes	Yes (R)	Yes (R)	M
Amend a motion	“I move to amend by (deleting, etc...)”	No	Yes	Yes	Yes	M
Suppress business of the day, or prevent further discussion on motion	“I move to postpone indefinitely.”	No	Yes	Yes	No	M
Introduce business (Main Motion)	“I move that...”	No	Yes	Yes	Yes	M

Motions with no established order of preference

Challenge ruling of Chair	“I appeal from the Chair’s decision.”	Yes	Yes	Yes	No	M
Ask vote to be counted instead of y/n	“I request division of the assembly”	Yes	No	No	No	none
Divide a pending question into parts	“I request that the motion be divided as...”	No	No	No	No	none ¹
Request information about procedure, meaning, or effect of pending motion	“I rise to a point of parliamentary inquiry” (point of information)	Yes	No	No	No	none ¹
Avoid discussion of unnecessary or embarrassing matter	“I object to consideration of this matter.”	Yes	Yes	No	No	2/3
Object to procedures	“I rise to a point of order.”	Yes	No	No	No	none ¹
Withdraw a motion	“I wish to withdraw my motion.”	Yes	No	No	No	none ²
Suspend the rules temporarily	“I move to suspend the rule on...”	No	Yes	No	No	2/3
Reconsider a vote	“I move to reconsider the vote on...”	Yes	Yes	Yes	No	M ³
Rescind a vote	“I move to rescind the vote on...”	No	Yes	Yes	No	M ⁴
Return to a “tabled” matter	“I move to take from the table the motion...”	No	Yes	No	No	M

R Restricted discussion or amendment, confined to a few specifics such as time or length

1 Chair decides and may be appealed

2 Chair decides if motion has not been stated, or if no objection. If objection, majority vote is required.

3. Can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day.

4 A motion that required more than a majority vote can be rescinded only by the same vote that was required to approve it.