

A PRACTICAL GUIDE TO PARLIMENTARY PROCEDURE

1. See *Robert's Rules of Order* for exceptions.
2. The Chair decides. If appealed, then majority decides.
3. An amendment to an amendment cannot be amended.
4. Only one main motion can be considered at a time.
5. Yields to privileged and incidental motions, but not to subsidiary motions.
6. Motion to lay on table cannot apply to any other subsidiary motion or be subject to one.

Classifications of Motions	Order of Precedence	Motion	Interrupt a Speaker?	Requires a Second?	Can be Amended?	Can be Debated?	Vote Required	Purpose of Motion
PRIVILEGED MOTIONS The highest ranking class of motions, they set aside the main business of the assembly. These motions bring up important issues unrelated to the pending business.	1 ¹	To fix the time to adjourn (and to assemble for next meeting)	No	Yes	Yes	No	Majority	To set a time (and place) for next meeting
	2	To adjourn	No	Yes	No	No	Majority	To terminate the meeting (to the next regular meeting time)
	3 ¹	To take a recess ¹	No	Yes	Yes	No	Majority	To secure an intermission in the proceedings
	4	To raise a question of privilege ¹	Yes	No	No	No	No Vote ²	To protect the rights of the body or of an individual
	5	To call for the orders of the day	Yes	No	No	No	No Vote ²	To insist on conforming to the order of business
INCIDENTAL MOTIONS These motions arise out of other motions, and, therefore, take precedence over and must be dealt with before voting on the motions which gave rise to the incidental motion. These motions bring up questions of procedure.	All incidental motions have equal rank. None can be displaced by one of the others.	To raise a point of order	Yes	No	No	No	No Vote ²	To call attention to a violation of the rules
		To appeal from the decision of the chair ¹	Yes	Yes	No	Yes	Majority	To obtain opinion of the body on the ruling of the Chair
		To call for a division of the body	Yes	No	No	No	No Vote ²	To determine the accuracy of the voice vote
		To call for a division of the question	No	Yes	Yes	No	Majority	To discuss by parts for more careful consideration
		To object to the consideration of a matter ¹	Yes	No	No	No	Two-thirds ²	To prevent discussion of irrelevant questions
		To make a parliamentary inquiry	Yes	No	No	No	None ²	To secure parliamentary information when in doubt
		To withdraw or modify a motion ¹	No	No	No	No	None ²	To allow person making motion to withdraw it or change it
		To suspend the rules	No	Yes	No	No	Two-thirds	To permit action prohibited by a particular rule
		To make nominations	No	No	No	Yes	Majority	To present names for consideration to fill offices
		To close nominations	No	Yes	Yes	No	Two-thirds	To prevent other names from being placed in nomination
		To reopen nominations	No	Yes	Yes	No	Majority	To allow time for additional nominations
To consider by paragraph (seriatim)	No	Yes	Yes	No	Majority	To consider a motion paragraph by paragraph, or line by line		

		To decide method of voting ¹	No	Yes	Yes	No	Majority	To decide method of voting
		To ask for a print of information	Yes	No	No	No	No Vote	To request information essential to an understanding of the motion
SUBSIDIARY MOTIONS Sometimes called secondary motions, these motions are used to treat or dispose of other motions. Subsidiary motions take precedence over a main motion. Subsidiary motions do yield to incidental and privileged motions.	1	To lay on the table ⁶	No	Yes	No	No	Majority	To postpone temporarily so as to attend to other matters
	2	To call for the previous question ¹	No	Yes	No	No	Two-thirds	To stop debate and bring the pending question to vote
	3	To limit or extend limits of debate ¹	No	Yes	Yes	No	Two-thirds	To decrease or increase the allowable time for discussion
	4	To postpone to a definite time ¹	No	Yes	Yes	Yes	Majority	To delay action until a later time
	5	To refer to a committee	No	Yes	Yes	Yes	Majority	To place in hands of a small group for study
	6	To amend an amendment ³	No	Yes	No	Yes	Majority	To change the wording of a pending amendment
	7	To amend a main motion	No	Yes	Yes	Yes	Majority	To change the wording of a pending motion
	8	To postpone indefinitely	No	Yes	No	Yes	Majority	To prevent a vote on the main question
MAIN MOTION Sometimes called a motion or a principal motion, it is a motion made to bring before the body, for its consideration, any particular subject. The main motion must yield to the other three classes of motions.		To make main motion, a motion, or principal motion ⁴	No	Yes	Yes	Yes	Majority	To bring a matter before the body for its consideration and action
MISCELLANEOUS MOTIONS These motions, unlike any of the other four classes of motions, have characteristics of their own.	See footnotes	To reconsider ⁵	Yes	Yes	No	Yes	Majority	To reopen for discussion and decision a matter previously considered and voted on
		To rescind or amend something previously adopted	No	Yes	Yes	Yes	Two-thirds	To undo an action taken at a previous meeting
		To take from the table ⁵	No	Yes	No	No	Majority	To consider business that temporarily has been set aside