



PARLIAMENTARY PROCEDURE CHEAT SHEET

Parliamentary procedure can be extremely difficult, especially when Robert is involved (Robert's Rules that is). If you need the latest version of Robert's Rules please visit the Marketplace on the Phi Sigma Pi website and order the book today. Another great guide is this cheat sheet. Print this out and keep it handy in your Parliamentarian binder along with the Parliamentarian Handbook.

TO	YOU SAY	INTERRUPT SPEAKER	SECOND NEEDED	DEBATEABLE	AMENDABLE	VOTE NEEDED
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp, etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End Debate	"Question" or "Move to the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move that we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a Motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The motions on the first page are listed in established order of precedence. When any of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed on the first page.

TO	YOU SAY	INTERRUPT SPEAKER	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE NEEDED
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair Decides
Request Information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	Yes	No	No	No	2/3
Take up matter previously tabled	"I move that we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above may be introduced at any time except when the meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).