



Parliamentary Procedure Cheat Sheet

Proper execution of parliamentary procedure ensures the efficient and effective running of Chapter business. All Members should be well-versed in parliamentary procedure, and this cheat sheet will help even the newest, least experienced Member engage in the process:

What you want to do	What you say	Interrupt Speaker	Second Needed	Debatable	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	"I move that we table..."	No	Yes	No	No	Majority
End debate	"Question" or "Move to the previous question"	No	Yes	No	No	2/3
Postpone consideration	"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 a main motion	"I move that..."	No	Yes	Yes	Yes	Majority

The above are listed in established order of precedence. When any of them is pending, you may not introduce another from the next page, but you may introduce another that is listed on the this page.



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What you want to do	What 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 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 consideration of an 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 above may be introduced at any time except when the meeting is considering one of the top three matters listed from the first page (Motion to Adjourn, Recess or Point of Privilege).