

## PARLIAMENTARY PROCEDURE AT A GLANCE

To Do This: <sup>1</sup>	You Say This:	May You Interrupt Speaker?	Must It Be Seconded?	Is The Motion Debatable?	Is The Motion Amendable?	What Vote Is Required?
Complain about noise, room temp., etc.	“I rise to a question of privilege.”	Yes	No	No <sup>2</sup>	No	Chair rules
End Debate.	“I move the previous question.”	No	Yes	No	No	Two-thirds
Limit or Extend the Limit of Debate.	“I move to limit debate to 20 minutes.”	No	Yes	No	Yes	Two-thirds
Amend a Motion.	“I move to amend the Bylaws at ___by___ ”	No	Yes	Yes	Yes	Majority
Introduce Business (an original main motion).	“I move that . . .”	No	Yes	Yes	Yes	Majority

The motions above are listed in order of precedence. This is not a complete list.  
Refer to *Robert's Rules of Order Newly Revised* (11<sup>th</sup> ed.) for motions and their rank.

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Object to procedures or to violation of the rules	“Point of Order.”	Yes	No	No	No	Chair rules
Request information.	“Request for Information”	Yes, if urgent.	No	No	No	No vote.
Consider an item out of its scheduled order.	“I move we suspend the rules and consider . . .”	No	Yes	No	No	Two-thirds
Overturn a ruling by the chair.	“I appeal from the decision of the chair.”	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of precedence.