

How to Make a Main Motion

1. Rise and address the presiding officer.
2. The presiding officer must recognize the member.
3. Make the motion!
4. Another member must “second” the motion. This means that someone else has to agree that what you’re saying is relevant and should be talked about, it doesn’t mean that they agree with you. They don’t need recognition from the chair.
5. The chair repeats the motion to the rest of the assembly, which now means that motion is “the question”.
6. Members now debate the motion. Anyone in the assembly can speak, but they must first be recognized from the chair.
7. The chair puts “the question” to a vote after debate has ended. The chair must repeat the question and then calls for a vote, affirmative first and then the negative. The chair does not call for those that abstain.
8. The chair announces the result of the motion before moving on to a new item of business.

Privileged Motions

Fix the Time to Which to Adjourn	Used to set up another meeting to continue the same business, typically if there is too much business to finish in a single meeting
Adjourn	Used to end a meeting
Recess	Used for a short intermission in the meeting, but it doesn't terminate the meeting

Subsidiary Motions

Lay on the Table	Used to temporary set aside a pending main motion in order to bring up something of dire importance
Previous Question	Used to close debate and move to an immediate vote
Limit or Extend Limits of Debate	Used to limit or extend the number of times a member may speak or the length for which they may speak
Postpone Definitely	Used to postpone a motion to another definite time, such as after another item of business or to next week's meeting
Commit or Refer	Used to refer a pending question to a committee for further research or study
Amend	Used to modify the main motion by adding, striking out and inserting, or striking out
Postpone Indefinitely	Used to kill a motion without taking a direct vote on it

Incidental Motions

Parliamentary Inquiry	A question directed to the presiding officer to obtain information on parliamentary law or the rules of the organization bearing on the business at hand
Point of Information	A question directed to the presiding officer to obtain information about facts

Point of Order	Points out a breach of the rules to the presiding officer
Appeal	To determine the assembly's attitude toward a ruling made by the chair
Suspend Rules (Order)	Used to take action otherwise prohibited by rules pertaining to parliamentary procedure and the way the organization functions
Suspend Rules (Standing)	Used to take action otherwise prohibited by rules pertaining to the ordinary functions of the organization
Suspend Rules (Standing)	Used to take action otherwise prohibited by rules pertaining to parliamentary procedure and the way the organization functions
Divide a Question	Used to split a pending question into two separate questions that can each be adopted separately

Bring Back Motions

Amend Something Previously Adopted	Used to amend a previously adopted main motion by striking out, inserting, or adding
Reconsider	Used to reconsider the vote taken on a particular motion
Rescind	Used to make a previously adopted motion null and void
Take from the Table	Used to resume consideration of a question that has been laid on the table previously

Precedence of Motions

- I. Fix the Time to Which to Adjourn
- II. Adjourn
- III. Recess
- IV. Raise a Question of Privilege
- V. Call for the Orders of the Day
- VI. Lay on the Table
- VII. Previous Question
- VIII. Limit or Extend Limits of Debate
- IX. Postpone Definitely
- X. Commit or Refer
- XI. Amend
- XII. Postpone Indefinitely
- XIII. Main Motion

PRIVILEGED MOTIONS	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED	CAN INTERRUPT
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes	No
Adjourn	Yes	No	No	Majority	No	No
Recess	Yes	No	Yes	Majority	No	No
SUBSIDIARY MOTIONS						
Lay on the Table	Yes	No	No	Majority	Negative Only	No
Previous Question	Yes	No	No	Two-Thirds	Yes	No
Limit or Extend Limits of Debate	Yes	No	Yes	Two-Thirds	Yes	No
Postpone Definitely	Yes	Yes	Yes	Majority	Yes	No
Commit or Refer	Yes	Yes	Yes	Majority	Yes	No
Amend	Yes	*	Yes	Majority	Yes	No
Postpone Indefinitely	Yes	Yes	No	Majority	Positive Only	No
INCIDENTAL MOTIONS						
Parliamentary Inquiry	No	No	No	Chair Responds	No	Yes
Point of Information	No	No	No	Chair Responds	No	Yes
Point of Order	No	No	No	Chair Rules	No	Yes
Appeal	Yes	Yes	No	Majority (Negative)	Yes	Yes
Suspend Rules (Order)	Yes	No	No	Two-Thirds	No	No
Suspend Rules (Standing)	Yes	No	No	Majority	No	No
Division of the Assembly	No	No	No	Request	No	Yes
Divide a Question	Yes	No	Yes	Majority	No	No
BRING BACK MOTIONS						
Amend Something Previously Adopted	Yes	Yes	Yes	#	Negative Only	No
Reconsider	Yes	*	No	Majority	No	Yes
Rescind	Yes	Yes	Yes	#	Negative Only	No
Take from the Table	Yes	No	No	Majority	No	No

either two-thirds, majority with notice, or majority of the membership

* debatable if motion that is applied to is debatable