

PARLIAMENTARY PROCEDURES - COMMON MOTIONS

A privileged motion is a classification which, although not directly concerned with the business before the assembly, are of such immediate importance that they have the privilege of interrupting the consideration of anything else. All these motions are non-debatable.

PRIVILEGED MOTIONS	IN ORDER WHEN ANOTHER HAS THE FLOOR	SECOND	DEBATABLE	AMENDABLE	VOTE	RECONSIDER THE VOTE
Fix the Time to Adjourn	No	Yes	No	Yes	Majority	Yes
Adjourn	No	Yes	No	No	Majority	No
Recess	No	Yes	No	Yes	Majority	No
Raise a Question of Privilege	Yes	No	No	No	Chair	No
Call for Orders of the Day	Yes	No	No	No	Demand	No

Subsidiary motions help the assembly treat or dispose of a main motion (and sometimes other motions).

SUBSIDIARY MOTIONS	IN ORDER WHEN ANOTHER HAS THE FLOOR	SECOND	DEBATABLE	AMENDABLE	VOTE	RECONSIDER THE VOTE
Lay on the Table (postpone temporarily)	No	Yes	No	No	Majority	No
Previous Question (close debate; "call for the question")	No	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time	No	Yes	Yes	Yes	Majority	Yes
Refer to a Committee	No	Yes	Yes	Yes	Majority	Yes
Amend	No	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely (kill or reject)	No	Yes	Yes	No	Majority	Affirmative Only

The main motion is the motion that introduces business to an assembly.

MAIN MOTION	IN ORDER WHEN ANOTHER HAS THE FLOOR	SECOND	DEBATABLE	AMENDABLE	VOTE	RECONSIDER THE VOTE
Appropriate Motion	No	Yes	Yes	Yes	Majority	No

BRING BACK MOTIONS	IN ORDER WHEN ANOTHER HAS THE FLOOR	SECOND	DEBATABLE	AMENDABLE	VOTE	RECONSIDER THE VOTE
Take from the Table	No	Yes	No	No	Majority	No
Rescind Amend Motion Previously Adopted Discharge a Committee	No	Yes	Yes	Yes	Majority With Notice or 2/3	Negative Only
Reconsider	No	Yes	Yes	No	Majority	No

Incidental motions deal with questions of procedure arising out of other motions or items of business.

INCIDENTAL MOTIONS	IN ORDER WHEN ANOTHER HAS THE FLOOR	SECOND	DEBATABLE	AMENDABLE	VOTE	RECONSIDER THE VOTE
Point of Order	Yes	No	No	No	None	No
Appeal	Yes	Yes	Yes	No	Majority	Yes
Point of Information	Yes	No	No	No	None	No
Suspend the Rules	No	Yes	No	No	2/3	No
Object to Consideration of a Question	Yes	No	No	No	2/3	No
Division of a Question	No	Yes	No	Yes	Majority	No
Consider by Paragraph	No	Yes	No	Yes	Majority	No
Division of the Assembly	Yes	No	No	No	None	No
Parliamentary Inquiry	Yes	No	No	No	None	No
Withdraw a Motion	Yes	Yes	No	No	Majority	Negative Only

Effective Use of Motions

Parliamentary Procedure Prepared for Oregon Association of Municipal Recordors

If You Want To:

- Proposed the group take an action:
- Kill a pending motion without taking a vote on it:
- Perfect the wording of a pending motion:
- Have a few members investigate a pending motion (take action or report with a recommendation at a future time):
- Delay making a decision until a later time:
- Allow additional time for debate or limit the time or number of speakers
- Stop debate and further amendment
- Temporarily lay aside a motion
- Have the chair return to the adopted agenda
- Request immediate action related to rights and privileges of the assembly (comfort of assembly; can't hear or too hot)
- Take a short break during the meeting
- Close the meeting

Move To:

- MAIN MOTION
- POSTPONE INDEFINITELY
- AMEND
- REFER TO A COMMITTEE
- POSTPONE TO A CERTAIN TIME
- LIMIT OR EXTEND LIMITS OF DEBATE
- PREVIOUS QUESTION
- LAY ON THE TABLE
- CALL FOR ORDERS OF THE DAY
- RAISE A QUESTION OF PRIVILEGE
- RECESS
- ADJOURN

Continue the same meeting at a later date and time

FIX THE TIME TO WHICH TO ADJOURN

Allow members to take another look at the decision they made (must have voted on the prevailing side to make motion) (if approved, open previous main motion for debate)

RECONSIDER

Allow members an opportunity to reverse the affirmative vote

RESCIND THE VOTE

Verify a vote taken by voice or hand (vote in doubt; take rising vote)

DIVISION OF THE ASSEMBLY

Allow members an opportunity to modify a motion previously adopted (at the last meeting)

AMEND SOMETHING PREVIOUSLY ADOPTED

Take from the table a motion that was laid on the table

TAKE FROM THE TABLE

Allow members to vote separately on parts of a motion

DIVIDE THE QUESTION