



**ROYALE MANAGEMENT
SERVICES**

Basic Parliamentary Procedure

To Do This:	You Say This:	May you interrupt speaker?	Do you need a second?	Is it debate-able?	Can you amend it?	What vote is needed?	Can it be reconsid-ered?
Adjourn meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an intermission	"I move to recess for..."	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No Vote	No
Temporarily suspend consideration of an issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	Yes
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority	Yes
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE ... BELOW, THERE IS NO ORDER ...

Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No Vote	No
Vote on a ruling of the chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	2/3	Yes
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No Vote	No
Request information	"Point of Information..."	Yes	No	No	No	No Vote	No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes	Yes	Yes	No	Majority	No

— From *The ABCs of Parliamentary Procedure*

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