

PARLIAMENTARY MOTIONS CHART

Main Motions, Subsidiary Motions, and Privileged Motions

Motion (by rank)	Purpose	Special Notes
Fix the Time to Which to Adjourn	Let's set the time and place of the next meeting	Need to move this quickly before the Chair has calls for adjournment
Adjourn	Let's end the meeting now	Cannot be done in the middle of a vote
Recess	Let's take a brief break	Break must be brief, not a day
Raise a Question of Privilege	I have an issue related to my comfort, welfare, rights or integrity	No second needed; can deal with noise or temperature in room or personal attacks
Call for the Orders of the Day	We're getting sidetracked—let's get back to the agenda	No second needed; Chair can decide to return to the agenda OR allow a vote to depart from the agenda
Lay on the Table	Let's temporarily defer a debate and decision on the main motion	If the motion is not taken from the table by the end of the next meeting, it dies. After it dies, a member has to present it as a new motion.
Previous Question	Let's end the debate and vote now on the main motion	Requires majority vote; should not be done before everyone has had opportunity to debate
Limit or Extend Limits of Debate	Let's limit or extend the time each speaker has or each debate has	Time limits can be modified later with more motions of this kind
Postpone to a Certain Time	Let's defer a debate and decision on the main motion until a definite time and day	Time and day can be amended if delay seems too long
Refer to a Committee	Let's send this motion to a committee for study and/or investigation	Should include in the motion a timeline for the committee to report or else it will be up to committee when they will report it out
Amend (primary & secondary)	I want to change the motion	Can only insert and/or strike out words or paragraphs; must be germane to original motion; cannot be contrary to previous vote
Postpone Indefinitely	Let's defer a vote on this indefinitely and kill the motion	Can be countered with a motion to amend the motion that is being postponed
Main Motion	I want the board to take action	Requires a second before it can be debated; cannot conflict with a motion previously adopted and still in force; cannot bring up substantially the same question as in an earlier defeated motion in the same meeting

Incidental Motions

- These are motions related to procedure
- Not ranked because they are taken up immediately when made
- Incidental motions derive their rank from the motions out of which they arose and yield to privileged motions that rank higher
E.g., A *Point of Order* motion deriving from a *main motion* yields to a *Lay on the Table* motion because *Lay on the Table* ranks higher than a *main motion*.

Incidental Motion	Purpose	Special Notes
Point of Order	Someone broke the rules; please clarify the rules and fix the breach	No second or vote is needed; Chair decides; can only be made when the breach occurs
Appeal from Decision of the Chair	I disagree with the Chair's decision	Needs a second; requires majority vote
Division of Assembly	I doubt the result of the vote and demand a recount	Does not require a second or a vote; results in immediate recount
Objection to the Consideration of a Question	We should not consider the main motion	<u>Must be made before debate starts</u> ; no second needed; requires a majority vote
Point of Parliamentary Inquiry	I need a clarification of the rules or procedure	No second needed; Chair decides
Point of Information	I need more information	The Chair may answer the question or direct the appropriate person to do so
Read Paper	I would like to read a document	If a member objects, a majority vote decides whether member can read
Withdraw a Motion	I want to withdraw or modify my own motion	If a member objects, majority vote decides; needs a second is modifying vote rather than withdrawing
Suspend the Rules	Let's temporarily change the parliamentary rules	Cannot change bylaws or laws; requires majority vote
Division of a Question/Motion	Let's divide this motion into parts and vote on the separate parts	Requires a second and a majority vote

Items in bold are requests and inquiries and are technically not motions

Renewal Motions

- To bring a question back to the board and have the board reconsider votes already made
- Can only make these motions when no other motions are pending, i.e., no other business is pending

Renewal Motion	Purpose	Special Notes
Take from the Table	Let's bring this motion back from being tabled and put it before the board for a decision	Requires a second and majority vote
Reconsider and Enter into the Minutes	Let's take a main motion already voted on today, freeze action on it, and defer a reconsideration on it until another day	Cannot be made when object of the original motion would be defeated by a delay of one day; if action is required on the original motion before the next meeting, the remedy is to fix the time for an adjourned meeting on a day when the reconsideration can be called up and decided.
Reconsider	Let's take a main motion already voted on today, and freeze action on it, and reconsider our vote on it	Only a member who voted on the prevailing side can make the motion; it must be made at the same as meeting as the original vote on the original motion at issue; cannot be done when parts of the motion have already been carried out; can interrupt a speaker to make this motion but only debatable when no other business is pending
Rescind or Repeal	Let's cancel an approved motion	Cannot be done where action has been taken on the motion and it is impossible to undo; cannot be done when there is a motion to reconsider the original motion
Discharge a Committee	Let's stop a committee from considering an issue further	Can only be introduced before the committee has made its final report.

General principles of precedence:

- Motions yield to any motion legitimately incidental to itself
- Incidental motions always take precedence over the main motion