



Parliamentary Procedure Form

Section I. Points of...

The purpose of points are to request information, object to a calling, or to ask for accommodations. These are the most common motions you will use.

To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
Ask for accommodations	“Point of personal privilege”	YES	NO	NO	NO	NO VOTE	NO
Protest a breach of rules or conduct	“Point of order...”	YES	NO	NO	NO	NO VOTE (unless the speaker says otherwise)	NO
Request information	“Point of information”	YES	NO	NO	NO	NO VOTE	NO

Section II. Question and Debate

The purpose of these motions are to modify the ways we conduct discussion and debate. This includes extending time, exhausting the speakers list, or tabling the discussion.

To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
To extend discussion or questioning time	“I move to extend time by...”	NO	YES	NO	YES	MAJORITY	NO

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To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
To close the speaking list and disregard the time limit.	“I motion to exhaust the speakers list”	NO	YES	NO	NO	MAJORITY	NO
End debate/questioning and amendments	“Motion to previous question”	NO	YES	NO	NO	2/3rds	YES
To take up a matter previously tabled	“I move to take... from the table”	NO	YES	NO	NO	MAJORITY	NO
Postpone discussion for a certain time	“Motion to postpone the discussion until”	NO	YES	YES	YES	MAJORITY	YES

Section III. Legislation

This section provides common motions regarding legislation during confidence business.

To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
Move to committee for closer analysis	“Motion to move this to... committee”	NO	YES	YES	YES	MAJORITY	YES (cannot be used if already discharged from committee)
Expedite a piece of legislation to be voted on the same night	“I move to expedite”	NO	YES	YES	NO	2/3rds (Must have advisor pre approval if the legislation delegates)	YES

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To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
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Adopt committee changes	“I move for the committee changes to be adopted”	NO	YES	YES	YES	MAJORITY	YES
To bring legislation out of committee that has not been discharged	“I move to discharge... from committee”	NO	YES	YES	YES	2/3rds	YES
Introduce Business (that wasn't previously on the agenda)	“I move to add to the agenda...”	NO	YES	YES	YES	2/3rds	YES

Section IV. Additional Parliamentary Procedure

This section includes any additional parliamentary procedure not mentioned previously. This includes the editing/amending motions, approaches to conducting votes, as well as motions to adjourn and intermission

To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
Adjourn	“I move that we adjourn”	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	“I move that we recess for...”	NO	YES	NO	YES	MAJORITY	NO
Roll Call Vote	“I motion for this vote to be a roll call	NO	YES	NO	YES	MAJORITY	YES

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	vote”						
To do this	You say this	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered if it fails?
Ballot Vote	“I motion for this vote to be a ballot vote”	NO	YES	NO	YES	MAJORITY	YES
Verify a voice vote	“I call for division” or “Division”	YES	NO	NO	NO	NO VOTE	NO
Vote on a ruling of the chair	“I appeal from the chairs decision”	YES	YES	YES	NO	MAJORITY	YES
Suspend rules temporarily	“I move to suspend the rules so that...”	NO	YES	NO	NO	2/3rds	NO
Amend a motion	“I move to amend the motion by...”	NO	YES	YES	YES	MAJORITY	YES
To reconsider a motion (only can be made if the original motion was passed)	“I move that the motion to... be reconsidered”	NO	YES	YES	YES	2/3rds	N/A (This is the reconsideration motion)
Rescind a motion	“I rescind my original motion”	YES	NO	NO	NO	NO VOTE	NO
Avoid considering an improper motion	“I object to consideration of this motion”	YES	NO	NO	NO	2/3rds	You can reconsider the original motion if this is passed