Motions in Plain English (Motions Ranked from Lowest to Highest)

Name of Motion	Structure	What it Means	Other characteristics
Main Motion	"I move that/to…"	Let's introduce this independent business and consider it.	Second, Amendable, Debate, Majority Vote
Postpone Indefinitely	"I move to postpone the motion indefinitely."	Let's stop considering this motion ("kill") the motion.	Second, Debate, Majority Vote
Amendment	"I move to amend the motion by…"	Let's change the motion by…	Second, Amendable, Debate, Majority Vote
Commit	"I move to refer the motion to…"	Let's hand this motion or motions to a committee, so they can spend more time on it.	Second, Amendable, Debate, Majority Vote
Postpone Definitely	"I move to postpone the motion to/after/before…"	Let's postpone the consideration of the motion to/after/before…	Second, Amendable, Debate, Majority Vote
Limit/Extend the Limits of Debate	"I move to limit/extend debate to…"	Let's change the speech time limit or number of speeches to…	Second, Amendable, Two-Thirds Vote
Previous Question	"I move the previous question"	Let's stop debate/any additional secondary motions and vote immediately	Second, Two-thirds Vote
Lay on the Table	"I move to lay the motion on the table"	Let's stop considering the motion now because there's an emergency. We will (ideally) "take from the table" and resume consideration afterwards.	Second, Majority Vote
Call for the Orders of the Day	"I call for the orders of the day."	Let's get back on track with the agenda/order of business.	Done on the request of one member UNLESS Assembly votes against it with a two-thirds vote
Raise a Question of Privilege	"I rise to a question of privilege."	There's a concern or issue that is related to the privilege of an individual, the assembly as a whole, or both.	Done on the request of one member UNLESS chair decides a motion is necessary for the assembly to decide, majority vote
Recess	"I move to recess for/until…"	Let's take a break for/until…	Second, Amendable, Majority Vote
Adjourn	"I move to adjourn."	Let's end this meeting.	Second, Majority Vote
Fix Time at Which to Adjourn	"I move that when this meeting adjourns, it adjourn to meet at/on…"	Let's set up an adjourned (continued) meeting at/on…	Second, Amendable, Debate, Majority Vote

Motions in Plain English (Unranked)

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Name of Motion	Structure	What it Means	Other characteristics
Point of Order	"I rise to a point of order."	I believe that we've made a mistake in parliamentary procedure and would like the chair to decide.	Chair decides
Appeal	"I appeal the decision of the chair."	I believe that the assembly should reconsider the chair's decision on a point of order or ruling.	Second, Debate varies (see RONR), Majority Vote
Suspend the Rules	"I move to suspend the rules which... so that …"	Let's temporarily suspend the rules so that we can accomplish something without worrying about the timely and unnecessary obstacles.	Second, Two-Thirds Vote
Division of a Question	"I move to divide the motion so that…"	This motion is actually two (or more) motions in one, and it would make more sense to separate them.	Second, Amendable, Debate, Majority Vote
Call for a Division	"I call for a division."	This vote was indecisive. I would like to have the members stand up to show their vote (in addition to a voice vote).	Upon the request of a member
Parliamentary Inquiry	"I rise to a parliamentary inquiry."	I have a question about parliamentary procedure.	Answered by the chair
Request for Information	"I have a request for information."	I have a question about the motion not related to parliamentary procedure.	Answered by the chair or the speaker

Speaker's and Motions Form

Motion "That/To_____ "
If resolution, please attach to the back of this motion form. Use a different speaker's form if amended.

Maker of the Motion: _____ □ **(Pro)**

Time Limit for Each Debate: _____ mins. (Default: 10 minutes)

First Round of Speakers
(Strike out when done talking)

<u>Pro</u>	<u>Con</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Second Round of Speakers
(Strike out when done talking)

<u>Pro</u>	<u>Con</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Final Version of the Motion:

Disposal (Check one):   □ **Voting**

□ **Postponing Indefinitely**

□ **Committed to _____ to report _____**

□ **Postponing to _____**

□ **Laid on the Table**

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Parliamentary Procedure 101 Cheat Sheet

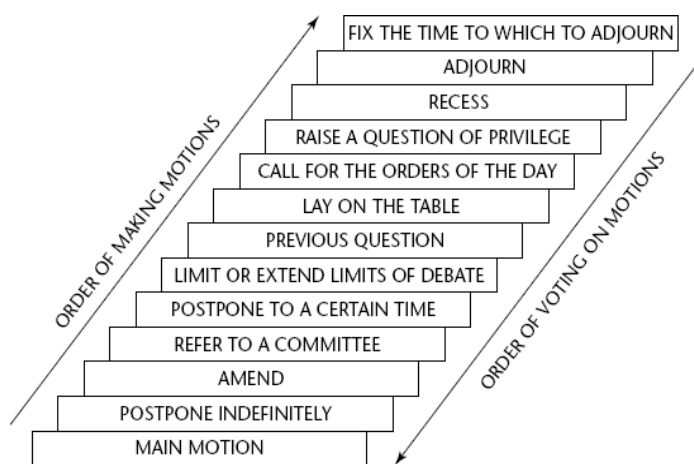## Order of Business/Agenda: CRRRSUN
Call to Order, **R**eading and Approval of Minutes, **R**eports of Officers/Boards/Standing Commitees, **R**eports of Special Committees, **S**pecial Orders, **U**nfinished Business and General Orders, **N**ew Business

Eight Easy Steps to Handling a Main Motion

1. Member seeks recognition from the chair. ("Madame President.")

2. Chair recognizes member. ("The chair recognizes...")

3. Member makes the motion. ("I move to/that...")

4. Another member seconds the motion. ("Second!")

5. Chair states the question. ("It is moved and seconded to/that...Are you ready for the question?")

6. Motion is open to the assembly: Members can a) discuss b) make amendments or c) make a secondary motion

7. Chair puts the motion to a vote. ("The question is now to/that...All those in favor, say aye. [pause] All those opposed, say no.")

8. Chair announces the prevailing side ("The ayes/noes have it"), the result (the motion is adopted/lost), any action that results from the adoption of the motion, and the next item of business.

Thirteen Ranking Motions
(regular = majority, *italics* = 2/3, **bold** = chair, ***italic bold*** = demand of one member)

ORDER OF MAKING MOTIONS

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

ORDER OF VOTING ON MOTIONS

"Let's set up a time to continue"
"Let's end the meeting"
"Let's take a break."
"Let's consider this emergency."
"Let's get back on track (the agenda)." "There's an emergency. Let's put it aside." *"Let's stop debate and vote." "Let's change the amount/time of debate."* "Let's put this aside until ___" "We need more research and time for this." "Let us add/insert/strike out/substitute." "Let us kill the motion." "New, Independent Business

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