

Parliamentary Procedure Cheat Sheet

Order of precedence	What you want to do	What you say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Required
1	Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
2	Recess	"I move that we recess until..."	No	Yes	No	No	Majority
3	Complain about noise, room temperature, etc.	"Point of personal privilege"	Yes	No	No	No	Chair decides
4	Suspend further consideration of something	"I move that we table..."	No	Yes	No	No	Majority
5	End debate	"I move the previous question"	No	Yes	No	No	2/3
6	Postpone consideration of something	"I move that we postpone this matter until..."	No	Yes	Yes	Yes	Majority
7	Amend a motion	"I move that we amend this motion by..."	No	Yes	Yes	Yes	Majority
8	Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority
These have no established order of precedence; any of them may be	Object to a procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
	Request information from the chair	"Point of information"	Yes	No	No	No	None
	Request information from the delegate speaking (unique to	"Query to the speaker"	Yes	No	No	No	None

introduced at any time except when considering one of the top three matters listed above (Motion to Adjourn, Recess or Point of Privilege).	MSL)						
	Request information about parliamentary procedure or how to do something	"Point of parliamentary inquiry"	Yes	No	No	No	None
	Ask to verify a voice vote by actual count	"I call for a division of the house" (Or just "division")	Must be done before new motion	No	No	No	None unless someone objects
	Take up a matter previously tabled	"I move that we take from the table..."	Yes	Yes	No	No	Majority
	Reconsider something already disposed of (For this motion to be in order, the delegate making it must have voted with the prevailing side when the issue was originally disposed of)	"I move that we reconsider..."	Yes	Yes	Only if the original motion was debatable	No	Majority
	Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
	Vote on a ruling by the Chair	"I appeal the decision of the Chair"	Yes	Yes	Yes	No	Majority
	Amend the docket	"I move to amend the docket to place (bill) at (spot on the docket)"	No	Yes	No	Yes	Majority