

## PRACTICAL POINTERS ON PARLIAMENTARY PROCEDURE

The motions or points listed below (1-9), are in order of precedence.

In other words: A. When any one of them is pending, you cannot introduce one that is listed below it. B. You can introduce one listed above it.

<b>You Want To:</b>	<b>You Say:</b>	<b>Interrupt?</b>	<b>Second?</b>	<b>Debatable?</b>	<b>Amended?</b>	<b>What % Vote?</b>
1. Adjourn	"I move we adjourn at ..."	NO	YES	NO	NO	MAJORITY
2. Recess	"I move we recess until ..."	NO	YES	NO	YES	MAJORITY
3. Register a complaint	"Point of privilege Mr. Chairman"	YES	NO	NO	NO	NO VOTE (Chair Decides)
4. Suspend further consideration to a matter (to table)	"I move we table this matter"	NO	YES	NO	NO	MAJORITY
5. End discussion or debating of a matter	"I move the previous question"	NO	YES	NO	NO	2/3
6. Postpone consideration of a matter	"I move we postpone this until ..."	NO	YES	YES	YES	MAJORITY
7. Have further study	"I move we refer matter to committee"	NO	YES	YES	YES	MAJORITY
8. Amend a motion	"I move motion be amended to read..."	NO	YES	YES	YES	MAJORITY
9. Introduce motion	"I move that ..."	NO	YES	YES	YES	MAJORITY

These are general points, proposals, and motions and have no order of precedence over on another. You may introduce any one of them at any time except when 1,2 or 3 is pending.

<b>You Want To:</b>	<b>You Say:</b>	<b>Interrupt?</b>	<b>Second?</b>	<b>Debatable?</b>	<b>Amended?</b>	<b>What % Vote?</b>
10. Object to error or personal affront	"Point of order"	YES	NO	NO	NO	NO VOTE (chair decides)
11. Request for information	"Point of information"	URGENT?	NO	NO	NO	NO VOTE
12. Verify voice vote, taking actual count	"I call for division of the house"	NO	NO	NO	NO	NO VOTE UNLESS OBJ. MAJORITY

<b>You Want To:</b>	<b>You Say:</b>	<b>Interrupt?</b>	<b>Second?</b>	<b>Debatable?</b>	<b>Amended?</b>	<b>What % Vote?</b>
13. Object to consideration of matter you consider improper or undiplomatic	"I object to consideration of this question"	YES	NO	NO	NO	2/3
14. Take up a tabled matter	"I move we take from the table .."	NO	YES	NO	NO	MAJORITY
15. Reconsider something already disposed of	"I move we reconsider our action relative to ..."	FOR	YES	WAS	NO	MAJORITY
16. Consider something out of scheduled order	"I move we suspend the rule and consider ...."	NO	YES	NO	NO	2/3
17. Vote on chair's ruling	"I appeal the chair's decision"	YES	YES	WAS ORIGINAL?	NO	MAJORITY

We don't use all of the motions in every meeting. Generally the motions most commonly made are 1,7,8,9 &12 by our student council. These come from Robert's Rules for governing and are stated in our constitution as to what run's our meetings.