



COMMON MOTIONS - What, Why, When, and How to Say It



Based on Robert's Rules of Order Newly Revised (11th edition)

<i>The motions below are in order of precedence with the main motion as the lowest ranking motion.</i>									
Privileged Motions (to make an urgent request, unrelated to the pending question)			RULES						
WHAT MOTION	WHY & WHEN TO USE IT	HOW TO SAY IT	Interrupt	Second	Debate	Amend	Vote	Reconsider	
Fix a Time to Which to Adjourn	To set the time (place) to continue same order of business of this session. To provide for an adjourned meeting.	"I move to continue this meeting at [time] on [date] at [place]."	N	Y	N	Y	M	Y	
Adjourn	To bring an end to the meeting	"I move to adjourn."	N	Y	N	N	M	Y	
Recess	To take a break from the meeting	"I move to recess [for minutes] / [to time]."	N	Y	N	Y	M	N	
Request a Question of Privilege	To make an urgent request for comfort, integrity, rights or privileges, or for guests to leave for confidential subject	"I rise for a question of privilege."	Y	N	N	N	CHAIR decides	N	
Call Orders of the Day	To insist the schedule be followed	"I call for orders of the day."	Y	N	N	N	CHAIR decides	N	
Subsidiary Motions (to change or affect the main motion)			RULES						
WHAT MOTION	WHY & WHEN TO USE IT	HOW TO SAY IT	Interrupt	Second	Debate	Amend	Vote	Reconsider	
Lay on the Table	To request the pending question be temporarily laid aside for an urgent matter	"I move to lay the motion on the table."	Y	Y	N	N	M	Negative vote	
Previous Question	To end debate and proceed to vote on the pending motion; voted upon before voting on pending main motion	"I move the previous question."	N	Y	N	N	2/3	Y	
Limit/Extend Debate	To shorten or lengthen debate	"I move to limit (or extend) debate to [state change requested]."	N	Y	N	Y	2/3	Y, not debatable	
Postpone to Certain Time	To postpone the question to later in meeting or to the next meeting (if next meeting, place on agenda as General Orders)	"I move to postpone this matter to [state time or date]."	N	Y	Y	Y	M	Y	
Commit/Refer	To refer the matter to a committee for study, discussion and report back with recommendations (standing or if special, name members; report back by when - terms of reference)	"I move to refer the motion to ..."	N	Y	Y	Y	M	Y	
Amend	To request a relevant change to pending motion: insertion; to strike out; or strike out and insert (or substitute)	"I move to insert (or strike out or strike out ... and insert...)..."	N	Y	Y	Y	M	Y	
Postpone Indefinitely	To kill a main motion without taking a direct vote (avoid an uncomfortable decision)	"I move to postpone [state pending motion] indefinitely."	N	Y	Y	N	M	Affirmative vote	
Main Motion (to bring business before the assembly)			RULES						
WHAT MOTION	WHY & WHEN TO USE IT	HOW TO SAY IT	Interrupt	Second	Debate	Amend	Vote	Reconsider	
Main Motion	To make a proposal for members to take action on an issue	"I move to (that) ..."	N	Y	Y	Y	M	Y	



The motions below have no order of precedence as they arise incidentally and are decided immediately.

Incidental Motions (to question a procedure concerning a motion)			RULES					
WHAT MOTION	WHY & WHEN TO USE IT	HOW TO SAY IT	Interrupt	Second	Debate	Amend	Vote	Reconsider
Point of Order	To insist the rules of assembly be enforced, or to call immediate attention to a breach of the rules	"Point of order!"	Y	N	N	N	CHAIR decides	N
Appeal Decision from the Chair	To overrule a decision of the chair and request the ruling of parliamentary procedure be decided by members. (If ruling is not appealed, no right to criticize the ruling.)	"I appeal from the decision of the chair."	Y	Y	Depends	N	M	Y
Suspend the Rules	To request an action that is contrary to the assembly's meeting rules (except bylaws, statute or parliamentary principles)	"I move to suspend the rules to [state rule]and instead [state change]..."	N	Y	N	N	2/3	N
Object to Consideration of the Question	To prevent consideration of a motion (in order only until debate begins)	"I object to consideration of the question."	Y	N	N	N	2/3	Negative vote
Division of the Question	To request the different actions of a proposal be separated into individual motions	"I move the motion be divided to separately consider each recommendation."	N	Y	N	Y	M	N
Division of the Assembly	To question the result of a voice or raising hands vote by demanding a rising vote to determine which side prevails.	"Division."	Y	N	N	N	CHAIR decides	N
Parliamentary Inquiry	To ask a question about a procedural situation, or the effect of a pending motion.	"Parliamentary inquiry, please."	Y (if urgent)	N	N	N	CHAIR opinion	N
Request for Information	To ask for information relevant to the pending motion	"I have a request for information."	Y (if urgent)	N	N	N	CHAIR decides	N

The motions below have no order of precedence and are introduced when no other motion is pending.

Motions that Bring a Question Again Before the Assembly (to change a previous decision)			RULES					
WHAT MOTION	WHY & WHEN TO USE IT	HOW TO SAY IT	Interrupt	Second	Debate	Amend	Vote	Reconsider
Take from the Table	To resume the question that was previously laid aside for an urgent matter (within same meeting or at next meeting only)	"I move to take from the table the resolution on..."	N	Y	N	N	M	N
Reconsider	To revisit a specific motion previously decided in the current meeting. (Made only by person who voted on the prevailing side.) Action of the motion is suspended until the decision to reconsider is made. If motion to <i>Reconsider</i> is adopted, suspension continues until the result of the reconsideration is decided (not necessarily at that meeting but within time limits).	"I move to reconsider the vote on ..."	N	Y	Depends	N	M	N
Rescind or Amend Something Previously Adopted	To undo or change a decision made in the past. To rescind is to cancel a motion. To amend something previously adopted is to make a simple change or two or by substituting with something else. (Notice may be required)	"I move to amend the motion adopted [date] to [state motion], by striking [words] and inserting [words]."	N	Y	Y	Y	2/3 (or M w/notice)	Negative vote

