

## **Motion Summary Chart**

Action	What to Say	Can interrupt speaker	Needs a Second	Can be Debated	Can be Amended	Vote Count
Introduce main motion	<i>"I move to..."</i>		√	√	√	Majority
Amend a motion	<i>"I move to amend the motion by // (add or strike words or both)"</i>		√	√	√	Majority
Move item to committee	<i>"I move that we refer the matter to committee."</i>		√	√		Majority
Postpone item	<i>"I move to postpone the matter until..."</i>		√	√		Majority
End debate	<i>"I move the previous question."</i>		√			2/3
Recess the meeting	<i>"I move that we recess until..."</i>		√			Majority
Adjourn the meeting early before agenda is covered	<i>"I move to adjourn the meeting."</i>		√			Majority
Request information	<i>"Point of information."</i>	√				No vote
Overrule the chair's ruling	<i>"I move to overrule the chair's ruling."</i>	√	√	√		Majority
Extend the allotted time	<i>"I move to limit the time to ___ minutes per person."</i>		√		√	2/3
Object to procedure	<i>"Point of order..."</i>	√				Chair decision
Enforce the rules or point out incorrect procedure	<i>"Point of order..."</i>	√				No vote
Personal preference - noise, distractions	<i>"Point of privilege..."</i>	√				No vote
Object to considering an undiplomatic matter	<i>"I object to consideration of this matter..."</i>	√				2/3
Verify voice vote with count	<i>"I call for a division."</i>					No vote
Table a Motion	<i>"I move to table..."</i>		√			Majority
Take up a previously tabled item	<i>"I move to take from the table..."</i>		√			Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>		√			2/3
*Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	√	√	√	√	Majority
To rescind a motion from a previous meeting	<i>"I move to rescind..."</i>		√	√		2/3
*A motion to reconsider must be made during the same meeting and only once per motion.						