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 move to..."*		√	√	√	Majority
Amend a motion	*"I move to amend the motion by // (add or strike words or both)"*		√	√	√	Majority
Move item to committee	*"I move that we refer the matter to committee."*		√	√		Majority
Postpone item	*"I move to postpone the matter until..."*		√	√		Majority
End debate	*"I move the previous question."*		√	√		Majority
Recess the meeting	*"I move that we recess until..."*		√			Majority
Adjourn the meeting early	*"I move to adjourn the meeting."*		√			Majority
Request information	*"Point of information."*	√				No vote
Overrule the chair's ruling	*"I move to overrule the chair's ruling."*	√	√	√		Majority
Extend the allotted time	*"I move to limit the time to ___ minutes per person."*		√		√	2/3
Object to procedure	*"Point of order."*	√				Chair decision
Enforce the rules or point out incorrect procedure	*"Point of order."*	√				No vote
Object to considering an undiplomatic matter	*"I object to consideration of this matter…"*	√				2/3
Verify voice vote with count	*"I call for a division."*					No vote
Table a Motion	*"I move to table..."*		√			Majority
Take up a previously tabled item	*"I move to take from the table…"*		√			Majority
Reconsider something already disposed of	*"I move to reconsider our action to..."*	√	√	√	√	Majority
Consider something out of its scheduled order	*"I move to suspend the rules and consider..."*		√			2/3
Close the meeting for executive session	*"I move to go into executive session."*		√			Majority
Personal preference - noise, distractions	*"Point of privilege"*	√				No vote

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.