

## Basic Parliamentary Procedure

|                                    | To do this:  | You say:  | Need second? | Precedence  | Can Amend? | Debate allowed? | Decision by          |
|------------------------------------|--|---|--------------|-------------|------------|-----------------|----------------------|
| <b>Main Business</b>               | Introduce new business   | "I move that..."                                      | Yes [1]      | 13          | Yes        | Yes             | Majority             |
|                                    | Change a motion [2]  | "I move that the motion be amended by..."             | Yes          | 11          | Yes [2]    | Yes             | Majority             |
|                                    | Make a nomination  | "I nominate ..."                                      | No           | --          | No         | Yes             | Majority             |
|                                    | Amend Constitution or Bylaws                                   | "I move to amend the Constitution/Bylaws by..."       | Yes          | 13          | Yes        | Yes             | Consult the document |
| <b>Delaying or Blocking Action</b> | Postpone indefinitely  | "I move that we postpone this question indefinitely." | Yes          | 12          | No         | Yes             | Majority             |
|                                    | Refer to a committee   | "I move that we refer this to the committee on..."    | Yes          | 10          | Yes [3]    | Yes             | Majority             |
|                                    | Postpone to a definite time                                    | "I move that this matter be postponed until ..."      | Yes          | 9           | Yes        | Yes             | Majority             |
|                                    | Lay on the table [4]   | "I move that this matter be laid on the table."       | Yes          | 6           | No         | No              | Majority             |
|                                    | Recess the meeting   | "I move to recess until..."                           | Yes          | 2           | Yes        | No              | Majority             |
|                                    | Adjourn the meeting [9]  | "I move that we adjourn."                             | Yes          | 1           | No         | No              | Majority             |
| <b>Speeding Up Business</b>        | Limit debate   | "I move that discussion be limited to ..."            | Yes          | 8           | Yes        | No              | 2/3 majority         |
|                                    | Close debate and vote [5]                                      | "I move to close debate."                             | Yes          | 7           | No         | No              | 2/3 majority         |
|                                    | Take up a matter ahead of schedule                             | "I move that we suspend the rules and consider..."    | Yes          | Main motion | No         | No              | 2/3 majority         |
| <b>Inquiries, etc.</b>             | Call attention to a nuisance or emergency, reply to an affront | "Point of privilege"                                  | No           | 3           | No         | No              | The chair            |
|                                    | Object to improper procedure                                   | "Point of order"                                      | No           | 4           | No         | No              | The chair            |
|                                    | Ask about a procedure  | "Point of information"                                | No           | 5           | No         | No              | The chair            |
|                                    | Count vote just taken  | "Division"  | No           | --          | No         | No              | Majority [6]         |
| <b>Misc. Motions</b>               | Reverse a ruling by the chair                                  | "I appeal the decision of the chair."                 | Yes          | --          | No         | Yes             | Majority             |
|                                    | Reconsider a matter already voted on                           | "I move that we reconsider our action on..." [7]      | Yes          | Main motion | No         | Yes [7]         | Majority             |
|                                    | Consider a matter that was previously tabled                   | "I move that we take from the table ..."              | Yes          | Main motion | No         | Yes             | Majority             |
|                                    | Withdraw a motion  | "I request permission to withdraw my motion."         | No           | --          | No         | No              | Majority [8]         |

**Notes:**

[1] A motion made by a committee of at least two members does not need a second.

[2] An amendment to an amendment cannot be further amended. Note: there is no such thing as a "friendly amendment." Any amendment to a motion must be offered as a motion to amend.

[3] The motion to refer can be amended regarding which committee, or instructions to the committee.

[4] The motion to lay on the table is only in order if there is other urgent business. Instead, it is usually better to move to postpone, either indefinitely or to a definite time, or to refer to a committee.

[5] To move "the previous question" means exactly the same as to move "to close debate."

[6] Typically, a call for division (counted vote) is simply granted on request. But if there is an objection, the majority decides.

[7] Reconsideration may only be moved by someone who voted with the prevailing side, and is debateable if the original motion was debateable.

[8] Usually, the maker of a motion is allowed to withdraw it by unanimous consent, but if anyone objects, there must be a vote.

[9] In the Urbana-Champaign Senate, this is superseded by Standing Rule 1.