

Parliamentary Procedure – Frequently Used Motions

To Do This:	You Say This:	May You Interrupt A Speaker?	Do You Need A Second?	Is It Debatable?	Can It Be Amended?	What Vote?
Introduce new business.	“I move that . . .”	No	Yes	Yes	Yes	Majority
Amend a motion.	“I move to amend the motion by ...”	No	Yes	Yes	Yes	Majority
Request information.	“I rise for a request for information.”	Yes	No	No	No	No vote
Complain about noise, etc.	“I rise for a question of privilege.”	Yes	No	No	No	No vote
Call for a brief intermission.	“I move to recess for __ minutes.”	No	Yes	No	Yes	Majority
Postpone the question to a later time.	“I move to postpone the question until next week.”	No	Yes	Yes	Yes	Majority
Refer the question to a committee for further study.	“I move to refer the motion to the ____ committee to study.”	No	Yes	Yes	Yes	Majority
Put a limit on the debate.	“I move that debate be limited to 5 minutes.”	No	Yes	No	Yes	2/3
End debate and vote.	“I move the previous question.”	No	Yes	No	No	2/3
Verify a voice vote by rising.	“Division.”	Yes	No	No	No	No vote
Set the pending question aside temporarily when something else of immediate urgency has arisen.	“I move to lay the pending question on the table.”	No	Yes	No	No	Majority
Want to do something, but don't know how to do it.	“I rise to a parliamentary inquiry”	Yes	No	No	No	No vote
Reconsider an action.	“I move to reconsider the vote on the motion to...”	No	Yes	Yes/No	No	Majority
Call attention to breach of rules.	“I rise to a point of order.”	Yes	No	No	No	No vote
Suspend the rules temporarily.	“I move to suspend the rules so that...”	No	Yes	No	No	2/3
Adjourn the meeting.	“I move that we adjourn.”	No	Yes	No	No	Majority