

BASIC PARLIAMENTARY PROCEDURE

FUNDAMENTALS OF PARLIAMENTARY LAW

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| <ol style="list-style-type: none"> 1. Justice and courtesy for all. 2. Do only one thing at a time. 3. The majority rules. 4. The rights of the minority must be protected. | <ol style="list-style-type: none"> 5. Each proposition is entitled to full and free debate. 6. The purpose is to facilitate action, not to obstruct it. 7. The desires of an individual must be merged into the desires of the assembly. |
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HOW DO I...

Introduce business? Kill or defer a matter? Change or modify? Let a smaller group consider? Fix a time to consider a matter? Limit or extend debate? Stop debate & have vote Defer action on a matter? Request an intermission? End the meeting?	Main motion Postpone indefinitely Amend Refer to a committee Postpone to a time Limit or extend limits Previous question Table Take a recess Adjourn	Incidental Motions Suspend rules that interfere? Prevent a vote on a matter? See that order is restored? Inquire as to procedure? Object to decision by chair? Have the vote count recorded? Consider a motion in separate parts? Suspend rules Withdraw a motion Point of Order Parliamentary Inquiry Appeal the decision of the Chair call for a Division Division of a question
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PRECEDENCE OF MOTIONS

PRIVILEGED MOTIONS (highest)

1. Fix a time to adjourn DL
2. Adjourn (unqualified)..... ND
3. Take a recess..... DL
4. Question of privilege..... IS, NS, ND

INCIDENTAL MOTIONS

5. (no precedence within group)

- To suspend rules..... ND, 2/3
 To withdraw a motion..... NS, ND
 To object to consideration*..... IS, NS, ND, 2/3
 Point of order..... IS, NS, ND
 Point of inquiry IS, NS, ND
 Appeal decision of Chair IS, DL
 Division of Assembly IS, NS, ND
 Division of a motion ND

SUBSIDIARY MOTIONS

6. TableND
7. Previous QuestionND, 2/3
8. Limit or extend debate..DL, 2/3
9. Postpone to a timeDL
10. Refer to a committee....DL
11. Amend
12. Postpone indefinitelyMMD

MAIN MOTIONS (lowest)

(only **ONE** on the floor at any time)

13. (a) General..
- (b) Specific
- Take from TableND
- Reconsider.....IS, MMD
- RescindMMD, 2/3
- Adjourn (qualified)

DL **D**ebate **L**imited to specific action in question.

ND **N**ot **D**ebatable.

IS **M**ay **I**nterrupt a **S**peaker who has the floor.

* in order only before debate has begun.

NS **N**o **S**econd required.

MMD **M**ain **M**otion is **D**ebatable.

2/3 **A** two-thirds majority is required.