

Basic Parliamentary Procedure



Fundamentals of Parliamentary Law

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The rights the minority must be protected.
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.

How Do I?

Introduce business?	Main motion
Kill or defer a matter?	Postpone indefinitely
Change or modify?	Amend
Let a smaller group consider?	Refer to a committee
Fix a time to consider a matter?	Postpone to a time
Limit or extend debate?	Limit or extend limits
Stop debate & have vote	Previous question
Defer action on a matter?	Table
Request an intermission?	Take a recess
End the meeting?	Adjourn

Incidental Motions

Suspend rules that interfere?	Suspend rules
Prevent a vote on a matter?	Withdraw a motion
See that order is restored?	Point of Order
Inquire as to procedure?	Parliamentary Inquiry
Object to decision by chair?	Appeal the decision of the Chair
Have the vote count recorded?	Call for a Division
Consider a motion in separate parts?	Division of a question

Precedence of Motions

PRIVILEGED MOTIONS (highest)

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|--------------------------|------------|
| 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. Table | ND |
| 7. Previous Question | ND, 2/3 |
| 8. Limit or extend debate | DL, 2/3 |
| 9. Postpone to a time | DL |
| 10. Refer to a committee | DL |
| 11. Amend | DL |
| 12. Postpone indefinitely | MMD |

MAIN MOTIONS (lowest)

(only ONE on the floor at any time)

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|---------------------|----------|
| 13. (a) General | |
| (b) Specific | |
| Take from Table | ND |
| Reconsider | IS, MMD |
| Rescind | MMD, 2/3 |
| Adjourn (qualified) | |

DL Debate Limited to specific action in question.
 ND Not Debatable.
 IS May Interrupt a Speaker who has the floor.

NS No Second required.
 MMD Main Motion is Debatable.
 2/3 A two-thirds majority is required.
 * in order only before debate has begun.