

Parliamentary Law Chart

Based on "ROBERT'S RULES OF ORDER NEWLY REVISED" and
"AN ELEMENTARY COURSE IN PARLIAMENTARY PROCEDURE"

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(Compiled August 2001 by Mary Bearss)

TO DO THIS	YOU SAY THIS	SECOND?	AMEND?	DEBATE?	VOTE?
Introduce Business	"I move that..."	Yes	Yes	Yes	Majority
Reject	"I move to postpone indefinitely."	Yes	No	Yes*	Majority
Change or modify a motion	"I move to amend by ..."	Yes	Yes	Yes	Majority
Send to committee for study	"I move to refer to committee..."	Yes	Yes	Limited	Majority
Put off action	"I move to postpone consideration of the question."	Yes	Yes	Limited	Majority
Limited or extend discussion	"I move to limit (or extend) debate..."	Yes	Yes	No	Two-thirds
Stop discussion	"I move the previous question..."	Yes	No	No	Two-thirds
To lay aside temporarily	"I move to lay on the table..."	Yes	No	No	Majority
To take from the table	"I move to take from the table..."	Yes	No	No	Majority
To bring back for further consideration	"I move to reconsider the vote on..."	Yes	No	?**	Majority
If you cannot reconsider because of time lapse	"I move to rescind the action taken."	Yes	Yes	Yes	Without notice, two-thirds***
Approve action taken previously	"I move to ratify the action..."	Yes	Yes	Yes	Majority
Request information	"I rise for information."	No	No	No	No vote
If you doubt the vote	"I call for division."	No	No	No	No vote

*The motion to postpone indefinitely opens the main motion to debate again.

**The motion to reconsider is debatable if the motion to which it is applied is debatable.

***When notice is given, or there is a majority vote of the entire membership, the motion to rescind requires only a majority vote.

Steps in securing action on a main motion:

1. Member:
 - Rises and addresses the chair - "Madam/Mr. President"
 - Awaits recognition - "Chair recognizes Miss/Mr. (name)"
 - Makes the motion - "I move that..."
2. Another member seconds the motion.
3. The chair:
 - States the motion
 - Ask, "Is there any discussion?"
(Is there any debate?)
("Are you ready for the question?")
 - Takes the vote or (Puts the question.)
 - Announces the result of the vote.
(Voice note. "The ayes/noes have it, the motion is adopted/lost and the effect of the motion, if needed.)