

Parliamentary Procedure House Rules

POINTS

Purpose	Language	Second	Vote Required
To bring up a violation of the parliamentary rules.	Point of Order	None	Ruling of the Chair
To ask a question of the chair or another speaker.	Point of Information	None	Recognized by the Chair
To ask a clarifying question about parliamentary rules.	Point of Inquiry	None	Recognized by the Chair

MOTIONS

Purpose	Language	Second Required	Vote Required
To introduce new business.	I move to _____	Yes	Majority
To amend a previous motion.	I move to amend ____	Yes	Majority
To extend debate time.	I move to extend debate for __minutes	Yes	2/3
To defer action until another time.	I move to table the motion.	Yes	Majority
To end debate and immediately vote.	I move to call the question.	Yes	2/3

Additional House Rules

1. **Chair:** The Chair controls the floor by ensuring that members observe civility, yielding time to members in order to speak, and recognizing members who raise a point or make a motion.
2. **Civility:** All members will treat their peers with respect and decorum in both behavior and language, uncivil behavior is out of order.
3. **Address:** The chair will address members by their last name (Mr. Lopez or Representative Lopez). Members will not address each other directly by name or as “you”, but instead will use a polite placeholder like “my friend” or “my colleague”.
4. **Dilatory Action:** A motion is dilatory if it seeks to obstruct or thwart the will of the group. Any main or other motion that is frivolous or absurd is dilatory and cannot be introduced. Other action by members to obstruct the orderly conduct of the body is dilatory. Any dilatory action or motion will be ruled “out of order”
5. **The Floor:** When yielded the floor, a member may speak without interruption unless they are in violation of the rules.
6. **Speaking Order:** If multiple members wish to speak, the chair will recognize those who have not spoken *before* those who have already spoken. Members may call attention to this requirement by using a “point of order”.
7. **Amend Rules:** If a member wishes to amend the House Rules, the motion requires a second and approval by $\frac{2}{3}$ of voting members.