

Parliamentary Procedure Motions Cheat Sheet

Motions

- **Motion:** The “ _____ ” that is brought up within a meeting.” Motions can be made, seconded, debated/discussed, voted on, etc.
 - A second indicates that someone WANTS to discuss a motion further, not necessarily that they are in AGREEMENT with the current motion.
- There are 5 classes of motions that we will discuss.
 - **Privileged Motions:** Motions that provide the assembly with special rights or privileges.
 - **Subsidiary Motions:** Motions that relate to or assist in _____ the main motion.
 - **Main Motions:** The most _____ motions that introduce general ideas before the assembly.
 - **Incidental Motions:** Motions that concern _____ but not necessarily the main topic of discussion.
 - **Motions that Bring a Question Back:** Brings back a motion that was previously passed, discussed or tabled (pushed to a later time).
- **Table of Motions:** A table that lists motions IN _____ of precedence (high to low).
- **Precedence:** The _____ in which a motion is presented. A motion with high precedence will be transacted first.
 - Check for Understanding: Which class has the HIGHEST precedence? Why does this make sense? _____
- **Yielding:** A motion that has low _____ yields to a motion with higher precedence.
 - Check for Understanding: If a main motion is the first motion, what can a main motion yield to? _____

Notes for the Chair

- If a motion requires a second, ask “Is there a second?” OR wait for the assembly to second it.
- If a motion can have debate, ask the assembly, after introducing the motion, ask the assembly “Is there any discussion?”
 - Example: “The motion to have a sledding party has been moved and seconded. Is there any discussion?”
- When a period of silence is occurring, and it appears as if all discussion has ceased, ask the assembly if they are ready to proceed by asking “Are you ready for the question?”
- When taking a vote via voice, ask “All those in favor of (state motion), please signify by saying ‘aye’ (Wait for responses). All those who oppose, say ‘no’” (Wait for responses, and then announce the result).
 - If the vote passes, say “receiving a (majority or 2/3) vote, the motion has passed.”
 - If the vote fails, say “lacking a (majority or 2/3) vote, the motion has failed.”
- When taking a vote via hands, ask “Mdm./Mr. Secretary, can you please assist me in counting the votes? All those in favor of (state motion), please signify by raising your right hand (Wait for responses). All those who oppose the same sign (Wait for responses). Mdm./Mr. Secretary, what are the results (he/she will announce the results).
 - If the vote passes, say “receiving a (majority or 2/3) vote, the motion has passed.”
 - If the vote fails, say “lacking a (majority or 2/3) vote, the motion has failed.”

Parliamentary Procedure Motions Grid

Here is a chart of all the motions you may see in our class. As we discuss these motions, fill in the blanks.

Motion	Function	Member Script	Chair Script	Details	
Main Motion		"I move..."	"It has been moved and seconded that we..."	Second?	Yes
				Debate?	Yes
				Amend?	Yes
				Vote?	Maj.
Adjourn		"I move that we adjourn the meeting."	"It has been moved and seconded that we adjourn this meeting."	Second?	Yes
				Debate?	No
				Amend?	No
				Vote?	Maj.
Recess		"I move that we take a ____ (#) minute recess."	"It has been moved and seconded that we take a ____ (#) minute recess."	Second?	Yes
				Debate?	No
				Amend?	Yes
				Vote?	Maj.
Raise a Question of Privilege		(No recognition required) "I rise to a question of privilege." Wait for the chair to respond, then state the question.	"State your question." Wait for the question to be articulated and respond.	Second?	No
				Debate?	No
				Amend?	No
				Vote?	No
Previous Question		"I move the previous question."	"The previous question has been moved and seconded."	Second?	Yes
				Debate?	No
				Amend?	No
				Vote?	2/3

Postpone to a Certain Time or Postpone Definitely		"I move to postpone the motion and all of its pending parts to ____ (date/time)."	"It has been moved and seconded to postpone the motion and all of its pending parts to ____."	Second?	Yes
				Debate?	Yes
				Amend?	Yes
				Vote?	Maj.
Commit or Refer		"I move that the motion be referred to our standing executive committee with powers to (act or report back)." OR "I move that the motion be referred to a committee of ____ (#) members appointed by the chair with powers to (act or report back)."	"It has been moved and seconded to refer the motion to our standing executive committee with powers to (act or report back)." OR "It has been moved and seconded to refer the motion to a committee of ____ (#) members with powers to (act or report back)."	Second?	Yes
				Debate?	Yes
				Amend?	Yes
				Vote?	Maj.
Amend		"I move that the motion be amended by... (striking or adding words) so it reads..."	"It has been moved and seconded that the motion be amended by... (striking or adding words) so it reads..."	Second?	Yes
				Debate?	Yes
				Amend?	Yes
				Vote?	Maj.
Postpone Indefinitely		"I move that this motion be postponed indefinitely."	"It has been moved and seconded that the motion stating (state main motion) be postponed indefinitely."	Second?	Yes
				Debate?	Yes
				Amend?	No
				Vote?	Maj.

Point of Order		(No recognition required) "Point of Order!" After the chair responds, state infraction.	"State your point." After infraction has been articulated clearly, respond. State "point well taken" and restate the infraction. Example: "Point well taken, Robby, you cannot discuss your ideas on the motion without recognition from the chair." Then go back to conducting business as normal.	Second?	No
				Debate?	No
				Amend?	No
				Vote?	No
Parliamentary Inquiry		(No recognition required) "I rise to a parliamentary inquiry." After the chair responds, ask a question.	"State your inquiry." After a question has been asked by a member, respond with a valid answer.	Second?	No
				Debate?	No
				Amend?	No
				Vote?	No
Division of the Assembly		(No recognition required) "Division!"	"Division of the assembly has been called for. Mr./Mdm. Secretary, will you please assist me in counting votes?"	Second?	No
				Debate?	No
				Amend?	No
				Vote?	No