



PARLIAMENTARY CHEAT SHEET: WORDS TO USE

To Obtain Recognition and Speak

MEMBER A: [Stand]	Madam Chair!
CHAIR:	Mr. A.
MEMBER A:	[Say what you have to say, then sit when finished.]

To Make a Motion

After being recognized to speak:	I move that....
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To Second a Motion

Remaining seated, without seeking recognition:	Second!
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To Make Particular Motions

For a more complete set of examples, see RONR (12th ed.), pages t34–t43 (Table III).

After Being Recognized by the Chair to Speak:	
Adjourn	I move to adjourn.
Amend	I move to amend: [EXAMPLES:] by striking out “blacktop” before “driveway.” by inserting “in the meadow” after “building.” by striking out “concrete” and inserting “blacktop.” by striking out the third paragraph. by inserting the following paragraph on page 6 after line 5:.... by substituting for the pending motion the following:....
Commit or Refer	I move to refer the motion to a committee of three to be appointed by the chair.
Count Vote	I move that the vote be counted.

WARD 1 DEMS

Debate, Close Immediately	I move the previous question.
Debate, Limit or Extend Limits of	I move that debate be limited to one speech of three minutes for each member.
Postpone to a Certain Time	I move to postpone the question to the next meeting.
Recess	I move to recess for five minutes.
Suspend the Rules	I move to suspend the rules and.... <i>or</i> I move to suspend the rules that prevent...
Vote, Count	I move that the vote be counted.

<i>Without Needing to Be Recognized by the Chair to Speak:</i>		
Appeal [Stand]	I appeal from the decision of the chair.	
Demand a Rising Vote [Need not stand]	Division!	
Parliamentary Inquiry (Question about Procedure) [Stand]	MEMBER:	A parliamentary inquiry, please.
	CHAIR:	The member will state their inquiry.
	MEMBER:	[EXAMPLE:] Is a motion to adjourn now in order?
Point of Order (Objection about Procedure/Correction) [Stand]	MEMBER:	Point of order!
	CHAIR:	The member will state their point of order.
	MEMBER:	[EXAMPLE:] I make the point of order that a motion to adjourn is not in order.
Request for Information [Stand]	MEMBER:	Madam Chair, I have a request for information.
	CHAIR:	The member will state their request.
	MEMBER:	[EXAMPLE:] The motion calls for a lot of money to be spent. Will the Treasurer tell us how much money the Society has in the bank?