

Parliamentary Procedure
Common Actions to Help Your Meetings, from Roberts Rules of Order



To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it be Amended?	Vote Needed to Pass	Can It Be Re-considered?
End the Meeting	"I move that we adjourn"	No	Yes	No	No	Majority	No
Take a Break	"I move that we recess for _____ minutes."	No	Yes	No	Yes	Majority	No
End a long debate and force a vote on a motion and/or an amended motion	"I move to call a vote on the question"	No	Yes	No	No	Two-thirds	No
Amend a motion	"I move to amend the motion by...."	No	Yes	Yes – But Only if the Motion to be Amended is Debatable	Yes	Majority	Yes
Complain if you think the Board is doing something wrong	"Point of order"	Yes	No	No	No	No vote is needed	No
Vote on a ruling of the Chair	"I appeal the chair's decision"	Yes	Yes	Yes	No	Majority	Yes
Avoid considering an improper matter	"I object to consideration of this motion"	Yes	No	No	No	Two-Thirds in the negative to prevent consideration of the motion	Only if the motion was voted on
Request information	"Point of information"	Yes	No	No	No	No vote is needed	No