

Parliamentary Procedures at a Glance

| To do this | You say this | May you interrupt speaker? | Do you need a second? | Is it debatable? | Can it be amended? | What vote is required? |
|-------------------------------------|-------------------------------------|-----------------------------------|--|-------------------------|---------------------------|-------------------------------|
| 1. Introduce business | I move that ... | No | Yes, unless motion is from a committee | Yes | Yes | Majority |
| 2. Amend a motion | I move to amend ... | No | Yes, unless it is a friendly amendment | Yes | Yes | Majority |
| 3. Divide the question | I move to divide the motion ... | No | Yes | No | Yes | Majority |
| 4. End debate | I move (call) the question | No | Yes | No | No | 2/3 |
| 5. Object to procedure | Point of order | Yes | No | No | No | None |
| 6. Request information | Point of information | Yes | No | No | No | None |
| 7. Suspend further consideration | I move to table the motion | No | Yes | No | No | Majority |
| 8. Take up matter previously tabled | I move to take from the table ... | No | Yes | No | No | Majority |
| 9. Study further | I move to refer matter to committee | No | Yes | Yes | Yes | Majority |
| 10. Vote on a ruling by the chair | I appeal the decision of the chair | Yes | Yes | Yes | No | Majority |
| 11. Ask for a vote by actual count | I call for division of the house | No | No | No | No | None |
| 12. Suspend a rule | I move we suspend the rule for ... | No | Yes | No | No | 2/3 |
| 13. Recess meeting | I move that we recess until ... | No | Yes | No | Yes | Majority |
| 14. Adjourn meeting | I move that we adjourn | No | Yes | No | No | Majority |