



PARLIAMENTARY PROCEDURE AT A GLANCE

Motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS THE MOTION DEBATABLE?	CAN THE MOTION BE AMENDED?	WHAT VOTE IS REQUIRED?
ADJOURN MEETING	I move that we adjourn.	N	Y	N	N	M
CALL AN INTERMISSION	I move to recess for...	N	Y	N	Y	M
COMPLAIN ABOUT HEAT, NOISE, ETC.	I rise to a question of privilege.	Y	N	N	N	NO VOTE
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	I move to lay the motion on the table.	N	Y	N	N	M
END DEBATE AND AMENDMENTS	I move the previous question.	N	Y	N	N	2/3
POSTPONE DISCUSSION FOR A CERTAIN TIME	I move to postpone the discussion until...	N	Y	Y	Y	M
GIVE CLOSER STUDY OF SOMETHING	I move to refer the matter to committee.	N	Y	Y	Y	M
AMEND A MOTION	I move to amend the motion by...	N	Y	Y	Y	M
INTRODUCE BUSINESS	I move that...	N	Y	Y	Y	M
PROTEST BREACH OF RULES OR CONDUCT	I rise to a point of order.	Y	N	N	N	NO VOTE
VOTE ON A RULING OF THE CHAIR	I appeal from the chair's decision.	Y	Y	Y	N	M
SUSPEND RULES TEMPORARILY	I move to suspend the rules so that...	N	Y	N	N	2/3
AVOID CONSIDERING AN IMPROPER MATTER	I object to consideration of this motion.	Y	N	N	N	2/3
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	I call for a division, of Division!	Y	N	N	N	NO VOTE
REQUEST INFO	Point of information...	Y	N	N	N	NO VOTE
TAKE UP A MATTER PREVIOUSLY TABLED	I move to take from the table...	N	Y	N	N	M
RECONSIDER A HASTY ACTION	I more to reconsider the vote on...	Y	Y	Y	N	M

NOTES: The Town has adopted Robert's Rules as a guide. It is not necessary to follow exactly as written.

Y = Yes N - No M - Majority