

Parliamentary Procedure Cheat Sheet

Action	What to say	Interrupt Speaker	Need a Second?	Debatable?	Amendable?	Votes Needed
Main Motion	I move to .	No	Yes	Yes	Yes	Majority
Amendment	I move to amend the motion by striking out ___/ inserting ____.	No	Yes	Yes	Yes	Majority
Previous Question (stop debate and vote)	I move the previous question.	No	Yes	No	No	2/3
Refer to Committee	I move to refer to a committee.	No	Yes	Yes	Yes	Majority
Lay on the table	I move we table this matter (until set time).	No	Yes	No	No	Majority
Division of the House (call for a vote count following voice vote)	I call for a division of the house.	Must be done before new motion	No	No	No	None unless someone objects
Point of privilege (raise issue about noise, room temp, etc.)	Point of privilege (explain issue).	Yes	No	No	No	Chair decides
Adjourn	I move to adjourn.	No	Yes	No	No	Majority

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Every Motion Has 6 Steps:

1. **Motion:** A member makes a motion introducing primary business.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
 1. **Amendment:** A member moves to amend the main motion through addition, deletion, or substitution.
 2. **Complete steps 2-6 (second, restate amendment, debate, vote, and announce vote) before returning to the main motion.**
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

The Parliamentary Procedure Flow Chart

How to Handle a Simple Motion

