

SAMPLE PARLIAMENTARY PROCEDURE

TO MAKE A MOTION:

- Maker must be recognized by Chairperson
- Maker then states, "I move....."
- A second to the motion is required
- The maker of the motion has the right to speak first
- The maker also has the privilege of speaking last before the vote
- The Chairperson recognizes each person before he or she speaks

TO AMEND A MOTION:

- Requires a second
- No debate is allowed
- No amendments to the tabling motion can be made
- Majority vote is needed to approve the amendment
- Vote on the amendment before voting on the original motion

TO TABLE A MOTION:

- Requires a second
- No debate is allowed
- No amendments to the tabling motion can be made
- Majority vote is required to pass the tabling motion
- Can set a definite date for reconsideration

TO ADJOURN A MEETING:

- Requires a second
- Not debatable
- Cannot amend
- Majority vote is needed to pass

TO TAKE A MOTION FROM THE TABLE:

- Requires a second
- Not debatable
- Cannot be amended
- Majority vote is needed to pass