

Parliamentary Procedure Quick Reference Chart

Rank	Motion	Interrupt Speaker	Second Required	Debatable	Amendable	May be Reconsidered	Vote Required
1.	Fix time to adjourn		✓		✓	✓	1/2
2.	Adjourn		✓				1/2
3.	Recess		✓		✓		1/2
4.	Question of privilege	✓	✓ ¹	✓	✓	✓	1/2
5.	Orders of the day	✓					2/3 ²
6.	Table		✓				1/2
7.	Previous Question		✓			✓ ³	2/3
8.	Limit/extend debate		✓		✓	✓	2/3
9.	Postpone to a set time		✓	✓ ⁴		✓	1/2 ⁵
10.	Refer		✓	✓ ⁶	✓	✓ ⁷	1/2
11.	Amend		✓	✓	✓ ⁸	✓	1/2 ⁹
12.	Postpone indefinitely		✓	✓		✓ ¹⁰	1/2
13.	Main motion		✓	✓	✓	✓	1/2

¹If a formal motion is made.

²Must be enforced by demand of any member unless agenda is set aside by two-thirds vote, majority if chair's ruling challenged.

³Can be reconsidered but only before the previous question has been put.

⁴Only as to propriety or advisability of postponing and of postponing to a certain time.

⁵Needs two-thirds majority if postponed to a later time in the same meeting, simple majority if postponed to a later meeting.

⁶Only as to propriety or advisability of referral.

⁷Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

⁸An amendment to an amendment is not itself amendable.

⁹A motion to amend the agenda requires a two-thirds majority.

¹⁰Can be reconsidered only if the motion is passed.

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