



# • CPhA House of Delegates •

## parliamentary procedure at a glance

| TO DO THIS:  | YOU SAY THIS:                                 | May I interrupt the speaker? | Do I need a second? | Is it debatable? | Can it be amended? | What vote is needed?  | Can it be reconsidered? |
|--|---|------------------------------|---------------------|------------------|--------------------|-----------------------|-------------------------|
| Adjourn Meeting  | "I move that we adjourn."                     | No                           | Yes                 | No               | No                 | Majority              | No <sup>1</sup>         |
| Call an Intermission   | "I move that we recess for..."                | No                           | Yes                 | No               | Yes                | Majority              | No                      |
| Complain About Heat, Noise, etc.   | "I rise to a question of privilege."          | Yes                          | No                  | No               | No                 | No Vote               | No (USUALLY)            |
| Temporarily Suspend Consideration of an Issue  | "I move to table the motion."                 | No                           | Yes                 | No               | No                 | Majority              | No                      |
| End Debate and Amendments  | "I move the previous question."               | No                           | Yes                 | No               | No                 | 2/3                   | No <sup>1</sup>         |
| Postpone Discussion for a Certain Time   | "I move to postpone the discussion until..."  | No                           | Yes                 | Yes              | Yes                | Majority              | Yes                     |
| Give Something Closer Study  | "I move to refer the matter to committee."    | No                           | Yes                 | Yes              | Yes                | Majority              | Yes <sup>2</sup>        |
| Amend a Motion   | "I move to amend the motion by..."            | No                           | Yes                 | Yes <sup>3</sup> | Yes                | 2/3**                 | Yes                     |
| Introduce Business   | "I move that..."                              | No                           | Yes                 | Yes              | Yes                | Majority              | Yes                     |
| <b>• THE MOTIONS ABOVE ARE IN ORDER OF PRECEDENCE. THE MOTIONS BELOW ARE IN NO PARTICULAR ORDER. •</b> |   |                              |                     |                  |                    |                       |                         |
| Protest Breach of Rules or Conduct   | "I rise to a point of order."                 | Yes                          | No                  | No               | No                 | No Vote <sup>4</sup>  | No                      |
| Vote on a Ruling of the Chair  | "I appeal from the chair's decision."         | Yes                          | Yes                 | Yes              | No                 | Majority <sup>5</sup> | Yes                     |
| Avoid Considering an Improper Matter   | "I object to consideration of this motion..." | Yes                          | No                  | No               | No                 | 2/3 <sup>6</sup>      | — <sup>7</sup>          |
| Verify a Voice Vote by Having Member Stand   | "I call for a division." or "Division!"       | Yes                          | No                  | No               | No                 | No Vote               | No                      |
| Request Information  | "Point of Information."                       | Yes                          | No                  | No               | No                 | No Vote               | No                      |
| Reconsider a Hasty Action  | "I move to reconsider the vote on..."         | Yes                          | Yes                 | — <sup>8</sup>   | No                 | Majority              | No                      |
| Take Up a Matter Previously Tabled   | "I move to take from the table..."            | No                           | Yes                 | No               | No                 | Majority              | No                      |
| Suspend Rules Temporarily  | "I move to suspend rules so that..."          | No                           | Yes                 | No               | No                 | 2/3                   | No                      |

\*\*2/3 required per CPhA House of Delegates ByLaws

**NOTES:**

1. Unless vote on question is not yet taken
2. Unless the committee has already taken up the subject
3. Only if the motion to be amended is debatable
4. Except in doubtful cases

5. A majority vote in negative needed to reverse ruling of chair
6. A 2/3 vote in negative needed to prevent main motion consideration
7. Only if the main question or motion was not considered
8. Only if motion to be reconsidered is debatable