



Motion Quick Reference:

What is it?	How do you phrase it?	What does it mean?	Does it need a second?	Can it be amended?	Is it debatable?	Is a vote needed for it to pass?
Main Motion	“I move that...”	We should do this.	Yes	Yes	Yes	50% + 1 (majority)
Amendment	“I move to amend the motion by...”	Before we vote on this motion, I have an idea to make it better.	Yes	Yes	Yes	50% + 1 (majority)
Close Debate	“I move the question...”	I think that we should vote.	Yes	No	No	2/3
Unanimously Close Debate	“I call the question...”	Let’s vote – we’ve all had enough discussion.	No	No	No	100% (consensus)
Correction	“Point of information...”	There’s something we should all know about.	No	No	No	No Vote
Complaint	“I raise a point of personal privilege.”	We need to resolve the following problem.	No	No	No	No Vote
Confusion	“Point of clarification...”	I’m confused...explain this situation more clearly!	No	No	No	No Vote
Rules Suspension	“I move to suspend the rule(s) in order to...”	To make things easier, let’s forget about the rules for a moment.	Yes	No	No	2/3
Table	“I move to table this motion until...”	We need more time to think about this.	Yes	No	No	50% + 1 (majority)
Order (!)	“I raise a point of order.”	I protest that we’re doing something wrong here.	No	No	No	No Vote
Remove from the Table	“I move to take up from the table...”	Let’s talk about this again.	Yes	No	No	50% + 1 (majority)
Refer to a Committee	“I move to refer this issue to a committee.”	This needs some detailed study outside of general body.	Yes	Yes	Yes	50% + 1 (majority)
Close Meeting	“I move to adjourn.”	We’re through with business, it’s time to go.	Yes	No	No	50% + 1 (majority)

Example of a motion on the Floor:

Member 1: I move to...



Chair/Speaker: A motion has been called to..., is there a second?

Member 2: I second the motion to...

Chair/Speaker: We have a second, we will now move into discussion (*can ask if members would like to speak to the motion*).

During Discussion: Once a motion is introduced, the chairperson will maintain a speaker's list to allow for discussion in an orderly manner. The seconder of the motion is given the right to speak immediately after the mover. To ensure that all members of the assembly have an equal opportunity to speak, the chairperson will allow speakers on the list who have not yet spoken before those who already have spoken.

Member 3: (*When discussion seems to be complete*) I call the question.

Chair/Speaker: The question has been called. Is there any objection to calling the question? (*If no objections*) Seeing none we will move into a vote.

Glossary:

Calling the Question: If a member feels that further debate is unproductive, s/he may 'call the question', requesting the debate be ended. If there is no objection, the meeting proceeds to the main motion. If there is objection, then the meeting must vote on whether to end debate. This vote requires a two-thirds (2/3) majority to pass, and is non-debatable. If the 'call' passes, a vote on the main motion is immediately taken, without any further debate.

Chairperson/Speaker: Each meeting is facilitated or guided by a speaker or chairperson. S/he is responsible for ensuring that the meeting runs smoothly and fairly. The chairperson remains impartial during the debate and should command the respect of all those in the room. The chairperson is not the final arbitrator of all decisions: the assembly ultimately has the authority and the responsibility to decide how the meeting should run.

Motion: The basis for discussion is a formal motion. The motion is put forward of being 'moved' by a voting member of the assembly to focus discussion. Each motion must have a mover and a seconder to show that it has at least a minimum of support from the delegates. Once a motion has been put 'on the floor' for discussion, debate must focus on the substance of the motion. All other discussion is out of order and not allowed. A main motion may not be introduced if there is any other motion on the floor. The mover must state the motion before speaking and motions should be written out and handed to the chair so that everyone is clear on what is being discussed.

Sources (please utilize these resources for further information):

https://php.radford.edu/~rha-clb/documents/parl_proc.htm

<http://www.jimslaughter.com/robertsrules.htm>