

PARLIAMENTARY POINTERS

	Second required	Debatable	Can be amended	Can be reconsidered	Requires mandatory vote	Out of order when another on floor
1. Adjourn	Yes	No	No	No	Yes	Yes
2. Adopt a report	Yes	Yes	Yes	Yes	Yes	Yes
3. Amend a motion	Yes	Yes	Yes	Yes	Yes	No
4. Amend an amendment	Yes	Yes	No	Yes	Yes	No
5. Debate, close, or limit	Yes	No	Yes	Yes	2/3	No ¹
6. Fix time to adjourn	Yes	No	Yes	Yes	Yes	Yes
7. Lay on table ³	Yes	No	No	No	Yes	Yes
8. Main motion or question	Yes	Yes	Yes	Yes	Yes	Yes
9. Question of order	No	No	No	No	Yes ²	No
10. Postpone to certain time (or next meeting) ⁴	Yes	Yes	Yes	Yes	Yes	Yes
11. Call or move the previous question ⁵	Yes	No	No	No	2/3	No
12. Reconsider	Yes	Yes	No	No	Yes	No ⁶
13. Suspend rules	Yes	No	No	No	Yes ⁷	No
14. Take from table	Yes	No	No	No	Yes	Yes
15. Withdraw a motion ⁸	No	No	No	No	Yes	No

¹The motion to close or limit debate takes precedence over all other motions on the floor.

²A question of order is not normally voted upon. It usually requires only a ruling by the chairperson. However, if the chairperson rules contrary to the feeling of the person raising the question, a motion to overrule the chairperson may occur.

³If the motion to “lay on the table” is adopted, it requires another motion to “take from the table” (see number 14 in chart) in order to reconsider the item originally tabled. Once an item has been tabled, it is tabled for all time.

⁴A motion to postpone to a certain time or to the next meeting allows an item to be postponed, but it does not require a separate motion to take the time up again. It will come up again automatically at the certain time specified, or may be included on the agenda for the next meeting without any formal action.

⁵A formal motion to “move the previous question” is seldom utilized. Customarily a person will simply “call for the question” and the chairperson will rule that no further debate appears to be forthcoming and will initiate the vote.

However, this motion can be used to stop debate. The motion can be pressed and requires an immediate vote. If it passes, the chairperson must immediately call for the vote on the pending question.

⁶A motion to reconsider a previous question can be made even if there is another motion pending on the floor. However, the chairperson rules whether or not the reconsideration motion is in order. If the motion does not interfere with the orderly conduct of business, it can be considered immediately. If the chairperson feels it will interfere with the orderly conduct of business, the motion to reconsider will be declared out of order, but must be taken up immediately after the pending question is considered.

⁷A motion to suspend the rules is the one usually utilized to get the leader out of a mess! It is a motion that should be avoided whenever possible. If the rules to be suspended are not procedural in nature—that is, rules of order—then a majority vote is all that is necessary. As an example, if the member would like to allow a nonmember to speak to the organization, where there is a rule stating that

nonmembers shall not be allowed privilege of the floor, or to seat a delegate late, the motion to suspend the rules would require only a majority vote. However, if the motion to suspend the rules of the order to allow a complicated series of motions and amendments to be tabled in consideration of a simplified motion, a two-thirds majority vote is required.

⁸Ordinarily, if a mover wished to withdraw his or her motion, it is allowed by rule of the chairperson. However, to be parliamentary correct, it is necessary to conduct a vote to allow a motion to be withdrawn. If the vote passes, it cannot be reconsidered, that is, the motion is declared to be nonexistent.

Source: *The National Federation of Licensed Practical Nurses, Inc., 1988, Leadership Conference Training Manual*, pp. 12-13. Copyright 1988 by Ed Kelsay and Associates, Inc., Oklahoma City. Reprinted by permission.