

Sturgis's Standard Code of Parliamentary Procedure

Summary:

Basic Rules of Precedence:

1. When a motion is being considered, any motion of higher precedence may be proposed, but no motion of lower precedence may be proposed.
2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed is considered and disposed of first.

Common Motions in Order of Precedence:

| LANGUAGE | | INTERRUPT SPEAKER? | SECOND NEEDED? | MOTION DEBATABLE? | VOTE NEEDED? |
|---|--|--------------------|----------------|-------------------|------------------------------|
| Privileged Motions: Motions of urgency entitled to immediate consideration. | | | | | |
| 1) *Adjourn the meeting | I move that we adjourn. | NO | YES | YES** | MAJORITY |
| 2) *Recess the meeting | I move that we recess until... | NO | YES | YES** | MAJORITY |
| 3) Questions of Privilege (Noise, temperature, etc.) | I raise the question of privilege.... | YES | NO | NO | Decided by presiding officer |
| Subsidiary Motions: Motions which alter the main motion, or delay or hasten its consideration. | | | | | |
| 4) Postpone temporarily | I move we table the motion. | NO | YES | NO | MAJORITY |
| 5) Close debate | I move to close debate and vote immediately. | NO | YES | NO | TWO THIRDS |
| 6) *Limit or extend debate | I move that the debate on this question be limited to... | NO | YES | YES** | TWO THIRDS |
| 7) *Postpone to a certain time | I move we postpone this matter until... | NO | YES | YES** | MAJORITY |
| 8) *Refer to committee | I move we refer this matter to committee. | NO | YES | YES** | MAJORITY |
| 9) *Amend | I move that we amend this motion by.... | NO | YES | YES | MAJORITY |
| Main Motions: Motions bringing substantive proposals before the assembly for consideration and action. | | | | | |
| 10) *Main motions and restorative main motions | I move that... | NO | YES | YES | MAJORITY |

The following motions can be offered whenever they are needed and have no order of precedence. They should be handled as soon as they arise.

| LANGUAGE | | INTERRUPT SPEAKER? | SECOND NEEDED? | MOTION DEBATABLE? | VOTE NEEDED? |
|--|-------------------------------------|--------------------|----------------|-------------------|------------------------------|
| Incidental Motions: Motions that arise incidentally out of the business at hand. They relate to matters incidental to the conduct of the meeting. | | | | | |
| 1) Appeal a decision of the chair | I appeal the chair's decision. | YES | YES | YES | MAJORITY |
| 2) Suspend the rules | I move to suspend the rules and.... | NO | YES | NO | TWO THIRDS |
| 3) Point of order | I rise to a point of order. | YES | NO | NO | Decided by presiding officer |
| 4) Raise a question relating to procedure. | I rise to a parliamentary inquiry. | YES | NO | NO | Decided by presiding officer |
| 5) Withdrawal of a motion | I move to withdraw my motion. | YES | NO | NO | MAJORITY |
| 6) Separate a multi-part question for voting purposes | I move division on the question. | NO | NO | NO | MAJORITY |

*Can be amended.

**Debatable if no other motion is pending.

Note: General consent is a way of saving time by avoiding votes on routine or non controversial matters. After a motion has been moved and seconded the presiding officer may ask if there are any objections. If anyone objects, a vote must be taken on the action. If there are no objections, the matter has been decided by general consent. The presiding officer may also propose actions by general consent without any motion. If anyone immediately objects, the question must be stated and voted on in the usual way.