

Parliamentary Procedure – EasyGuide to navigating UGSA Meetings



PURPOSE: **YOU SAY:** **2ND? DEBATE? AMEND? VOTE?**

Do Something	I move that [or "to"] ...	Yes	Yes	Yes	½ + 1
Modify wording of motion	I move to amend the motion by ...	Yes	Yes	Yes	½ + 1
Limit or extend debate	I move that debate be limited to ...	Yes	No	Yes	2/3
Close debate	I move the previous question	Yes	No	No	2/3
Lay aside temporarily	I move to table this until...	Yes	No	No	½ + 1
Take from the table	I move to take from the table...	Yes	No	No	½ + 1
Take break	I move to recess for ...	Yes	No	Yes	½ + 1

Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

PURPOSE: **YOU SAY:** **VOTE?** **RESULT**

Avoid main motion altogether	I object to the motion	2/3	Motion may not be considered
Parliamentary law question	Parliamentary inquiry	None	You clarify a factual error (no discussion)
Request for information	Point of information	None	Chair clarifies procedure

Incidental Motions. These motions are decided immediately.

PURPOSE: **REQUIREMENT** **YOU SAY** **RESULT**

Amend a motion	Amendment is "in the same spirit" as the motion	May I friendly your motion to be...	Originator of the motion accepts or rejects
End discussion that is not bringing up new points	Several discussion points express opinions that have already been stated	I move the chair consider rehash	Chair may limit or end discussion on a motion

Informal Procedures. Used to expedite common procedures

