

| To Do This:   | You Say This:  | May you interrupt a speaker? | Do you need a second? | Is it debatable? | Can it be amended? | What vote? |
|---|--|------------------------------|-----------------------|------------------|--------------------|------------|
| Introduce new business.   | "I move that ..."  | No                           | Yes                   | Yes              | Yes                | Majority   |
| Amend a motion.   | "I move to amend the motion by ..."                          | No                           | Yes                   | Yes              | Yes                | Majority   |
| Request information.  | "I rise for a request for information."                      | Yes                          | No                    | No               | No                 | No vote    |
| Complain about noise, etc.  | "I rise for a question of privilege."                        | Yes                          | No                    | No               | No                 | No vote    |
| Call for a brief intermission.  | "I move to recess for __ minutes."                           | No                           | Yes                   | No               | Yes                | Majority   |
| Postpone the question to a later time.  | "I move to postpone the question until next week."           | No                           | Yes                   | Yes              | Yes                | Majority   |
| Refer the question to a committee for further study.  | "I move to refer the motion to the ____ committee to study." | No                           | Yes                   | Yes              | Yes                | Majority   |
| Put a limit on the debate.  | "I move that debate be limited to __ minutes."               | No                           | Yes                   | No               | Yes                | Two-thirds |
| End debate and vote.  | "I move the previous question."                              | No                           | Yes                   | No               | No                 | Two-thirds |
| Verify a voice vote by rising.  | "Division."  | Yes                          | No                    | No               | No                 | No vote    |
| Set the pending question aside temporarily when something else of immediate urgency has arisen. | "I move to lay the pending question on the table."           | No                           | Yes                   | No               | No                 | Majority   |
| Want to do something but don't know how to do it.   | "I rise to a parliamentary inquiry."                         | Yes                          | No                    | No               | No                 | No vote    |
| Reconsider an action.   | "I move to reconsider the vote on the motion to ..."         | No                           | Yes                   | Yes/No           | No                 | Majority   |
| Call attention to breach of rules.  | "I rise to a point of order."                                | Yes                          | No                    | No               | No                 | No vote    |
| Suspend the rules temporarily.  | "I move to suspend the rules so that ..."                    | No                           | Yes                   | No               | No                 | Two-thirds |
| Adjourn the meeting.  | "I move that we adjourn."                                    | No                           | Yes                   | No               | No                 | Majority   |