

Parliamentary Procedure Simplified

Debate

To do this:	Go to Mic:	When called on by the chair, state your name and PTA name and number , and:
Speak in favor (pro)	Pro	Give your speech; 90-second limit
Speak against (con)	Con	Give your speech; 90-second limit

Ranking motions – from Motions Microphone

A motion in this list cannot be made if a motion above it is currently on the floor.

To do this:	Wording of motion: (If called on by the chair, state your name and PTA name and number , and say:)	Needs a second?	Open to debate?	Can be amended?	What vote is needed?
Adjourn a meeting	<i>I move that we adjourn.</i>	Yes	No	No	Majority
Call an intermission	<i>I move that we recess for ____ minutes.</i>	Yes	No	Yes	Majority
End debate and amendments	<i>I move the previous question. (OR: I move to close debate.)</i>	Yes	No	No	2/3
Extend debate	<i>I move to extend debate by ____ minutes.</i>	Yes	No	Yes	2/3
Postpone discussion until a specific time	<i>I move to postpone the discussion until...</i>	Yes	Yes	Yes	Majority
Study a question in more detail	<i>I move to refer the matter to the _____ committee.</i>	Yes	Yes	Yes	Majority
Amend a motion	<i>I move to amend the motion by...</i>	Yes	Yes	Yes	Majority
Main motion	<i>I move to...</i>	Yes	Yes	Yes	Majority

Other Motions (Non-Ranking or Incidental Motions) – from Motions Microphone

To do this:	Wording of motion: (If called on by the chair, state your name and PTA name and number , and say:)	Needs a second?	Open to debate?	Can be amended?	What vote is needed?
Suspend rules temporarily	<i>I move to suspend the rules so that...</i>	Yes	No	No	2/3

Questions, points of order, appeals – from Information Microphone

To do this:	When called on by the chair, say:	Needs a second?	Open to debate?	Can be amended?	What vote is needed?
Ask a question for information	<i>I have a request for information. (Ask your question about the pending motion.)</i>	No	No	No	No vote
Ask a question about the rules or process	<i>I rise to a parliamentary inquiry. (Ask your question regarding rules or process.)</i>	No	No	No	No vote
Complain about noise, etc.	<i>I rise to a question of privilege. (State your concern.)</i>	No	No	No	No vote
Protest breach of rules or conduct	<i>Point of order! (State which rules may have been broken or are not being enforced.)</i>	No	No	No	No vote
Appeal a ruling by the chair	<i>I appeal the chair's decision.</i>	Yes	Yes*	No	Majority

* Unless it relates to a breach of the rules of speaking or to the order of business taken up.