

Commonly used in Robert's Rules of Order

- **Amendment:** A change made in a previous motion. Such an amendment is debatable and may be reconsidered.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Committee of the Whole:** A method used to allow an assembly to consider a question with greater freedom than its rules allow. The committee of the whole, therefore is composed of the entire assembly. The procedure: The chairman appoints some other person to preside as chairman of the committee of the whole. The assembly then "takes a recess" or "adjourns" and the committee meeting begins. When the assembly again convenes, the chairman of the committee of the whole makes a report of the work of his committee to the general house.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Motion for a Division of the House:** Requires votes to be counted when a voice vote is unclear/uncertain.
- **Motion to Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Motion to Call the Question:** Closes debate if successful - may be moved to "Close Debate" if preferred ; requires two-thirds majority, otherwise debate continues
- **Motion to Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; takes precedence over main motion
- **Motion to Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Motion to Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Motion to Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Motion to Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Motion to Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Motion to Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Motion to Suspend the Rules:** A motion used in urgent cases to save time. Usually resorted to only by unanimous consent.
- **Motion to Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Motion to Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

- **Objection to Consideration of a Question:** A motion with the objective of avoiding consideration of a question that is irrelevant or otherwise improper. Such an objection may be made to any main motion, but only when it is first introduced and before it is debated. It doesn't need a second and cannot be debated. The chairman may decide the point or put it to a vote.
- **Orders of the Day:** A motion that refers to the order in which the assembly has decided to take up its matters of business. To change the order of business after the time to consider each question has been set requires a vote of the assembly.
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the speaker a question."
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Previous Question:** To move the previous question is an attempt to move the motion that is under discussion to a vote without further debate. It cannot be debated and requires a two-thirds vote for adoption.
- **Quorum:** A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the constitution.
- **Reading Papers:** Every member has the right to hear papers read once before he is compelled to vote on them.