

Roberts Rule of Order Parliamentary Procedures

| Action | What to Say | Can interrupt speaker? | Need a Second? | Can be Debated? | Can be Amended? | Votes Needed |
|-----------------------------|---|------------------------|----------------|-----------------|-----------------|----------------|
| Introduce main motion | <i>"I move to..."</i> | No | Yes | Yes | Yes | Majority |
| Amend a motion | <i>"I move to amend the motion by // (add or strike words or both)"</i> | No | Yes | Yes | Yes | Majority |
| Move item to committee | <i>"I move that we refer the matter to committee."</i> | No | Yes | Yes | No | Majority |
| Postpone item | <i>"I move to postpone the matter until..."</i> | No | Yes | Yes | No | Majority |
| End debate | <i>"I move the previous question."</i> | No | Yes | Yes | No | Majority |
| Object to procedure | <i>"Point of order."</i> | Yes | No | No | No | Chair decision |
| Recess the meeting | <i>"I move that we recess until..."</i> | No | Yes | No | No | Majority |
| Adjourn the meeting | <i>"I move to adjourn the meeting."</i> | No | Yes | No | No | Majority |
| Request information | <i>"Point of information."</i> | Yes | No | No | No | No vote |
| Overrule the chair's ruling | <i>"I move to overrule the chair's ruling."</i> | Yes | Yes | Yes | No | Majority |