

Parliamentary Procedures						
To Do This	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	No	Yes	No	No	Majority
Recess the meeting	"I move that we recess "until..."	No	Yes	No	Yes	Majority
Complain about noise, room temperature, etc.	"Point of privilege."	Yes	No	No	Yes	Chair decides
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority
End debate	"I move the previous "question."	No	Yes	No	No	Two-thirds
Postpone consideration of something	"I move we postpone "this matter until..."	No	Yes	Yes	Yes	Majority
Have something studied further	"I move we refer this "matter to a committee."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion "be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

Note

These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it.

Parliamentary Procedures (continued)						
To Do This	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront	"Point of order."	Yes	No	No	No	Chair decides
Request information	"Point of information."	Yes	No	No	No	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	No	No	No	No	None unless someone objects then a majority vote is required.
Object to considering some improper matter	"I object to consideration of this question."	Yes	No	No	No	Two-thirds vote
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Yes if the original motion is debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	Two-thirds
Vote on a ruling by the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority in the negative required to reverse chair's decision

Adapted from https://dphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf