



LONG BEACH
CITY COLLEGE

PARLIAMENTARY PROCEDURES GUIDE

Below is a quick reference guide to parliamentary procedures. Refer also to the “**Basic Parliamentary Procedures**” Handout.

Parliamentary Procedure At a Glance

#	To Do This:	You Say This:	May you Interrupt the Speaker?	Must you be Seconded?	Is the motion Debatable?	Is the motion Amendable?	What Vote?
1	Adjourn the meeting	“I move that we adjourn”	No	Yes	No	No	Majority Required
2	Recess the meeting	“I move that we recess until...”	No	Yes	No	Yes	Majority Required
3	Complain About noise, room temp, etc.	“Point of privilege”	Yes	No	No	No	No Vote Required Chair Decides
4	End Debate	“I move the previous question”	No	Yes	No	No	2/3 Vote Required
5	Postpone consideration of something	“I move we postpone this matter until...”	No	Yes	Yes	Yes	Majority Required
6	Have something studied further	“I move we refer this matter to a committee”	No	Yes	Yes	Yes	Majority Required
7	Amend a motion	“I move that this No motion be amended by...”	No	Yes	Yes	Yes	Majority Required
8	Introduce business (a primary motion)	“I move that...”	No	Yes	Yes	Yes	Majority Required
9	Object to procedure or to a personal affront	“Point of Order”	Yes	No	No	No	No Vote Required Chair Decides



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10	Request Information	“Point of Order”	Yes, if urgent	No	No	No	No Vote Required
11	Ask for a vote by actual count to verify a voice count	“I call for a division of the house”	No	No	No	No	No Vote Required Unless Someone Objects
12	Object to considering some undiplomatic or improper matter	“I object to consideration of this question”	yes	No	No	No	2/3 Vote Required
13	Take up a matter previously tabled	“I move we take from the table...”	No	Yes	No	No	Majority Required
14	Reconsider something already disposed of	“I move we now (or later) reconsider our action relative to...”	Yes	Yes	Yes, if original motion is debatable	No	Majority Required
15	Consider something out of its scheduled order	“I move we suspend the rules and consider...”	No	Yes	No	No	2/3 Vote Required
16	Vote on a ruling by the chair	“I appeal the chair’s decision”	Yes	Yes	Yes	No	Majority Required

* Adapted from University of Michigan, Office of Student Activities and Leadership, Leadership Handouts, 2010