

Parliamentary Procedure at a Glance (Adapted from Robert's Rules of Order)

To do this:	You say this:	Can interrupt	Requires second	Debatable	Amendable	Vote required
Adjourn	Motion to adjourn	No	Yes	No	No	Majority
Table (MST)	Motion to table	No	Yes	No	No	Majority
	Not indefinitely Refer to a comm. Postpone until..					
Close debate/discussion	Call the question	No	No	No	No	Yes
	Vote is recorded in minutes as MSC or MSF					
Amend a motion	I move to amend	No	Yes	Yes	Yes	Majority
	Amended motion should be recorded in minutes [MSC (1 st /2 nd) amend motion...		Committee should vote on amendment then vote for the motion			
Bring forward a new motion	I move that...	No	Yes	Yes	Yes	Majority
Request information on current motion	Point of information	Yes	No	No	No	None
Object to procedure	Point of order	Yes	No	No	No	None
	Used when people speak out of order or procedure is not being followed					
Withdraw motion	Withdrawn or I withdraw the motion	Yes	No	No	No	none
	The first & seconder must agree to withdraw the motion					

Quorum: 50% + 1 of voting members as listed on the Blue List

Vacant seats do not count towards quorum

“Resource” members are non-voting