

Motions Chart & Characteristics

Rank	Motion	4 Second	5 Debate	6 Amend	7 Vote	8 Reconsider
Incidental Motions						
0	point of order	no	no	no	chair rules	no
0	parliamentary inquiry	no	no	no	chair advises	no
0	request for information	no	no	no	chair directs	no
0	appeal from decision of the chair	yes	unless ¹	no	majority or tie ²	yes
0	suspend the rules of order	yes	no	no	two-thirds	no
0	choose the method of voting	yes	no	yes	majority	yes
0	division of question	yes	no	yes	majority	no
0	division of assembly	no	no	no	one	no
0	object to consideration of question	no	no	no	neg two-thirds ³	if lost
0	request permission withdraw motion	if maker	no	no	majority	if lost
0	consider in sequence	yes	no	yes	majority	no
0	create a blank by striking out	yes	no	no	majority	no
0	request permission to read	if maker	no	no	majority	yes
Privileged Motions						
1	fix the time to which to adjourn	yes	no	yes	majority	yes
2	adjourn	yes	no	no	majority	no
3	recess	yes	no	yes	majority	no
4	raise a question of privilege	no	no	no	chair rules	no
5	call for the orders of the day	no	no	no	one	no
Subsidiary Motions						
6	lay on the table	yes	no	no	majority	if lost
7	previous question	yes	no	no	two-thirds	yes
8	limit debate	yes	no	yes	two-thirds	yes
9	postpone to a certain time	yes	yes	yes	majority	yes
10	refer to committee	yes	yes	yes	majority	yes
11	amend the amendment	yes	if motion	no	majority	yes
12	amend the motion	yes	if motion	yes	majority	yes
13	postpone indefinitely	yes	yes	no	majority	if lost
Main Motion						
14	main motion	yes	yes	amend	majority	yes
Motions that bring a question again before the assembly						
-	take from the table	yes	no	no	majority	no
-	rescind (or repeal, or annul)	yes	yes	yes	two-thirds	if lost
-	amend something previously adopted	yes	yes	yes	two-thirds	if lost
-	discharge a committee	yes	yes	yes	two-thirds	if lost
-	reconsider	yes	if motion	no	majority	no

- A motion with a **lower number** than the pending question is **in order at this time**.
- A motion with a **higher number** than the pending question is **not in order at this time**.
- An applicable **incidental** motion is in order and **decided** before proceeding with business.

¹ Unless it relates to (a) indecorum, (b) priority of business, (c) ...undebatable question.

² Majority or tie sustains the decision of the chair.

³ Two-thirds against consideration sustains the objection.

Stacking Motions Sequence Chart

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Sequence	Rank	Motion	move, call, rise, appeal	seconded	Chair stated	pending	adopted	lost	Chair ruled	Secretary noted	Suspend action	Halt consideration	dies	Falls to the ground
12														
11														
10														
9														
8														
7														
6														
5														
4														
3														
2														
1														

Stacking Motions Sequence Chart

- Column 1 Is the sequence in which the members **move up** the **Motions Chart & Characteristics**.
- Column 2 Insert the **rank** of the motion given on the Motions Chart & Characteristics.
- Column 3 Insert a summary of the motion moved by the member.
- Column 4 Insert a ✓ when a member says "I move...", or "I call...", or "I rise...", or "I appeal...."
Headings are from the Gray Pages 28–39, Table III. Sample Forms Used In Making Motions.
- I **move** [stating the motion], I **call** for the orders of the day, I **rise** to [a question of privilege, or a point of order, or a parliamentary inquiry], I **appeal** from the decision of the chair
- Column 5 Insert a ✓ when a member calls out "Second!"
- Column 6 Insert a ✓ when the chair states the motion.
- Column 7 Insert a ✓ when the chair states the question on the motion.
- Column 8 Insert a ✓ when the chair announces the "ayes have it," or "affirmative has it."
- Column 9 Insert a ✓ when the chair announces the "noes have it," or "the negative has it."
- Column 10 Insert a ✓ when the chair rules on the parliamentary situation.
- Column 11 Insert a ✓ when the chair asks the secretary to **record the motion** to reconsider **as made and seconded**.
RONR (11th ed.), p. 317, ll. 2–5.
- Column 12 Insert a ✓ when the motion to reconsider **temporarily suspends any action** growing out of the vote it is proposed to reconsider. RONR (11th ed.), p. 317, ll. 5–7.
- Column 13 Insert a ✓ when the motion lay on the table **halts consideration**, RONR (11th ed.), p. 210, ll. 5–7.
- Column 14 Insert a ✓ when
- 1 a question laid on the table remains their until the close of the next regular session; if not taken up by that time, the question **dies**. RONR (11th ed.), p. 214, ll. 21–23.
 - 2 question laid on the table can remain there only until the end of the current session; and unless taken from the table earlier, the matter **dies** with the close of that session. RONR (11th ed.), p. 214, ll. 26–28.
 - 3 If not taken from the table within these time limits, the question **dies**... RONR (11th ed.), p. 302, ll. 5–7.
 - 4 When such a motion to discharge a committee has been adopted, another main motion is needed to bring before the assembly the matter that was referred; otherwise it **dies**. RONR (11th ed.), p. 314, ll. 15–18.
 - 5 The rules restricting renewal of motions also do not apply to any motion that **dies** for lack of a second. RONR (11th ed.), p. 337, ll. 1–2.
- Column 15 Insert a ✓ when a point of order citing the conflict is raised & the custom **falls to the ground**... RONR (11th ed.), p. 19, ll. 11–13; adjournment ends term of members RONR (11th ed.), p. 237, ll. 6–13; ditto RONR (11th ed.) p. 489, ll. 3–7

Move Up the motions chart, stacking motions

Vote Down the stack of motions pending

Debate is not included in the script; it is understood members debate debatable motions. The left hand column identifies the person speaking; [instructions are in gray type] and the Mbr's words in **bold black type**.

Chair Is there any new business?

Mbr **1** [Rise and call out] **Madam chair!**

Chair The chair recognizes member 1.

Mbr **1** **I move we purchase a lawn tractor.** [Be seated]

Mbr **X** [Call out] **Second!**

Chair It is moved and seconded we purchase a lawn tractor.

Chair The question is on the adoption of the motion we purchase a lawn tractor.

Chair Are you ready for the question?¹ [Pause for response]

Mbr **2** [Rise and call out] **Madam chair!**

Chair The chair recognizes member 2.

Mbr **2** **I move to postpone the motion indefinitely.** [Be seated]

Mbr **X** [Call out] **Second!**

Chair It is moved and seconded to postpone the motion indefinitely.

Chair The question is on the adoption of the motion to postpone indefinitely.

Chair Are you ready for the question? [Pause for response]

Mbr **3** [Rise and call out] **Madam chair!**

Chair The chair recognizes member 3.

Mbr **3** **I move to amend by inserting the words "John Deere, 48in, 24hp" before the word "lawn."** [Be seated]

Mbr **X** [Call out] **Second!**

Chair It is moved and seconded to amend by inserting the words "John Deere, 48in, 24hp" before the word "lawn."

Chair If adopted the main motion will read we purchase a John Deere, 48in, 24hp lawn tractor.

Chair The question is on the adoption of the primary amendment to insert the words "John Deere, 48in, 24hp"

¹ The chair is asking members (1) Do you want to vote? (2) Do you want to debate? or (3) Do you want to make another motions?

Move Up the motions chart, stacking motions

Vote Down the stack of motions pending

Chair Are you ready for the question? [Pause for response]

Mbr **4** [Rise and call out] **Madam chair!**

Chair The chair recognizes member 4.

Mbr **4** **I move to amend by striking the word "24hp" and inserting the word "22hp".** [Be seated]

Mbr **X** [Call out] **Second!**

Chair It is moved and seconded to amend by striking the word "24hp" and inserting the word "22hp."

Chair If adopted the primary amendment will read "John Deere, 48in, 22hp."

Chair The question is on the adoption of the secondary amendment to strike the word "24hp" and insert the word "22hp."

Chair Are you ready for the question? [Pause for response]

Mbr **5** [Rise and call out] **Madam chair!**

Chair The chair recognizes member 5

Mbr **5** **I move to postpone the main motion to the next meeting.** [Be seated]

Mbr **X** [Call out] **Second!**

Chair It is moved and seconded to postpone the main motion to the next meeting.

Chair The question is on the adoption of the motion to postpone the main motion to the next meeting.

Chair Are you ready for the question? [Pause for response]

Mbr **6** [Rise and call out] **Madam chair!**

Chair The chair recognizes member 6.

Mbr **6** **I move to refer the main motion to the maintenance committee.** [Be seated]

Mbr [Call out] **Second!**

Chair The motion to refer to committee is not in order at this time.

Chair The question is on the adoption of the motion to postpone the main motion to the next meeting.

Chair Are you ready for the question? [Pause for response]

Mbr **7** [Rise and call out] **Madam chair!**

Move Up the motions chart, stacking motions

Vote Down the stack of motions pending

Chair The chair recognizes member 7.

Mbr **7** **I move the previous question on all pending motions.** [Be seated]

Mbr **X** [Call out] **Second!**

Chair It is moved and seconded to order the previous question on all pending motions.

Chair The question is on the adoption of the motion to order the previous question on all pending motions.

Chair Those in favor raise you hand. [15 raise their hands]

Chair Hands down.

Chair Those opposed raise your hand. [7 raise their hands]

Chair Hands down.

Chair There are 15 in the affirmative and 7 in the negative.

Chair There are two-thirds in the affirmative, and the motion is adopted.

Chair The previous question is ordered on all pending motions.

Chair The question is on the adoption of the motion to postpone the main motion to the next meeting.

Chair Those in favor say aye. [A minority say aye]

Chair Those opposed say no. [A majority say no]

Chair The noes have it, and the motion is lost.

Chair The main motion is not postponed to the next meeting.

Chair The question is on the adoption of the secondary amendment to strike "24hp" and insert "22hp."

Chair If adopted the primary amendment will read "John Deere, 48 in, 22hp."

Chair Those in favor of striking "24hp" and inserting "22hp" "say aye. [A majority say aye]

Chair Those opposed say no. [A minority say no]

Chair The ayes have it, and the secondary amendment is adopted.

Chair The question is on the adoption of the primary amendment to insert the words "John Deere, 48in, 22hp" before the word "lawn."

Chair If adopted the main motion will read we purchase a "John Deere, 48in, 22hp, lawn tractor."

Move Up the motions chart, stacking motions

Vote Down the stack of motions pending

Chair Those in favor of inserting the words "John Deere, 48in, 22hp," say aye. [A majority say aye]

Chair Those opposed say no. [A minority say no]

Chair The ayes have it, and the primary amendment is adopted.

Chair The question is on the adoption of the motion to postpone indefinitely.

Chair Those in favor say aye. [A minority say aye]

Chair Those opposed say no. [A majority say no]

Chair The noes have it, and the motion is lost.

Chair The main motion is not postponed indefinitely.

Chair The question is on the adoption of the main motion as amended we purchase a John Deere, 48in, 22hp, lawn tractor.

Chair Those in favor say aye. [A majority say aye]

Chair Those opposed say no. [A minority say no]

Chair The ayes have it, and the motion is adopted.

Chair We will purchase a John Deere, 48in, 22hp, lawn tractor.

Chair Is there any further business to come before the assembly. [Pause for response]

Chair There being none the meeting is adjourned.