



EDUCATION DEPARTMENT

PARLIAMENTARY LAW DESK CHART

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ALL OF THE RULES AT A GLANCE

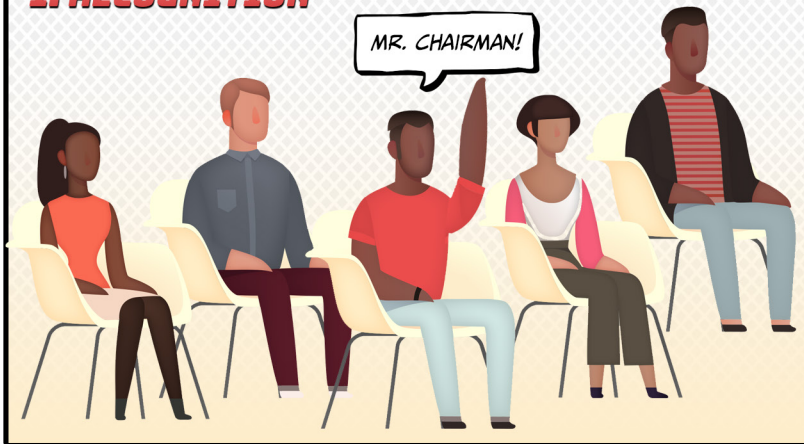
	Motions	Debatable	Amendable	Requires a Second	Vote Required	In Order When Another Is Speaking	Can Be Re-considered	Motions to Which It Applies	Motions to Which Apply to it
PRIVILEGED MOTIONS	Time for Next Meeting (when privileged)	No	Yes	Yes	Majority	No	No	None	Amend
	Adjourn	No	No	Yes	Majority	No	No	None	None
	Recess	No	Yes	Yes	Majority	No	No	None	None
	Question of Privilege (treat as Main Motion)	No	No	No	Chair; unless appealed; then Majority	Yes	Yes	None	All
	Orders of the Day	No	No	No	None; it takes 2/3 to postpone special order	Yes	No	Any special order	None; except to postpone orders
INCIDENTAL MOTIONS	Appeal	No	No	Yes	Majority	Yes	Yes	Any decision of the chair	Lay on table Close debate Reconsider
	Point of Order	No	No	No	None; unless appealed; then majority	Yes	No	Any motion or act	None
	Objection to Consideration of Question	No	No	No	2/3	Yes	Yes	Main questions and questions of privilege	Reconsider
	Reading Papers	No	No	Yes	Majority	No	Yes	None	None
	Withdrawal of Motion	No	No	No	Majority	No	Yes	Any motion	Reconsider
	Suspension of Rules	No	No	Yes	2/3	No	No	Any motion where needed	None
SUBSIDIARY MOTIONS	Lay on the Table	No	No	Yes	Majority	No	No	Main questions, appeals, question of privilege, reconsider	None
	Previous Question (close debate)	No	No	Yes	2/3	No	Yes	Any debatable motion	Reconsider
	Limit or Extend Limits of Debate	No	Yes	Yes	2/3	No	Yes	Any debatable motion	Reconsider
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	No	Yes	Main motion, question of privilege	Amend Reconsider Limit of Close Debate
	Refer or Commit	Yes	Yes	Yes	Majority	No	Yes	Main motion, question of privilege	Amend Reconsider Limit of Close Debate
	Amend	Yes	Yes	Yes	Majority	No	Yes	Main motion, limit, debate, refer, postpone, fix time of next meeting	Amend Reconsider Close debate
	Postpone Indefinitely	Yes	No	Yes	Majority	No	Yes	Main motion, question of privilege	Limit or Close debate Reconsider
	MAIN MOTION	Yes	Yes	Yes	Majority	No	Yes	None	All
	Reconsideration*	Yes, if motion to which it applies is debatable	No	Yes	Majority	Yes	No	Any motion except adjourn suspend rules lay on table	Limit debate, Lay on table Postpone definitely
	Rescind*	Yes	Yes	Yes	2/3 of members present, majority when notice to rescind was given at previous meeting	No	Yes	Main motions, appeals, question of privilege	All

*These are treated as if they were main motions.

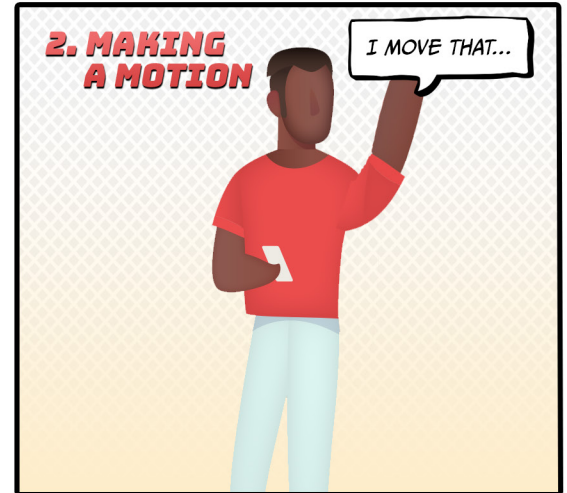


HOW A MOTION IS HANDLED

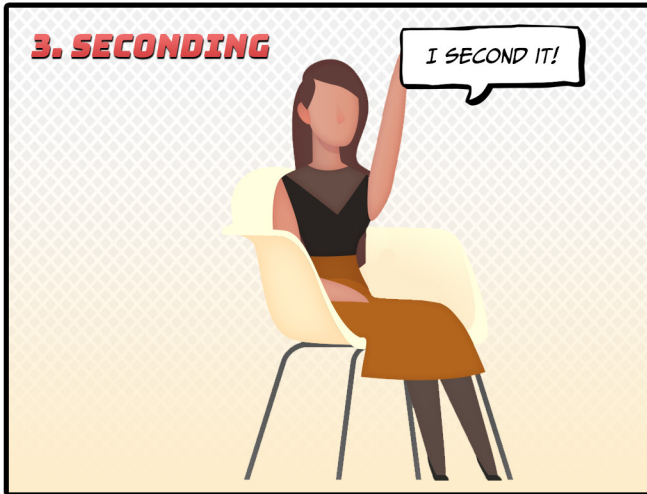
1. RECOGNITION



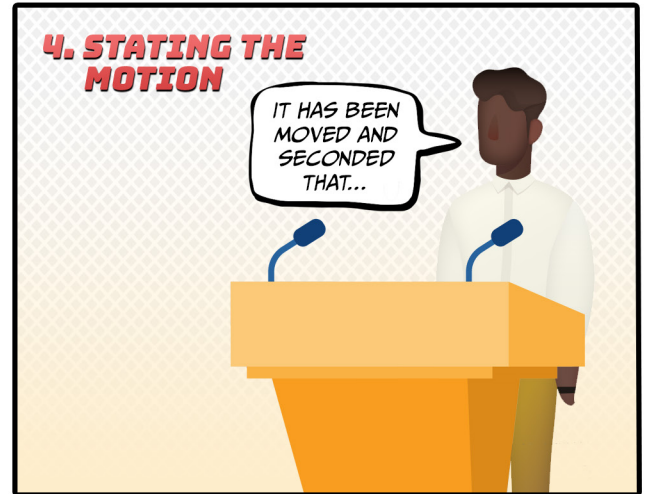
2. MAKING A MOTION



3. SECONDING



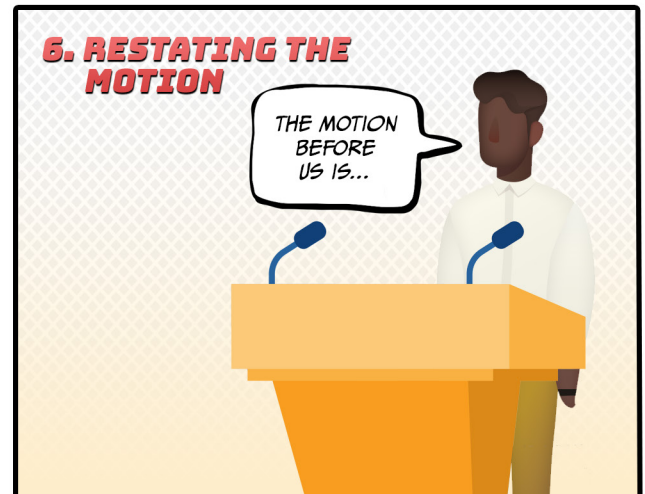
4. STATING THE MOTION



5. DISCUSSION



6. RESTATING THE MOTION



7. VOTING



8. ANNOUNCING THE RESULT





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Publication:**#1210**

Revised:

February 2023

Version:

2023v1

Printed:

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