

# Appendix A: Parliamentary Procedures Cheat Sheet

## Procedures

### Table of Precedence of Motions

*An easy guide to the important facts about common motions*

Types of motions are listed in order of precedence from highest to lowest. A second motion cannot be accepted unless it has a higher precedence than the motion already before the group.

**Type of Motion**

		<b>Requires a Second?</b>	<b>May Be Discussed?</b>	<b>May Be Amended?</b>	<b>Vote Needed</b>
<b>Privileged</b>	To fix the time of the next meeting (made when other business is before the meeting).	Yes	No	Yes	Maj.
	Point of Personal Privilege	No	No	No	None
	To adjourn (when it doesn't adjourn the assembly forever)	Yes	No	No	Maj.
	To recess	Yes	No	Yes	Maj.
<b>Incidental</b>	Lay a matter on the table	Yes	No	No	Maj.
	Divide the question	Yes	No	Yes	Maj.
	Consider section by section	Yes	No	Yes	Maj.
	Suspend rules	Yes	No	No	2/3
	Appeal a decision by the Chair	Yes	Yes*	No	Maj.
	Create a blank	Yes	No	No	Maj.
	Withdraw a motion	Yes	No	No	Maj.
	Close nominations	Yes	No	Yes	2/3
	Reopen nominations	Yes	No	Yes	Maj.
Requests, inquiries, demands	No	No	No	None	
<b>Subsidiary</b>	End discussion ("previous question")	Yes	No	No	2/3
	Limit discussion	Yes	No	Yes	2/3
	Postpone to a stated time	Yes	Yes	Yes	Maj.
	Refer to a committee	Yes	Yes	Yes	Maj.
	To amend an amendment	Yes	Yes	No	Maj.
	To amend a motion	Yes	Yes	Yes	Maj.
Postpone indefinitely ("to kill")	Yes	Yes**	No	Maj.	
<b>Main</b>	An ordinary main motion	Yes	Yes	Yes	Maj.
	To take a matter off the table	Yes	No	No	Maj.
	To reconsider action previously taken	Yes	Yes**	No	Maj.
	To repeat action previously taken (to rescind)	Yes	Yes**	Yes	***

\* May be discussed, but each member may speak only once.

\*\* Opens the main question to discussion as well.

\*\*\* Majority vote if proper notice has been given. Otherwise, 2/3.



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