

<b>Action</b>	<b>What to Say</b>	<b>Need Recognition from the Chair?</b>	<b>Can be debated?</b>	<b>Can be Amended?</b>	<b>Votes Needed</b>
Introduce a motion	"I motion to..."	Yes	Yes	Yes	Majority
Amend a motion	"I motion to amend the motion to..."	Yes	Yes	Yes	Majority
Send business to a committee	"I motion to send this to [Committee Name]."	Yes	Yes	No	Majority
Table/Postpone business	"I motion to table this [matter] for [allotted time]."	Yes	Yes	No	Majority
End discussion & call for a vote to be taken.	"Call to question."	Yes	Yes	No	Majority
Vote on a motion	"Consent." "Object."	No	No	No	N/A
Object to Procedure or Enforce the Rules	"Point of Order."	No	No	No	Chair Decision
Request Information	"Point of Information."	No	No	No	No Vote
Personl Preference-- Noise, Room Tempurature, Distractions, etc.	"Point of Personal Priviledge."	No	No	No	No Vote
Amend a previously considered motion	"I motion to amend a previously considered motion."	Yes	Yes	Yes	Majority
Enter into a closed session	I motion to enter into a closed session to discuss [predetermined topic]."	Yes	Yes	No	Majority
Consider something out of it's scheduled order	"I motion to suspend the orders of the day and move to [place on agenda]."	Yes	Yes	No	2/3
Recess the meeting	I motion for a/an [allotted time] recess."	Yes	Yes	No	Majority
Adjourn the meeting	"I motion to adjourn."	Yes	Yes	No	Majority
Extend a speaker's allotted time	"I motion to give the speaker [allotted time]."	Yes	Yes	Yes	2/3