SPOTLIGHT

on

YOU

the

PARLIAMENTARIAN

A Leadership Handbook
by
the National Association
of Parliamentarians®
INTRODUCTION

The “SPOTLIGHT” series provides basic leadership and parliamentary procedure. For further study of meeting procedure, we recommend you read *Robert’s Rules of Order Newly Revised* by Henry M. Robert and *Pointers on Parliamentary Procedure* by Louise E. Bereskin, Professional Registered Parliamentarian. Both books are available from the National Association of Parliamentarians (NAP).

The precedence (or rank) of motions is printed on the outside of the back cover. By memorizing the chart you will learn a great deal in a short time.

The chart shows that there are classifications of motions. Three classes are listed: privileged, subsidiary, and main. Some are debatable; others are not. Some are amendable; others are not. Most of the motions require a majority vote. Some require a two-thirds vote. These ranking motions are listed with their principal characteristics on page 16.

Two other classifications of motions (non-ranking) are listed with their principal characteristics on page 17.

Rules that govern organizations are shown in the center on pages 8 and 9.

This handbook includes information to help parliamentarians perform their duties more effectively and with less stress.

Contact NAP for a complete listing of educational materials:

National Association of Parliamentarians®
213 South Main Street
Independence, MO 64050-3850
(816) 833-3892 • FAX (816) 833-3893
Toll Free (888) NAP-2929
http://www.parliamentarians.org
The Spotlight is on You the Parliamentarian

As the person chosen by your organization to serve in the important position of parliamentarian, you should have a good working knowledge of parliamentary procedure. You should be familiar with the objectives, bylaws, parliamentary authority and other rules of the society. You don’t have to memorize everything, but you do need to know where to find the answers. Of course, you and the president will set the example for impartiality, courtesy, and obedience to rules.

Check the bylaws and other rules of your organization for specific duties of your office. In general, as parliamentarian you will be expected to:

✓ Advise the president, members, committees, and the board of directors on matters of parliamentary procedure. The parliamentarian’s first duty is to the president, but may meet with and advise committees and the board. Answer questions of members. Give advice only when asked.

✓ Be impartial in giving opinions on points of parliamentary procedure.

✓ Be prepared to cite references to support your opinions.

✓ Refrain from debating.

✓ Refrain from voting except when the vote is by ballot.

✓ Carry out duties outlined in the bylaws.

✓ Be at the meeting early to counsel officers or members if needed.

✓ Have at each meeting the rules of the organization and a copy of the parliamentary authority, usually Robert’s Rules of Order Newly Revised. You will need these in citing references to support your opinions.

✓ Assist in preparing a script or other agenda, when requested by the president or secretary. Show the exact order of business to come before the assembly. Include business recorded in minutes of the previous meeting as incomplete and actions required in the bylaws to be taken at this meeting.
✓ Assist members, the board of directors, and committee chairmen in preparing reports and wording resolutions in the correct form.

✓ Attend committee meetings, in an advisory capacity, when requested by the committee chairman; i.e., bylaws, resolutions, elections, and nominating committees.

✓ Attend board of directors meetings, in an advisory capacity, when requested by the president or board or when required by the bylaws.

✓ Advise the president on presiding procedures and review the agenda. Many a smooth running meeting is the result of pre-meeting conferences between the presiding officer and the parliamentarian. The president will gain confidence and the parliamentarian will know what to anticipate- where help is likely to be needed.

✓ Advise on election procedures. Election time in any organization is a sensitive time. Both proper conduct of the election and accurate counting of ballots are imperative. The parliamentarian should be well versed in election procedures in order to give completely reliable advice. It can mean the difference between a valid election and one that jeopardizes the organization’s future.

“In enforcing the rules there is need for the exercise of tact and good sense. It is usually a mistake to insist upon technical points, as long as no one is being defrauded of his rights and the will of the majority is being carried out. The rules and customs are designed to help and not to hinder business.”

– Henry Martyn Robert
Parliamentary Law
A successful win/win meeting doesn’t just happen. It requires thoughtful research and preparation by a planning team. Each member is an important part of that team. The success of a meeting depends on the ability of the members.

THE PLANNING TEAM

Parliamentarian

Vice-President

Standing Committees

Appointed Officers

Members

Special Committees

Treasurer

Secretary

President
The parliamentarian often is called on to instruct classes at annual meetings. Briefing sessions on procedures during or before any meeting can be most helpful to delegates and members. Too often briefings are scheduled for early morning when worn out or sleepy-eyed attendees have no interest in instruction before going into regular session. Such sessions must serve as a “wake-up” as well as an informational time.

During a meeting the parliamentarian should:

- Remain silent during the business meeting unless requested to speak by the presiding officer. A member wishing parliamentary advice should make the request to the chair. The parliamentarian should not interrupt the business nor take any part in it unless expressly requested to give an opinion.

- Be discreet and support the presiding officer. Know the rules well enough to give accurate information and sound opinions based on parliamentary precedents and facts. Often there is not time to research answers and “instant recall” of the rules is necessary.

- Avoid interrupting the proceedings even though the procedure may be out of order. A brief note to the presiding officer is sufficient.

- Have tact, patience, steady nerves and the ability to work with people and explain parliamentary points in a simple, understanding manner.

- Be seated near the presiding officer for convenient consultation. The chair has the right to ask the parliamentarian to explain any point to the assembly. But the dignity of, and respect for, the presiding officer will be much better preserved if this right is never exercised.

A parliamentarian never makes decisions; only gives opinions. Making decisions or rulings is the duty of the president, which in good democratic procedure allows any member to appeal from that decision. A parliamentarian gives an opinion when asked. The chair then makes a decision based upon the opinion or advice given or decides to disregard it.
• As parliamentarian, you should always be impartial and abide by the same constraints as the president. The bylaws may allow the parliamentarian all the normal privileges of membership. However, you should not make motions, debate, or vote (except by ballot) in order to avoid even the appearance of partiality.

• The parliamentarian should be appointed by the president for ability. The position should NOT be an honorary office for past presidents nor an appeasement office.

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**A SUCCESSFUL PARLIAMENTARIAN**

The story is told of a meeting of a large national organization where the bylaws revision was a controversial item on the agenda. The president wasn’t happy that she had to cope with it at “her” convention because she felt inadequate and wanted everything to run smoothly.

Knowing the president’s fears, the parliamentarian burned the midnight oil preparing a “script” to guide the president through the next day’s discussion. When the revised bylaws were finally adopted and the meeting adjourned, the delegates rushed to the platform to shake the president’s hand and laud her for her “cool” presiding and handling of the parliamentary situations. “Mary,” they chorused, “you were wonderful. We didn’t know you had it in you!”

The parliamentarian quietly left the platform—elated that she had succeeded in making the president look so accomplished.
An organization is subject to public law and such other rules as it adopts to govern its operation. Usual rules of an organization are as follows and supersede each other in the order listed:

**CORPORATE CHARTER** is a legal instrument conforming to state and federal laws.

**CONSTITUTION** defines primary characteristics of the organization. It may not be suspended, except those clauses providing for their own suspension. Many organizations combine constitution and bylaws in one document, usually called “bylaws”.

**BYLAWS** prescribe how the organization will function. They may not be suspended, except clauses providing for their own suspension or clauses in the nature of rules of order.

**SPECIAL RULES OF ORDER** relate to the orderly transaction of business which differ from those contained in the parliamentary authority.

**RULES OF ORDER** relate to the orderly transaction of business. They are usually contained in the adopted parliamentary authority.

**STANDING RULES** relate to details of administration and are adopted as the need arises.

**CONVENTION RULES**

**CONVENTION PARLIAMENTARY STANDING RULES** relate to conduct of business which normally would require a two-thirds vote if adopted individually for the duration of a regular meeting or session, such as limiting debate.

**CONVENTION ORDINARY STANDING RULES** relate to ordinary convention procedures, such as wearing badges.
**VOTE REQUIRED TO ADOPT, AMEND, OR SUSPEND**

<table>
<thead>
<tr>
<th>Rules</th>
<th>To Adopt</th>
<th>To Amend or Rescind</th>
<th>To Suspend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Notice</td>
<td>Notice</td>
<td></td>
</tr>
<tr>
<td>Constitution</td>
<td>Majority</td>
<td>Majority of Membership *</td>
<td>Two-thirds *</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Majority</td>
<td>Majority of Membership #</td>
<td>Two-thirds #</td>
</tr>
<tr>
<td>Special Rules of Order</td>
<td>Two-thirds with Notice or +/-</td>
<td>Majority of Membership</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Rules of Order</td>
<td>Majority</td>
<td>Majority of Membership</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Standing Rules</td>
<td>Majority</td>
<td>Two-thirds or +/-</td>
<td>Majority</td>
</tr>
<tr>
<td>Parliamentary Standing Rules In Convention</td>
<td>Two-thirds</td>
<td>Two-thirds or D</td>
<td>Two-thirds or D</td>
</tr>
<tr>
<td>Ordinary Standing Rules In Convention</td>
<td>Majority</td>
<td>Two-thirds or D</td>
<td>Majority +</td>
</tr>
</tbody>
</table>

* if no special provision
D majority of all voters registered at convention

# if no provision in bylaws
+ after notice on at least the preceding day

+/- majority of entire membership without notice
The rapid growth of organizations has necessitated, in some cases, the election of presiding officers who are not familiar with parliamentary law. This has led, especially in large conventions, to the employment of a professional parliamentarian to assist the president in ruling on points of order and answering parliamentary inquiries.

Often organizations provide in their bylaws that a registered parliamentarian will be retained to serve their conventions and board meetings. A registered parliamentarian is an individual who has been registered by the National Association of Parliamentarians on the basis of passing a comprehensive examination on advanced knowledge of parliamentary law and procedure according to *Robert’s Rules of Order Newly Revised*.

A registered parliamentarian serves as
- a convention parliamentarian to assist officers, boards, committees, and individual members as requested;
- a consultant on bylaws, other rules, or parliamentary problems;
- an instructor for individuals, classes, workshops, seminars, or institutes; and
- a professional presiding officer for conventions or other meetings.

The registered parliamentarian should be selected in advance of the meeting. In large conventions where a parliamentarian is usually needed, it is wise to have a rule authorizing the president to employ a registered parliamentarian to serve at its conventions and board meetings during the president’s term of office.

A committee to revise the bylaws should always consult a professional parliamentarian. Still better, the parliamentarian for the ensuing annual meeting should be engaged early enough to act as parliamentary adviser to the committee during their work. This should insure a better revision. In many large conventions where all resolutions are referred to the resolutions committee, the parliamentarian acts as an adviser to that committee.
The main work of the parliamentarian should be done outside the meetings. The president, knowing the business to be attended to and the questions likely to arise, should discuss this with the parliamentarian before the meetings open and during the recesses. During the meetings the work of the parliamentarian should be limited to advising the chairman—finding the section in the bylaws or rules which covers the issue at hand. So, he should be familiar with all of the rules governing the organization and be able to turn quickly to the applicable rule. Often it’s the rule that’s needed rather than an opinion.

The parliamentarian should never be a member of the board, nor serve in any capacity that makes it necessary to take sides in matters on which a parliamentary opinion later may be desired. So, if the bylaws make the officers members of the board, the parliamentarian should be excluded if he is an officer. There will be greater confidence in the impartiality of opinions given if the parliamentarian takes no part in the proceedings except when requested to express an opinion on a point of parliamentary law.

Some large national organizations experience many difficult questions involving interpretation of their bylaws and rules during the year. As a result, they have found it expedient to employ during the entire year a parliamentarian whom the officers may consult on different matters.

**SUGGESTIONS FOR THE CONVENTION PARLIAMENTARIAN**

- In the first contacts with an organization, be sure that there is a clear understanding as to whether you are to work by the
  - ✓ year—this is the easiest and most satisfactory way to work;
  - ✓ convention—this would also include meetings prior to the convention; or
  - ✓ meeting—this would involve being present only during the actual business meeting. Be sure they know the difference between a meeting and a session.
- Have all arrangements in writing. This includes fees and any services to be given. If extra services may be needed, specify if they are included or whether there will be an extra fee.
Some of the things which might be included in an overall fee are:
- Attendance at the pre-convention board meeting.
- Private meeting with the president to go over the agenda.
- Advice given to the following committees:
  - Credentials committee—form for its report and when presented.
  - Convention rules committee.
  - Program committee.
  - Resolutions committee.
  - Bylaws committee.
  - Election committee.
- If possible, arrange for a delegates’ briefing session. Review and discuss the proposed bylaws amendments. Help members in the wording of additional amendments. Instruct members on how to word the motions they wish to make.
- In a meeting with the president go over the program paying special attention to:
  - Order of items in the opening exercises.
  - First three items of business; i.e., credentials, convention standing rules, and program.
  - Wording to be used in calling for reports.
  - Appointment of minutes approving committee.
  - Any particular items called for by the bylaws or convention rules.
  - Handling of reports and necessary motions.
  - Items in the program which are special orders.
  - How to announce results of voting when different methods are used.
  - Go over the script if there is one. Offer to explain motions, various things which may come up, and what may happen.
- Obtain the following material as early as possible:
  - Articles of incorporation, bylaws, standing rules, precedents, or any other official papers of the organization.
  - Proposed bylaws amendments.
  - Copy of the call to convention.
  - Proposed convention rules.
  - Convention program or agenda-president’s script, if any.
  - Minutes of the last convention and board meeting.
• At the delegates’ briefing bring out:
  ✓ The proper way to make motions, including amendments.
  ✓ When to use certain motions.
  ✓ The fact that requests for information may be made at any time and must be directed to the chair.
  ✓ That the bylaws go into effect at once unless specified otherwise by means of an adopted proviso.
  ✓ That the word “Division” calls for a rising vote but not necessarily a counted vote. A majority vote can order a vote to be recounted.
  ✓ In general, which motions take a two-thirds vote.
  ✓ How to tell which motions take a second.

• During the convention:
  ✓ Be available at all times to officers, committee members, and others.
  ✓ Be at meetings early so that the president and others can ask you questions.
  ✓ Be seated next to the president as he stands at the lectern or sit behind him.
  ✓ If the president fumbles, give him the exact words to say—but first give him a chance to recover on his own.
  ✓ Never interrupt unless necessary and never take the microphone from the president to address the assembly.
  ✓ Try to anticipate trouble and protect the president and others, whenever possible.
  ✓ Make sure the members know that they can ask the parliamentarian questions.
  ✓ Don’t tell a group that they can’t do something which they have already done. Concentrate on helping them find a way out.
  ✓ Offer the chair suggestions for expediting business.
  ✓ Remember that rules were made for the organization, not the organization for the rules.
  ✓ Don’t take yourself too seriously nor try to run the convention. Know your job; enjoy your work.

• After the convention write a brief report containing suggestions for another year and send copies to both the outgoing and the incoming presidents.
Q. Does the parliamentarian have to remember the motions as they’re made or jot them down?
A. It helps to keep a little chart showing the various motions, using a diagram form; for example:

```
MAIN MOTION
    AMENDMENT -primary
    AMENDMENT -secondary
REFER
PREVIOUS QUESTION
```
Plot the amendments right in the motion so that it will show on the diagram. The imagination of the convention rarely goes beyond those motions mentioned in the example above.

Q. Is the ruling of the parliamentarian final?
A. It is incorrect to speak of the parliamentarian’s making a ruling. The parliamentarian advises. The presiding officer makes decisions or rulings. The presiding officer’s ruling is final unless appealed.

Q. If a parliamentarian gives advice which he knows to be correct according to the organization’s parliamentary authority and the president does not take that advice, what should the parliamentarian do?
A. The parliamentarian has to make a decision. If the difference arises over a minor matter that doesn’t affect the legality of the situation, the parliamentarian can disregard it and continue service. If the advice concerns violation of bylaw provisions, the action is injurious to the organization’s future, and he does not want to be considered a party to it, he should resign. If his advice is of no value, both parties are injured by continuing the relationship. A professional parliamentarian should only resign at the end of a session or engagement.

Q. Should the parliamentarian be chairman of the bylaws committee?
A. The parliamentarian may serve as an advisor to the bylaws or revision committee. He should not take any position that makes it necessary to take sides. His opinion as a parliamentarian may be desired later.
Q. Should a voting member of a board of directors be named parliamentarian?
A. No. A board member is obliged to participate in the business of the board. Therefore, it is next to impossible to act in the dual capacity of forming opinions as a member and of being impartial as parliamentarian.

Q. Our society has had a parliamentarian for a number of years. His services are not satisfactory nor his advice sound. When the new president took office she appointed a new parliamentarian. Many of our members felt this change was unethical. Was the president right in doing this?
A. The president should be free to appoint a parliamentarian in whose abilities she has confidence. There is nothing unethical in the president’s changing parliamentarians. If there is nothing in your bylaws to prohibit it, the president has the right. When a national or state organization employs a professional parliamentarian, usually the president makes the appointment but it usually must be approved by the board. Be sure to check your bylaws concerning the method of appointing a parliamentarian.

Q. May a person who is not a member of an organization be appointed or elected as its parliamentarian?
A. Yes. This is not only possible, but it is often practical as well. A parliamentarian who is not a member of the organization is much less likely to be biased in giving opinions.

Q. May a parliamentarian call attention to an irregularity in the procedure without being requested to do so?
A. The parliamentarian may call the president’s attention to an irregularity in a quiet, unobtrusive manner by a whisper or placing a note on the lectern but does not call public attention to it. The assembly should have confidence in its presiding officer, and the parliamentarian should strengthen that confidence as much as possible.

Q. Where should the parliamentarian be seated during a business meeting?
A. The parliamentarian should sit near the presiding officer for convenient consultation. Many organizations seat the parliamentarian to the immediate left of the presiding officer as he stands at the lectern. A seat behind the presiding officer is also effective, if the platform is large enough.
**Parliamentary Motions - Quick Reference**

**Thirteen Ranking Motions**

**Privileged Motions** relate to the rights or privileges of the organization or individual members rather than to particular items of business. They are of such urgency that they are entitled to immediate consideration.

**Subsidiary Motions** may be applied to another motion for the purpose of modifying it, delaying action on it, handling its consideration, or disposing of it.

**Main Motions**, the basis of all parliamentary procedure, bring business before the assembly for consideration and action. They can be introduced only when no other business is pending.

### Name of Motion

<table>
<thead>
<tr>
<th>Name of Motion</th>
<th>May interrupt when another is speaking</th>
<th>Requires a second</th>
<th>Is debatable</th>
<th>Is amendable</th>
<th>Vote required for adoption</th>
<th>May be reconsidered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix the time to which to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>M</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjoin</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>M</td>
<td>No</td>
</tr>
<tr>
<td>Recess</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>M</td>
<td>No</td>
</tr>
<tr>
<td>Raise a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C</td>
<td>No</td>
</tr>
<tr>
<td>Call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C</td>
<td>No</td>
</tr>
<tr>
<td>Lay on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>M</td>
<td>Neg. Only</td>
</tr>
<tr>
<td>Previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>Yes</td>
</tr>
<tr>
<td>Limit or extend limits of debate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone to a certain time (definitely)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>M</td>
<td>Yes</td>
</tr>
<tr>
<td>Commit (refer to a committee)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>M</td>
<td>Yes</td>
</tr>
<tr>
<td>Amend</td>
<td>No</td>
<td>Yes</td>
<td>Yes*</td>
<td>Yes</td>
<td>M</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>M</td>
<td>Aff. Only</td>
</tr>
<tr>
<td>Main motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>M</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Is debatable if applied to a debatable motion.

M Majority
C Chair handles

The privileged and subsidiary motions have precedence in the order listed, from highest to lowest, when a main motion is pending. Several of the privileged and subsidiary motions may also be made when no business is pending, in which case they are main motions. The unqualified motion to adjourn is generally privileged whether a main motion is pending. See RONR

# Parliamentary Motions - Quick Reference #2

## Incidental and “Bring Back” Motions

### Incidental Motions

Incidental Motions are made in response to a variety of situations that may arise during the consideration of a pending question. They must be resolved before business can continue. They have no rank. Listed below are those that are used most often.

### Motions That Bring A Question Again Before the Assembly

Motions That Bring A Question Again Before the Assembly, sometimes called Restorative or “Bring Back” Motions, return a question to the assembly for further consideration and action. Listed below are those that are used most often.

<table>
<thead>
<tr>
<th>Name of Motion</th>
<th>May interrupt when another is speaking</th>
<th>Requires a second</th>
<th>Is debatable</th>
<th>Is amendable</th>
<th>Vote required for adoption</th>
<th>May be reconsidered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C</td>
<td>No</td>
</tr>
<tr>
<td>Appeal from a decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes**</td>
<td>No</td>
<td>M-</td>
<td>Yes</td>
</tr>
<tr>
<td>Suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
<td>No</td>
</tr>
<tr>
<td>Objection to consideration of a question</td>
<td>+/-</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3-</td>
<td>Neg. Only</td>
</tr>
<tr>
<td>Division of a question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>M</td>
<td>No</td>
</tr>
<tr>
<td>Consideration by paragraph or seriatim</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>M</td>
<td>No</td>
</tr>
<tr>
<td>Division of the assembly</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C</td>
<td>No</td>
</tr>
<tr>
<td>Parliamentary inquiry - requests parliamentary advice</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C</td>
<td>No</td>
</tr>
<tr>
<td>Point of information - requests factual information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C</td>
<td>No</td>
</tr>
<tr>
<td>Take from the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>M</td>
<td>No</td>
</tr>
<tr>
<td>Rescind/amend something previously adopted</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3/M</td>
<td>Neg. Only</td>
</tr>
<tr>
<td>Reconsider</td>
<td>+/-</td>
<td>Yes</td>
<td>Yes*</td>
<td>No</td>
<td>M</td>
<td>No</td>
</tr>
</tbody>
</table>

To reorder, specify “Parliamentary Motions - Quick Reference” card

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Classification and Precedence (or Rank) of Motions

**Privileged Motions**

- Fix the Time to Which to Adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for the Orders of the Day

**Subsidiary Motions**

- Lay on the Table
- Previous Question (2/3)
- Limit or Extend Limits of Debate (2/3)
- Postpone to a Certain Time
- Commit (or Refer)
- Amend
- Postpone Indefinitely

**Main Motion**

- Motions that can be amended

The motion to *Amend* is debatable when applied to a debatable motion. It is not debatable when applied to an undebatable motion.

The above motions rank as listed, with the lowest ranking motion, the main motion, at the bottom of the list. When any one motion is immediately pending, the motions above it are in order; those below it are not in order.

Those motions marked (2/3) require a two-thirds affirmative vote for adoption; the other motions require a majority vote.