SPOTLIGHT

on

YOU

the

VICE-PRESIDENT

or

PRESIDENT-ELECT

A Leadership Handbook

by

the National Association
of Parliamentarians®
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YOU

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VICE-PRESIDENT

or

PRESIDENT-ELECT

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Based on Robert’s Rules of Order Newly Revised
INTRODUCTION

The “Spotlight” Series provides basic information on 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.

The precedence (or rank) of motions is printed on the outside of the back cover. By memorizing this 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 17.

This booklet includes information to help vice-presidents and presidents-elect perform more effectively and with less stress.

Contact NAP for a complete listing of educational materials:

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THE SPOTLIGHT is on YOU the VICE-PRESIDENT

As the chosen second in command of your organization, you should be prepared to step into the role of president at a moment’s notice. In the case of temporary absence of the president, you’ll be expected to perform those duties. In the case of permanent absence of the president, you’ll become the president. You should be familiar with the objectives, bylaws 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’ll set the example in impartiality, courtesy, and obedience to rules.

Check the bylaws and other rules of your own organization for specific duties of your office. In general, as vice-president you’ll be expected to:

1. Be the official representative of your organization, on request of the president.

2. Preside at meetings of the society and of the board (if there is one), in the absence of or at the request of the president. If there is a president-elect, this may be a duty of that officer rather than the vice-president. Often organizations have several vice-presidents. These positions should be numbered for clarity of succession in office. For example, an organization with a first vice-president, a second vice-president, and a third vice-president will know that the first vice-president is called on first to preside in the absence of the president. If the first vice-president isn’t available, the second vice-president is called on. If neither the first or second vice-president is available, the third vice-president is called on. Unnumbered positions create uncertainty unless the organization has adopted a special rule to cover this situation.

3. When presiding at meetings:
   ✓ Refer to yourself as “the chair.”
   ✓ Call meetings to order on time.
   ✓ Determine that a quorum is present.
   ✓ Announce, in proper order, the business to come before the meeting.
   ✓ Recognize members entitled to the floor.
   ✓ State and put to vote all questions that legitimately come before the assembly.
Announce the result of each vote and the effect of the action.
Expedite business in every way possible without denying the members their rights.
Enforce rules of debate, order, and decorum.
Decide all points of order (subject to appeal).
Respond to relevant questions of members.
Refrain from voting, except when vote is by ballot or when your vote would change the result.
At the proper time, declare the meeting adjourned (by unanimous consent or by a vote of the assembly).

4. Carry out administrative and executive duties as outlined in the bylaws or directed by the president, board, or assembly.

5. Serve as chairman of a standing committee, if specified in the bylaws or directed by the executive board or assembly.

6. Prepare a report to be given at the annual meeting.

The bylaws may provide for the president to be an ex-officio member of all committees except the nominating committee. This is not a duty of the office, but is a privilege granted in the bylaws. This privilege does not transfer to the vice-president during the temporary absence of the president.

If the bylaws authorize the president to appoint all committees, this privilege does not transfer to the vice-president during the temporary absence of the president.

In the temporary absence of the president, you may be required to prepare an agenda for the meeting where you’ll preside. Information on the planning team and preparing the agenda found in the handbook, Spotlight on You the President, will help make this a stress-free effort.
THE SPOTLIGHT IS ON
YOU the PRESIDENT-ELECT

As the chosen president for the succeeding term of your organization, you should be familiar with the objectives, bylaws, 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’ll set the example in impartiality, courtesy, and obedience to rules. If the bylaws have such a provision, you’ll be expected to perform the president’s duties in case of a temporary absence of that officer. In case of a permanent absence, you’ll become the president.

Check the bylaws and other rules of your own organization for specific duties of your office. In general, as president-elect you’ll be expected to:

1. Be the official representative of your organization, on request of the president.

2. Preside at meetings of the society and of the board (if there is one), in the absence of or at the request of the president. See pages 3 and 4 for tips on presiding at meetings.

3. Carry out administrative and executive duties as outlined in the bylaws or directed by the president, board, or assembly.

4. Serve as chairman of a standing committee, if specified in the bylaws or directed by the executive board or assembly.

5. Prepare a report to be given at the annual meeting.

In the temporary absence of the president, you may be required to prepare an agenda for the meeting where you’ll preside. Information on the planning team and preparing the agenda found in the handbook, Spotlight on You the President, will help make this a stress-free effort.
When there is an office of president-elect, the members never elect a president. Instead they elect their president a full term in advance.

During the term following the election, the person chosen carries the title of “president-elect.” At the end of that term, the president-elect automatically becomes president for the next term and another president-elect is chosen. The bylaws must authorize the office of president-elect. Otherwise, there can be none.

If the president-elect is to perform the duties of the president in the temporary or permanent absence of that officer, the bylaws should contain such a provision. Otherwise, the vice-president fills such a vacancy.

When the president relinquishes the chair to the president-elect in order to debate a pending question, the president-elect presides until the pending business has been completed. Then the president resumes the chair and continues with the meeting. So, the president-elect and vice-president(s) must pay close attention to the business at hand.

“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.”

– General Henry Martyn Robert

Parliamentary Law
Being an expert on parliamentary procedure isn’t always the pivotal point in matters of business in a meeting. Many times it’s the little things that make the difference between a contented assembly and an agitated assembly.

- Always exhibit an aura of calm, level-headedness. An amiable smile and attitude of complete impartiality will do more to keep the troops on target than a book full of rules.

- Use the gavel to have quiet only when absolutely necessary. Tapping the microphone -or just silently waiting -usually will get their attention and hold it.

- Stand while processing motions and taking votes.

- Sit while hearing reports and communications.

- Assist members in phrasing their motions, when the intent is clear but the words aren’t coming out right.

- Always be certain that both you, as presiding officer, and the assembly are clear on the question being decided.

- Suggest a motion that would be in order to help expedite business; e.g., “The chair will entertain a motion to refer the question to the housing committee.” Or, “A motion to postpone consideration of the question until after the budget report would be in order.” It isn’t appropriate for the presiding officer to make these motions. But it’s all right to guide the members to a solution of their dilemma.

- Take the vote by unanimous consent on matters that are not controversial; such as, approval or correction of minutes, adjournment, courtesy motions, etc. Just say, “If there is no objection ...”
<table>
<thead>
<tr>
<th>WHAT DO I WANT TO DO?</th>
<th>MOTION TO USE</th>
<th>SAMPLE WORDING OF MOTION</th>
<th>PERTINENT FACTS VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce business</td>
<td>Main motion</td>
<td>I move to donate $500 to the Boy Scouts</td>
<td>Second - Majority</td>
</tr>
<tr>
<td>Change or modify a</td>
<td>Amend</td>
<td>I move to amend by striking $500 and inserting $600.</td>
<td>Second - Majority</td>
</tr>
<tr>
<td>motion before</td>
<td>Commit (or) refer</td>
<td>I move to refer the motion to a committee of three to be appointed by the chair to</td>
<td>Second - Majority</td>
</tr>
<tr>
<td>adoption</td>
<td></td>
<td>investigate and report with a recommendation at the next meeting.</td>
<td></td>
</tr>
<tr>
<td>Have a few members</td>
<td></td>
<td>I move to refer the motion to a committee of three to be appointed by the chair to</td>
<td>Second - Majority</td>
</tr>
<tr>
<td>study or take</td>
<td></td>
<td>investigate and report with a recommendation at the next meeting.</td>
<td></td>
</tr>
<tr>
<td>charge of a matter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postpone the making</td>
<td>Postpone to a certain</td>
<td>I move to postpone consideration of this motion until after adoption of the budget.</td>
<td>Second - Majority</td>
</tr>
<tr>
<td>of a decision</td>
<td>time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change rules of debate</td>
<td>Limit or extend</td>
<td>I move that this debate be limited (or extended) to five minutes on this motion.</td>
<td>Second - 2/3 No debate</td>
</tr>
<tr>
<td>temporarily on this</td>
<td>limits of debate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>motion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop debate and have a</td>
<td>Previous question</td>
<td>I move the previous question (or) I move to stop debate.</td>
<td>Second 2/3 No debate</td>
</tr>
<tr>
<td>vote taken immediately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set aside a matter</td>
<td>Lay on the table</td>
<td>I move to lay the pending motion on the table.</td>
<td>Second - Majority No debate</td>
</tr>
<tr>
<td>in order to take care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of an emergency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reopen consideration</td>
<td>Take from the table</td>
<td>I move to take from the table the motion regarding donation of $500 to the Boy Scouts.</td>
<td>Second - Majority No debate</td>
</tr>
<tr>
<td>of a motion that has</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>been tabled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protest about noise,</td>
<td>Question of privilege</td>
<td>I rise to a question of privilege. May we have the window closed to shut out the noise?</td>
<td>No second or debate Chair</td>
</tr>
<tr>
<td>heating, ventilation,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have a short</td>
<td>Recess</td>
<td>I move to recess for ten minutes.</td>
<td>Second - Majority No debate</td>
</tr>
<tr>
<td>intermission</td>
<td></td>
<td>I move to recess until we obtain a quorum.</td>
<td></td>
</tr>
<tr>
<td>Close a meeting</td>
<td>Adjourn</td>
<td>I move to adjourn.</td>
<td>Second - Majority No debate</td>
</tr>
<tr>
<td>WHAT DO I WANT TO DO?</td>
<td>MOTION TO USE</td>
<td>SAMPLE WORDING OF MOTION</td>
<td>PERTINENT FACTS VOTE REQUIRED</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------</td>
</tr>
<tr>
<td>Set a time for a continuation of the present meeting</td>
<td>Fix the time to which to adjourn</td>
<td>I move that when the meeting adjourns, it adjourn to meet again at 7 p.m. next Wednesday.</td>
<td>Second - Majority No debate</td>
</tr>
<tr>
<td>Verify a voice vote</td>
<td>Division of the assembly</td>
<td>Division! (or) I call for a division!</td>
<td>No second or vote No debate</td>
</tr>
<tr>
<td>Do something the rules prohibit or take up a question out of proper order</td>
<td>Suspend the rules</td>
<td>I move to suspend the rules that prevent our completing action on this item before adjourning.</td>
<td>Second - no debate Majority for standing rule; 2/3 for rule of order</td>
</tr>
<tr>
<td>Allow members an opportunity to reverse an affirmative vote taken on a motion.</td>
<td>Rescind</td>
<td>I move to rescind the vote adopted at the last meeting to donate $500 to the Boy Scouts.</td>
<td>Second - 2/3 or Majority with notice or majority of entire membership</td>
</tr>
<tr>
<td>Allow members to take another look at a decision they made.</td>
<td>Reconsider</td>
<td>Having voted on the prevailing side, I move to reconsider the vote on the motion that we buy a popcorn machine.</td>
<td>Second - Majority</td>
</tr>
</tbody>
</table>
MORE LITTLE THINGS THAT COUNT

• Remember that it’s a member’s motion or debate that isn’t in order — never the member.

• If a voice vote is inconclusive, retake the vote by rising (standing). Say, The chair is in doubt. We will take another vote. Those in favor of ...will rise. (Observe number standing.) Be seated. Those opposed will rise. (Observe number standing.) Be seated. (Announce the result.)

• If an inconclusive vote retaken by rising is still inconclusive, take a counted vote. Say, The chair is still in doubt. We will retake the vote and count it. Those in favor of ... will rise and remain standing until the votes have been counted. (When count is completed.) Be seated. Those opposed will rise and remain standing until the votes have been counted. (When count is completed.) Be seated. There are ___ votes in the affirmative and ___ votes in the negative. The motion is adopted (lost).

• If a question of privilege is raised, decide what to do and take the action. For example, A question of privilege has been raised regarding the street noise. Mrs. Ima Bohr, please close the window.

• If the orders of the day are called for and an important motion has been made (and seconded) that you think should be completed before moving on to other business or adjournment, say, If there is no objection, we will consider the motion to _____________ before proceeding to the orders of the day. (Pause.) Hearing no objection, the question is on the motion to _____________. If there is an objection, take a vote. Two-thirds of those who vote must agree not to proceed to the orders of the day.

• If a member calls out, Question or, I move the previous question or, I move to stop debate and there’s a second, take a vote first to see if two-thirds wish to stop debate. Then take a vote on the pending question(s).
Committees are the backbone of the accomplishments of an organization. They promote the official programs and support the various technical aspects of efficient organizational operation.

Contrary to popular belief, a camel is not a horse designed by a committee ...NOR is it true that a committee saves minutes and wastes hours. It is true, however, the world was so loved that building the ark was entrusted to Noah instead of being assigned to a committee.

It’s usual in deliberative assemblies to have preliminary work done by committees. So, standing committees are very important to a proactive organization.

For that reason, it’s customary for organizations to put their vice-president(s) and president-elect in charge of their most important standing committees. These committees vary from organization to organization depending on their objectives. They range from program, membership, and extension to finance, budget, and building. Each organization decides which committees are most important to it and specifies in the bylaws the ones the vice-president(s) and president-elect will chair.

A committee must meet together in order to transact business. As committee chairman, you’ll be expected to call the committee together. The meeting notice should be sent to all committee members and ex-officio member(s). It should include the date, time, and location of the meeting — and at least a tentative agenda.

When the committee meets, if a quorum is present the chairman opens the meeting and may appoint a member to record what is done in the meeting.
Small committee meetings (not more than about a dozen members) are conducted in a much less formal manner than regular meetings of the assembly. The rules of the assembly, as far as possible, apply in a committee. However, there are some differences.

**In small committee meetings:**

- The committee chairman usually takes the most active part in the discussion and work of the committee.

- The chairman may make motions, debate and vote.

- Discussion may take place without the formality of a motion’s being made.

- A second is not necessary on motions.

- Members are not required to stand while speaking.

- Votes are most often taken by unanimous consent.

- Normal rules of debate are relaxed. There is no limit to the length or number of times members may speak on a given matter.

- The motion to reconsider a vote previously adopted can be made by any member who did not vote on the losing side. Therefore, a member who was not at the meeting when the vote was taken may move to reconsider that vote.

- The motion to reconsider is in order regardless of the amount of time that has elapsed; a 2/3 vote is required to adopt the motion to reconsider unless all members of the committee who voted with the prevailing side are present or have been notified that the reconsideration will be moved.
If the committee originates a resolution, it votes on amendments to each paragraph of the draft resolution; it doesn’t vote on the separate paragraphs, but when all amendments have been made, it votes on the adoption of the amended resolution. When there is a preamble, it’s considered last.

If a resolution is referred to the committee by the assembly, the committee cannot alter the text. It must submit the original paper intact with the amendments written on a separate sheet. These amendments may be in the form of a substitute.

The committee report consists of what was agreed to by a majority of the members present at the meeting. Whatever is NOT agreed to cannot form a part of its report.

The minority also may be permitted to submit their views in writing, either together or each member separately. Their reports can only be acted upon by the assembly’s voting to substitute one of them for the report of the committee.

Standing committees report only to the assembly. They’re not required to report to the executive board, unless the organization has adopted such a special rule. Since the vice-president and president-elect usually are members of the executive board, it’s customary for them to report their activities in board meetings.

If such a report is made, it is for information only. The executive board has no authority to change any part of the report or alter any recommendation(s) the committee plans to make to the assembly. It is always good to have the executive board endorse your committee’s recommendation(s), but it isn’t necessary to have that endorsement.
In a regular meeting, the vice-president(s) and president-elect report for their committees when the presiding officer calls for standing committee reports. The presiding officer (chair) will call for reports from standing committees immediately following the report of the executive board.

Chair: The next business in order is reports of standing committees. Chairman Ima Goodsport will report for the social and economic development committee.

Goodsport: The social and economic development committee met to consider planning a special project to assist unemployed women who are striving to enter or reenter the workforce. By direction of the committee I move that a four-hour seminar be held on August 12 at the Stanford Settlement House with no registration fee to be charged the attendees. [Since the recommendation is coming from a committee with more than one member, a second is not necessary.]

Chair: The question is on the adoption of the committee’s recommendation to _______________. (Repeat motion) Is there discussion on the recommendation?

Greenstuff: [After recognition.] I move to amend the motion by adding, “total cost to the club not to exceed $100.” (Second.)

Chair: It is moved and seconded to amend by adding “total cost to the club not to exceed $100.” Is there discussion on the amendment? (Silence.) Those in favor of the amendment will say, aye. [Pause.] Those opposed will say, no. [Pause.] There is not a majority in the affirmative. The amendment is lost. Is there further discussion on the motion? (Silence.) Those in favor of the committee recommendation to hold a four-hour _______________ [Repeat recommendation.] Will say, aye. [Pause.] Those opposed will say, no. [Pause.] The ayes have it and the committee will schedule the seminar.
As noted on page 13, committee members in the minority may report their views when the committee chairman makes the committee report.

Chair: Is the building committee ready to report on the damage to the society building roof?

Chickabiddy: The building committee investigated the damage to the society building roof and found extensive damage. The committee recommends adoption of the following resolution: “Resolved, That this committee be authorized to solicit bids for repair of the society building roof and award a contract for same, provided that, without additional authorization, the cost shall not exceed $5,000.” Signed Buttercup Chickabiddy, Chairman. The minority of the committee wishes to present its views in a separate report. On behalf of the committee, I move the adoption of the resolution just read.

Chair: If there is no objection, the report of the minority will be heard at this time. (Silence.) Hearing none, the chair calls on Heddy Strong to present the views of the minority.

Strong: The undersigned, a minority of the committee, not agreeing with the majority, desire to express their views in the case of awarding a contract for repair of the roof. Since our building is 85 years old and serious consideration has been given to buying a new one, it’s the view of the minority that we would be needlessly pouring money into repair of the roof. The rainy season isn’t due for another eight months. This will give us plenty of time to move into a new building. For these reasons, we recommend the roof repair not be approved and that a committee be appointed to search for a new building. Signed Heddy Strong and Goldie Greenstuff.
Chair: The minority report is for your information only. The question before you is the committee’s recommendation that the committee be authorized ... (State recommendation.) Is there discussion? (Silence.) Those in favor of repairing the club house roof will say, aye. (Pause.) Those opposed will say, no. (Pause.) The noes have it and the committee is not authorized to proceed with repair of the roof.

**Little Known Facts**

- A committee has no power to punish its members for disorderly conduct. Its recourse is to report the facts to the assembly.

- No allusion can be made in the assembly to what has occurred in committee, except by a report of the committee or by unanimous consent.

- The committee must meet on the call of any two of its members, if the chairman is absent or declines to call such a meeting.

- When a committee adjourns without appointing a time for the next meeting, it is called together in the same way as its first meeting.

- When a committee adjourns to meet at another time, it is not necessary (though usually advisable) to notify absent members of the adjourned meeting.
## 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.

<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>Adjourn</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>Yes</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>Yes</td>
<td>Yes</td>
<td>M</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

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.