

## APPENDIX "B"

### Order of Precedence and Rules Governing Common Motions

All referenced page numbers below refer to Lochrie, James, editor. *Meeting Procedures, Parliamentary Law and Rules of Order for the 21<sup>st</sup> Century*. The Scarecrow Press Inc. Lanham, Maryland and Oxford, 2003.

#### 1. Order and Precedence of Motions (P. 49)

The order in which motions shall take precedence over one another, in declining order, is set out as follows. Each Motion takes precedence over those that are below it in this list.

- a. Main Motion;
- b. Postpone Indefinitely;
- c. Amend;
- d. Refer to a Committee;
- e. Postpone to a Certain Time (Defer);
- f. Limit and Extend Limits of Debate;
- g. Close Debate;
- h. Postpone Temporarily;
- i. Raise a Question of Privilege - Individual;
- j. Raise a Question of Privilege - Assembly;
- k. Recess;
- l. Adjourn; and
- m. Fix the Time for a Continued Meeting.

#### 2. Main Motion (P. 50)

- a. A Main Motion:
  - i. Must be seconded;
  - ii. Is debatable;
  - iii. Is amendable; and
  - iv. Requires a Majority Vote of the Members present.
- b. A Motion to Amend a Previous Decision: (P. 55)
  - i. Must be seconded;
  - ii. Is debatable;
  - iii. Is amendable; and

- iv. Requires the same vote as originally required [Majority Vote or Two-Thirds (2/3) Vote].
  - c. A Main Motion to Reconsider a Vote: (P. 58)
    - i. Must be seconded;
    - ii. The reasons for reconsidering are debatable;
    - iii. Is not amendable; and
    - iv. Requires a Majority Vote of the Members present.
  - d. A Main Motion to Remove a Decision from a Committee: (P. 61)
    - i. Must be seconded;
    - ii. Is debatable;
    - iii. Is amendable; and
    - iv. Requires a Majority Vote of the Members present.
- 3. Motion to Amend (P. 68)
  - a. A Motion to Amend:
    - i. Must be seconded;
    - ii. Is debatable;
    - iii. Is amendable;
    - iv. Requires a Majority Vote of the Members present; and
    - v. Must be decided (or withdrawn) before the main motion is put to a vote.
- 4. Motion to Postpone Indefinitely (P. 74)
  - a. A Motion to Postpone Indefinitely:
    - i. Must be seconded;
    - ii. Is debatable;
    - iii. Is not amendable; and
    - iv. Requires a Majority Vote of the Members present.
- 5. Motion to Refer to a Committee (P. 76)
  - a. A Motion to Refer to a Committee:
    - i. Must be seconded;
    - ii. Is debatable as to why the matter should or should not be referred;

- iii. Is amendable;
- iv. Requires a Majority Vote of the Members present;
- v. Must include the reason(s) for the referral; and
- vi. Must include the time at which the matter is to be returned.

6. Motion to Defer

a. A Motion to Defer:

- i. Must be seconded;
- ii. Is debatable as to why the matter should or should not be deferred;
- iii. Is amendable as to the time or date to which the matter is to be deferred; and
- iv. Requires a Majority Vote of the Members present.

7. Motion to Postpone to a Certain Time (Defer) (P. 81)

a. A Motion to Postpone to a Certain Time:

- i. Must be seconded;
- ii. Is debatable as to why the matter should or should not be postponed/ deferred;
- iii. Is amendable as to the time or date to which the matter is to be postponed/ deferred; and
- iv. Requires a Majority Vote of the Members present.

8. Motion to Postpone Temporarily (P. 84)

a. A Motion to Postpone Temporarily:

- i. Must be seconded;
- ii. Is not debatable;
- iii. Is not amendable; and
- iv. Requires a Majority Vote of the Members present.

9. Motion to Resume Consideration (P. 85)

a. A Motion to Postpone Temporarily:

- i. Must be seconded;
- ii. Is not debatable;
- iii. Is not amendable; and
- iv. Requires a Majority Vote of the Members present.

10. Motion to Limit and Extend Limits of Debate (P. 89)
  - a. A Motion to Limit and Extend Limits of Debate:
    - i. Must be seconded;
    - ii. Is debatable;
    - iii. Is amendable; and
    - iv. Requires a Two-Thirds (2/3) Vote.
11. Motion to Close Debate (P. 91)
  - a. A Motion to Close Debate:
    - i. Must be seconded;
    - ii. Is not debatable;
    - iii. Is amendable; and
    - iv. Requires a Two-Thirds (2/3) Vote.
12. Raise a Question of Privilege – Individual / Assembly (P. 95)
  - a. Raising a Question of Privilege:
    - i. Does not require a seconder to raise a question of privilege;
    - ii. Must be seconded if raised in the form of a main motion;
    - iii. Raising a question of privilege is not debatable;
    - iv. If raised in the form of a main motion, it is debatable;
    - v. The raising of a question of privilege is not amendable;
    - vi. If raised in the form of a main motion, it is amendable;
    - vii. The raising of a question of privilege is ruled on by the presiding officer; and
    - viii. If raised in the form of a main motion, it requires a majority vote.
13. Recess (P. 98)
  - a. Motion to Recess
    - i. Must be seconded;
    - ii. Is debatable;
    - iii. Is amendable; and
    - iv. Requires a Majority Vote of the Members present.

14. Adjourn (P. 100)
  - a. Motion to Adjourn Moved After Time Set for Concluding the Meeting:
    - i. May be made when business is pending;
    - ii. May be made when business is not pending;
    - iii. Must be seconded;
    - iv. Is not debatable;
    - v. Is amendable; and
    - vi. Requires a Majority Vote of the Members present.
  - b. Motion to Adjourn Moved Before the Time Set for Concluding the Meeting:
    - i. Cannot be made when business is pending;
    - ii. May be made when business is not pending;
    - iii. Must be seconded;
    - iv. Is debatable (restricted);
    - v. Is amendable; and
    - vi. Requires a Majority Vote of the Members present.
15. Fix the Time for a Continued Meeting (P. 102)
  - a. Motion to Fix the Time for a Continued Meeting:
    - i. Must be seconded;
    - ii. Is debatable;
    - iii. Is amendable; and
    - iv. Requires a Majority Vote of the Members present.

## **Incidental Motions**

1. Point of Order (P. 108)
  - a. A Point of Order:
    - i. Does not require a seconder;
    - ii. Is not debatable if decided by the Presiding Officer;
    - iii. Is debatable if decided by Council;
    - iv. Is not amendable;
    - v. If decided by the Presiding Officer, does not require a vote; and

- vi. If decided by Council, require a Majority Vote of the Members present.
- 2. Appeal a Decision of the Presiding Officer (P. 110)
  - a. A Motion to Appeal a Decision of the Presiding Officer:
    - i. Must be seconded;
    - ii. Is not debatable if the underlying motion to which the appeal is applied to is not debatable then the appeal is not debatable;
    - iii. Is not amendable;
    - iv. Requires a 50% vote or higher to sustain the decision of the Presiding Officer; and
    - v. Requires a Majority Vote in the negative to overturn the decision of the Presiding Officer.
- 3. Suspend the Rules (P. 113)
  - a. A Motion to Suspend the Rules:
    - i. Must be seconded;
    - ii. Is not debatable;
    - iii. Is not amendable; and
    - iv. Requires a Two-Thirds (2/3) Vote.
- 4. Request to Withdrawal a Motion (P. 120)
  - a. A Motion to Request to Withdrawal a Motion:
    - i. Must be seconded;
    - ii. Is not debatable;
    - iii. Is not amendable; and
    - iv. Requires a Majority Vote of the Members present.