

## SUMMARY RULES OF ORDER SAMPLE

MOTION	DESCRIPTION	NEED SECONDER	NO DEBATE	MAJORITY NEEDED	NOTE
MAIN MOTION	To get the meeting to take some kind of action	☐		Simple	All other motions apply. If amended, vote must be taken on main motion as amended.
To AMEND	To make some change to the main motion without changing its intent	☐		Simple	Close debate motion applies. Vote on amendment(s) must pass or fail before discussion on main motion can resume.
To REFER	To refer the main motion to another body for consideration	☐		Simple	Amend, reconsider, close debate motions apply
To CLOSE DEBATE (call the question)	To close debate on the motion under discussion	☐	☐	2/3	Someone who has already spoken on the motion cannot move to close debate. May be used to close debate on any motion. Exceptions: motions to table, withdraw or appeal.
To TABLE	To postpone consideration of a motion, usually to a stated time	☐	☐	Simple	
To WITHDRAW (moved by mover and requires permission of seconder)	To withdraw any motion under consideration	☐ seconder's permission	☐		No vote required unless there is an objection to withdrawal
To APPEAL	To appeal a decision of the Chair	☐	☐	Simple	Mover states reason for the appeal, then Chair states reason for decision. Vote taken to uphold or not the decision of Chair.
POINT OF ORDER	To correct an error in the conduct of the meeting		☐		Point is decided by the Chair, subject to appeal. May also be used as a point

					of information where the mover asks for clarification.
POINT OF PRIVILEGE	To propose a motion or request the Chair on a matter that may affect integrity, comfort, rights or privileges of the meeting or individuals		□		Point is decided by Chair, subject to appeal. Any resulting motion (if permitted by Chair) is debated.
To CLOSE	To end the meeting	□		Simple	The Chair may close the meeting without a motion when all the business is done, there is no quorum, or it's impossible to conduct business.
To ADJOURN	To adjourn the meeting to a future time, date and place.	□		Simple	No business shall be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.