



PARLIAMENTARY PROCEDURES

Introduce a business item	"I move that"
Withdraw a business item	"I withdraw my motion."
Change a business item	"I move to amend the motion by (adding, striking out, inserting) the words...."
Stop the discussion and vote	"I move the previous question."
Postpone a business item	"I move to postpone this matter until....(provide a date/time)"
Limit or extend the discussion	"I move to limit discussion to (time or number of speakers)."/"I move to extend discussion"
Refer item to committee	"I move to refer this matter to committee." (either specify a committee or a new one to be selected)
To kill a motion without voting	"I move to postpone indefinitely."
Move on to an urgent item	"I move to lay all pending matters on the table in consideration of a more important topic"
To bring back an item that's already been voted on	"I move to reconsider the vote on the motion." (must have voted on the winning side)
Request a break	"I move that we recess for...."
Request more information	"Point of information." (state question)
Complain about heat, noise, etc	"I rise to a question of privilege." (state issue)
Appeal Chair's Decision	"I appeal the decision of the chair."
Protest a rules violation	"I rise to a point of order."
Temporarily suspend rules	"I move to suspend the rules so that...."

[www.uaex.uada.edu/business-communities/leadership/parlipro.aspx](http://www.uaex.uada.edu/business-communities/leadership/parlipro.aspx)