

Parliamentary Procedures Simplified



WSPTACon2022

May 20 - 22



To Do This:	Go to mic	After acknowledgment by the chair, state your name and PTA name and number, and say:	Do you need a second?	Is it open to debate?	Can it be amended?	What vote is needed?
Speak in favor (pro)	1	<i>Give your speech; 90 seconds limit</i>				
Speak against (con)	2	<i>Give your speech; 90 seconds limit</i>				
Make a motion	1	<i>I move to...</i>	Yes	Yes	Yes	Majority
Amend a motion	1	<i>I move to amend the motion by...</i>	Yes	Yes	Yes	Majority
Extend debate	1	<i>I move to extend debate by # speakers pro and con.</i>	Yes	No	Yes	2/3
End debate and amendments	1	<i>I move the previous question.</i>	Yes	No	No	2/3
Study a question in more detail	1	<i>I move to refer the matter to committee.</i>	Yes	Yes	Yes	Majority
Postpone discussion until a specific time	1	<i>I move to postpone the discussion until...</i>	Yes	Yes	Yes	Majority
Suspend rules temporarily	1	<i>I move to suspend the rules so that...</i>	Yes	No	No	2/3
Call an intermission	1	<i>I move that we recess for # minutes.</i>	Yes	No	Yes	Majority
Adjourn a meeting	1	<i>I move that we adjourn.</i>	Yes	No	No	Majority
Ask a question for information	3	<i>I have a point of information... (make your request for information about the active motion.)</i>	No	No	No	No vote
Ask a question about the rules or process	3	<i>I have a parliamentary inquiry... (state your question regarding rules or process)</i>	No	No	No	Chair decision
Appeal a ruling by the chair	3	<i>I appeal the chair's decision.</i>	Yes	Yes	No	Majority
Complain about noise, etc.	3	<i>I have a point of privilege that... (state your concern)</i>	No	No	No	Chair decision
Protest breach of rules or conduct	3	<i>I make a point of order that... (state which rules may have been broken)</i>	No	No	No	Chair decision