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| **Parliamentary Procedure Simplified** |

**Debate**

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| **To do this:** | **Go to Mic:** | When called on by the chair, **state your name and PTA name and number**, and: |
| Speak in favor (pro) | Pro | Give your speech; 90-second limit |
| Speak against (con) | Con | Give your speech; 90-second limit |

**Ranking motions – from Motions Microphone**

A motion in this list cannot be made if a motion above it is currently on the floor.

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| **To do this:** | **Wording of motion:**  (If called on by the chair, **state your name and PTA name and number**, and say:) | **Needs a second?** | **Open to debate?** | **Can be amended?** | **What vote is needed?** |
| Adjourn a meeting | *I move that we adjourn.* | Yes | No | No | Majority |
| Call an intermission | *I move that we recess for \_\_\_\_ minutes.* | Yes | No | Yes | Majority |
| End debate and amendments | *I move the previous question.* (OR: *I move to close debate.)* | Yes | No | No | 2/3 |
| Extend debate | *I move to extend debate by \_\_\_\_ minutes.* | Yes | No | Yes | 2/3 |
| Postpone discussion until a specific time | *I move to postpone the discussion until…* | Yes | Yes | Yes | Majority |
| Study a question in more detail | *I move to refer the matter to the \_\_\_\_\_\_ committee.* | Yes | Yes | Yes | Majority |
| Amend a motion | *I move to amend the motion by…* | Yes | Yes | Yes | Majority |
| Main motion | *I move to…* | Yes | Yes | Yes | Majority |

**Other Motions (Non-Ranking or Incidental Motions) – from Motions Microphone**

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| **To do this:** | **Wording of motion:**  (If called on by the chair, **state your name and PTA name and number**, and say:) | **Needs a second?** | **Open to debate?** | **Can be amended?** | **What vote is needed?** |
| Suspend rules temporarily | *I move to suspend the rules so that…* | Yes | No | No | 2/3 |

**Questions, points of order, appeals – from Information Microphone**

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| **To do this:** | **When called on by the chair, say:** | **Needs a second?** | **Open to debate?** | **Can be amended?** | **What vote is needed?** |
| Ask a question for information | *I have a request for information. (Ask your question about the pending motion.)* | No | No | No | No vote |
| Ask a question about the rules or process | *I rise to a parliamentary inquiry. (Ask your question regarding rules or process.)* | No | No | No | No vote |
| Complain about noise, etc. | *I rise to a question of privilege.*  *(State your concern.)* | No | No | No | No vote |
| Protest breach of rules or conduct | *Point of order!* (S*tate which rules may have been broken or are not being enforced.)* | No | No | No | No vote |
| Appeal a ruling by the chair | *I appeal the chair’s decision.* | Yes | Yes\* | No | Majority |

\* Unless it relates to a breach of the rules of speaking or to the order of business taken up.