

Parliamentary Procedure Simplified

Debate

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 Mic	Give your speech; 90-second limit
Speak against (con)	Con Mic	Give your speech; 90-second limit

Ranking motions – from MOTIONS MICROPHONE

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

To propose:	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>I move that we adjourn.</i>	Yes	No	No	Majority
Call an intermission	<i>I move that we recess for __ minutes.</i>	Yes	No	Yes	Majority
End debate and amendments	<i>I move the previous question. (OR: I move to close debate.)</i>	Yes	No	No	2/3
Extend debate	<i>I move to extend debate by __ minutes speakers pro and con.</i>	Yes	No	Yes	2/3
Postpone discussion until a specific time	<i>I move to postpone the discussion until...</i>	Yes	Yes	Yes	Majority
Study a question in more detail	<i>I move to refer the matter to the __ committee.</i>	Yes	Yes	Yes	Majority
Amend a motion	<i>I move to amend the motion by...</i>	Yes	Yes	Yes	Majority
Main motion	<i>I move to...</i>	Yes	Yes	Yes	Majority

Non-Ranking motions – from MOTIONS MICROPHONE

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>I move to suspend the rules so that...</i>	Yes	No	No	2/3
Protest breach of rules or conduct	<i>Point of order!</i> (And then state which rules may have been broken or are not being enforced.)	No	No	No	No vote
Appeal a ruling by the chair	<i>I appeal the chair's decision.</i>	Yes	Yes, usually	No	Majority

Requests & Inquiries – from INFORMATION MICROPHONE

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	(Ask your question about the pending motion.)	No	No	No	No vote
Ask a question about the rules or process	(Ask your question regarding rules or process.)	No	No	No	No vote
Complain about noise, etc.	(State your concern.)	No	No	No	No vote