

**Main Motion:**

Member: Mr. President  
Chair: [Recognizes member]  
Member: I move to.... (Second)  
Chair: It is moved and seconded to \_\_\_\_\_. Is there any debate?  
[Debate]

**Unanimous Consent:**

Chair: Is there any objection to \_\_\_\_\_. [Pause].  
Hearing no objection, the motion to \_\_\_\_\_ is adopted.  
We will \_\_\_\_\_.

**Postpone Indefinitely:**

Member: I move the motion be postponed indefinitely. (Second)  
Chair: It is moved and seconded to postpone the motion  
indefinitely. Is there any debate? [Debate]

**Amend:**

Member: I move to amend the motion by... (Second)  
Chair: It is moved and seconded to amend the motion by.... If the  
amendment is adopted the main motion will read... Is  
there any debate on the amendment to ....?

**Postpone:**

Member: I move to postpone the main motion until....(Second)  
Chair: It is moved and seconded to postpone the main motion  
until.... Is there any debate on the motion to postpone?

**Limit or extend limits of debate:**

Member: I move to limit/extend the debate limits for... (Second)  
Chair: It is moved and seconded to extend/limit the debate to...  
Are there any amendments? (Not debatable)

**Refer:**

Member: I move to refer this motion to \_\_\_\_\_.  
(Consider: standing or ad hoc, committee #, how elected,  
who is chair, when to report)

**Previous Question:**

Member: I move the previous question. (Second)  
Chair: It is moved and seconded to close debate. Those in favor  
of the motion to close debate please rise/raise your hand.  
[Pause] Be seated/lower your hands. Those opposed will  
rise/raise your hand. [Pause] [Announce result]

**Recess:**

Member: I move to recess for \_\_\_\_ minutes. (Second)  
Chair: It is moved and seconded to recess for \_\_\_\_.

**Adjourn:**

Chair: Is there any further business to come before the assembly? [Or]

Member: (with business pending) I move we adjourn. (Second)

Chair: It is moved and seconded to adjourn. [Not amend/debate.]

Member: (no business pending) I move we adjourn. (Second)

Chair: It is moved and seconded to adjourn. Is there any debate?

**Parliamentary Inquiry:**

Member: Parliamentary inquiry?

Chair: The member may state his/her inquiry.

Member: [Example] Is the motion to adjourn now in order?

Chair: [Answers question.]

**Request for Information:**

Member: Request for information.

Chair: The member may state his/her request.

Member: [Asks question.]

Chair: [Answers question.]

**Point of Order:**

Member: Point of Order!

Chair: The member may state his/her request.

Member: [Asks question.]

Chair: [Answers question.]

**Suspend the Rules:**

Member: I move to suspend the rules and \_\_\_\_.

[Not state rule being suspended, state what want to do.]

**Appeal:**

Member: I appeal the decision of the chair (Second)

Chair: The decision of the chair has been appealed.

Member: [States the reason for appeal.]

Chair: [Chair may speak first and last in debate to explain ruling.]

The question is shall the decision of the chair be sustained? –OR– “Shall the decision of the chair stands as the judgement of the assembly?

(Those in favor of sustaining the chair's decision, say aye. [Pause] Those opposed to sustaining the decision of the chair, say no. [Pause] [Announces result])