

MOTIONS AT-A-GLANCE – HOD SECOND SESSION
HOW TO PRESENT COMMONLY USED MOTIONS AT THE HOUSE OF DELEGATES

Based on selected motions from the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* and the *MMS Procedures of the HOD.*
(MMS-Specific Motions)*

If you wish to:	State:
*Refer item to the Board of Trustees (BOT) for decision.	"I move that this item be referred to the BOT for Decision."
*Refer item to the BOT for a report back/recommendation to the HOD.	"I move that this item be referred to the BOT for report back." [If timing specified, recommend 1 year unless extenuating circumstances.]
*Refer item to MMS Committee on Ethics, Grievances, and Professional Standards.	"I move that this item be referred to the Committee on Ethics, Grievances, and Professional Standards."
Close debate and vote immediately. (Also known as "Call the question")	"I move to close debate and vote immediately on..." [Qualify whether it is on all pending motions or just the current motion.]
Propose an amendment to the main motion.	"I would like to propose an amendment: <i>[Please allow staff to project your form]</i> I move to amend the main motion by <i>[for example]</i> addition/deletion/substitution..." <i>Amendments over three words: Delegates MUST complete a printed amendment form. Available on tables. Bring to "Amendments" Staff Table in Ballroom.</i>
Propose an amendment to the amendment. (i.e., a delegate has proposed an amendment, and you want to propose an amendment to that. Also known as "secondary amendment.")	"I move a secondary amendment by addition/deletion/substitution..." <i>During the meeting, secondary amendments over three words: Delegates MUST complete a printed amendment form. (See above.)</i>
Restore the original (amend the reference committee version by restoring the original).	"I would like to propose an amendment: I move to amend the reference committee version by restoring the original language."
To separate a multi-part item.	"I request to divide the question."
Dispose of a main motion without any (or further) debate and without a direct vote.	"I move that this motion be tabled."
Put off consideration/further consideration of a pending main motion until a specific time (within same meeting).	"I move to postpone discussion of this item until... [after lunch, the last item for this reference committee, etc]."
Limit/extend debate.	"I move to limit/extend debate to..."
Suspend the rules.	"I move to suspend the rules and... so that... [state reason in just a couple words]"
Interrupting Motions:	State:
Point (or point of order)	State: "Point" or "Point of Order." <i>(Purpose: for a violation or potential violation of parliamentary procedure. That is, you think the chair may have made a mistake and needs to be corrected.)</i>

Appeal	State: "I appeal the decision of the chair." <i>(Purpose: Any decision of the presiding officer involving judgement can be appealed to allow the assembly to decide. For example, if someone has raised a point of order and you disagree with the judgement of the chair, you can appeal.)</i>
Parliamentary inquiry	State: "I have a parliamentary inquiry." <i>(Purpose: Is a question about parliamentary procedure that needs an immediate response before the entire assembly.)</i>
Factual inquiry	State: "I have a factual inquiry." <i>(Purpose: Is a request for substantive information. For example, a request for factual information related to a topic of debate.)</i>
Reconsider	State: "I move to reconsider ..." <i>(Purpose: Is to request whether the assembly would like to reconsider an item previously voted on at the meeting.)</i>
Question of privilege	State: "I rise to a question of privilege." <i>(Purpose: Is a timely request to address members' rights, reputation, conduct, safety, or convenience. For example, "Please turn up the audio in the room; it is difficult to here.")</i>
For complete list of motions and additional information, please see <i>The American Institute of Parliamentarians Standard Code of Parliamentary Procedure</i> (2012). McGraw Hill.	

This is the *hierarchy* of the various motions that delegates can make during the meeting. The authority of each motion increases at each step up the pyramid. For example, if a delegate makes a motion to table an item (highest order), it would not be in order for another delegate to make a motion to amend the item.



*** Not Debatable**