

## DFL Parliamentary Procedure At A Glance

**Priority Motions:** The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT ?	2ND ?	DEBATE ?	AMEND ?	VOTE ?
Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
Take break	I move to <b>recess</b> for (or until)...	No	Yes	No	Yes	Majority
Register an urgent request	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
Limit or extend debate	I move that <b>debate be limited</b> to (or extended to)...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to <b>postpone the motion</b> to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
Reconsider an earlier vote	I move <b>reconsideration</b> of	No	Yes	Yes	No	2/3

**Incidental Motions** – no order of precedence. Arise incidentally and are decided immediately

YOU WANT TO:	YOU SAY:	INTERRUPT ?	2ND ?	DEBATE ?	AMEND ?	VOTE ?
Enforce rules	<b>Point of Order</b>	Yes	No	No	No	None
Appeal ruling	I <b>appeal</b> the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to <b>suspend the rules</b> for the purpose of	No	Yes	No	No	2/3
Split a motion into two or more parts	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
Demand a counted vote	<b>Division</b>	Yes	No	No	No	None
Question Parliamentary procedure	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
Request for information	<b>Request for information</b>	Yes	No	No	No	None

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**Motions classified according to purpose:**

**To bring before the body:**

Move an action or resolution for consideration. Requires majority vote.

**To modify a motion:**

Amend. add and/or delete words in the main motion. Requires majority vote.

**To suppress debate or hasten action:**

Previous question. A motion to close debate immediately. Requires recognition of the mover by the chair and a 2/3 vote.

Limit debate. Move to limit to a specific time or number of speakers. Requires 2/3 vote.

Suspend rules for the purpose of \_\_\_\_ Change established agenda or rules. Requires 2/3 vote.

**To delay action:**

Postpone to a definite time. Requires majority vote.

Refer to committee. Refer for study and report to the body at a later time. Requires majority vote.

**To prevent action:**

Postpone indefinitely. Under typical DFL rules, the motion "Table" is treated as a motion to Postpone Indefinitely, which makes it debatable. Kills the motion. Requires majority vote.

Withdraw a motion. Requires majority vote.

**To consider more carefully:**

Extend debate. Requires majority vote.

Divide question. Divides motion into distinct parts, each voted on separately. Requires majority vote.

Demand a counted vote. Used when the results of a voice vote are in doubt.

**To change a decision:**

Reconsider. Maker of motion must have voted on the prevailing side. Requires 2/3 vote.

Rescind Something Previously Adopted. Maker of motion must have voted on the prevailing side. Requires 2/3 vote.

**To maintain rules and order:**

Question of privilege. Pertains to noise, personal comfort, etc May not be used to continue debate.

Point of order. May not be used to continue debate.

Appeal from decision of chair. Question a ruling of the chair.

Parliamentary inquiry. Question parliamentary procedure on an issue.

Request for Information: Generally applies to information desired from the chair :

**To close a meeting:**

Adjourn. Ends all business for this meeting. The convention rules may limit when this is in order.

Recess. Meeting will continue its business at a later time.

Note: This is a brief presentation of the most commonly used actions in a DFL meeting and is not intended to be definitive. Refer to the State Central Committee Rules and *Robert's Rules of Order Newly Revised*, 11th ed. or <http://www.robertsrules.com>.