

Motions Commonly Used by the Assembly

Type of Motion (<i>What do I say?</i>)	Interrupt ?	Second ?	Debate ?	Amend ?	Vote ?	Reconsider ?	
MAIN MOTIONS - used to bring new business before the Assembly (no other main motion may be pending)							
<i>"I move to/that . . ."</i> General wording used to take an action	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed	
Introduce Business <i>"I move to approve . . ."</i> to introduce business for approval	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed	
Introduce an AIM <i>"I move to accept . . ."</i> to intro an Assembly Information Memo	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed	
Continue a Public Hearing <i>"I move to continue . . . on . . ."</i> to continue a public hearing & action on an item to a later date	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed	
Override Mayor Veto <i>"I move to override Mayor's veto"</i> made within 21 days of Mayor's veto (or by written notification to Clerk)	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Super Majority Vote	Allowed within 21 days	
L-O-T-T Ordinance (public hearing) <i>"I move to introduce . . ."</i> intro for public hearing at future meeting	Cannot interrupt	Needs 2 nd & 3 rd	Debate Allowed	Amend Not Allowed	No Vote	Reconsider Allowed	
L-O-T-T Resolution (public hearing) <i>"I move to introduce . . ."</i> intro for public hearing at future meeting	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Majority Vote	Reconsider Allowed	
L-O-T-T All Other Items <i>"I move to lay on the table . . ."</i> including AR's with NO public hearing	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Super Majority Vote	Reconsider Allowed	
SUBSIDIARY MOTIONS – can be applied to another motion to modify it / delay action / dispose of it							
Amend <i>"I move to amend . . . by . . ."</i> to modify wording of the motion	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed	
Call the Question <i>"I call the question"</i> to close debate and vote on the motion	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Not Allowed	Super Majority Vote	Reconsider Allowed	
Extend/Limit Debate <i>"I move the debate be extended to . . ." (or limit debate to . . .)"</i> to extend debate time (or limit debate)	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Allowed	Super Majority Vote	Reconsider Allowed	
Postpone to a Certain Time	<i>"I move to postpone . . . to . . ."</i> to take a motion up at another meeting	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
	<i>Can act as an incidental main motion</i>						
Postpone Indefinitely	<i>"I move to postpone indefinitely."</i> to kill a motion without voting against it	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Majority Vote	Only on a vote to postpone that passed
	<i>Can act as an incidental main motion</i>						
Refer to Committee	<i>"I move to refer . . . to . . ."</i> to send a proposal to another group to review, discuss, & make recommendations	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
	<i>Can act as an incidental main motion</i>						

Chart of Common Motions – cont'd

Type of Motion (<i>What do I say?</i>)		Interrupt ?	Second ?	Debate ?	Amend ?	Vote ?	Reconsider ?
PRIVILEGED MOTIONS – unrelated to current motion but are urgent & considered immediately							
Adjourn	<i>"I move that the meeting adjourn."</i> to end the meeting	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Not Allowed	Majority Vote	Cannot Reconsider
Recess	<i>"I move to recess for . . ."</i> to take a short break	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Allowed	Majority Vote	Cannot Reconsider
Raise a Question of Privilege	<i>"I request a point of personal privilege."</i> to bring up a matter pertaining to the rights of a member or of the body	Can interrupt	Second Not Needed	Debate Not Allowed	Amend Not Allowed	Chair Decides	Cannot Reconsider
Call for the Orders of the Day	<i>"I call for the orders of the day"</i> to request returning to order of business Note: <i>"Change the Order of the Day" is a main motion to change order of the agenda</i>	Can interrupt	Second Not Needed	Debate Not Allowed	Amend Not Allowed	Must be enforced on demand of one member unless 2/3 vote sets it aside	
INCIDENTAL MOTIONS – arise incidentally / connected to other motions or are procedural motions							
Point of Order	<i>"Point of order. . ."</i> to claim a mistake has been made (The Chair rules on the claim)	Can interrupt	Second Not Needed	Debate Not Allowed	Amend Not Allowed	No Vote	Cannot Reconsider
Request for Information	<i>"Point of information. . ."</i> to <u>request</u> info relevant to the debate (The Chair responds to the request)	Can interrupt	Second Not Needed	Debate Not Allowed	Amend Not Allowed	No Vote	Cannot Reconsider
Objection to Consider a Question	<i>"I object to consideration of this matter."</i> to object to considering an improper motion	Until debate has begun	Second Not Needed	Debate Not Allowed	Amend Not Allowed	Super Majority Vote	Only on a vote to sustain the objection
Temporarily Suspend the Rules	<i>"I move to temporarily suspend the rule to . . ."</i> to do something contrary to the rules of order	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Not Allowed	Super Majority Vote	Cannot Reconsider
Appeal - Overruling of the Chair	<i>"I call for a vote on the ruling of the Chair."</i> to appeal a ruling of the Chair	Can interrupt	Second Needed	Debate Allowed	Amend not Allowed	Majority Vote	Reconsider Allowed
Division of a Question	<i>"I move the motion be divided."</i> to divide a motion into two <i>or more</i> parts that can stand alone	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Allowed	Majority Vote	Cannot Reconsider
BRING-BACK MOTIONS – allows Assembly to consider business previously disposed							
Rescind	<i>"I move to rescind . . ."</i> to <u>cancel</u> a motion already adopted	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote if notice if given Supermajority without notice	
Amend Something Previously Adopted	<i>"I move to amend the motion previously adopted . . ."</i> to <u>change</u> a motion already adopted	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote if notice if given Supermajority without notice	
Reconsider a Vote	<i>"I move to reconsider the vote on..."</i> to negate vote & take motion up again (only prevailing side may make motion)	Can interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Majority Vote	