



# Rules of Procedure

Understanding the Language of Assembly Meetings

## Motions Commonly Used by the Assembly

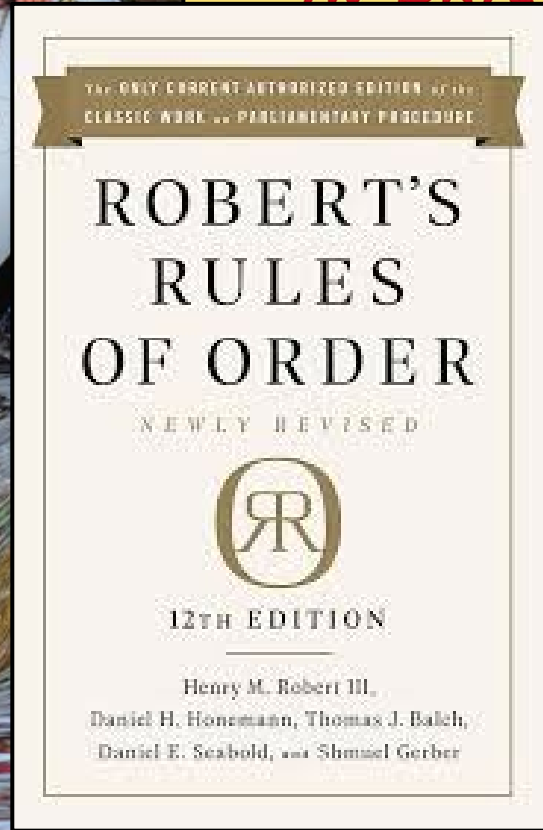
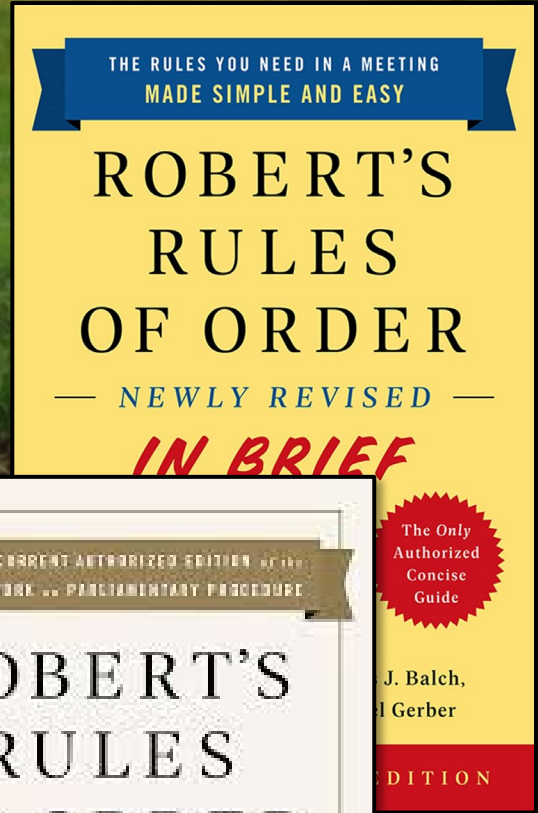
Type of Motion (What do I say?)	Interrupt ?	Second ?	Debate ?	Amend ?	Vote ?	Reconsider ?
<b>MAIN MOTIONS</b> - used to bring new business before the Assembly (no other main motion may be pending)						
"I move to that . . ." General wording used to take an action	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Introduce Business</b> "I move to approve . . ." to introduce business for approval	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Introduce an AIM</b> "I move to accept . . ." to intro an Assembly Information Memo	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Continue a Public Hearing</b> "I move to continue . . . on . . ." 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

### Precedence (Order of Making Motions & Voting)

Lower motions are out of order if made while a higher motion is pending Higher pending motions are voted on before lower pending motions		
<b>Privileged Motions</b>	<b>Adjourn</b>	
	<b>Recess*</b> ✓	
	<b>Raise a Question of Privilege</b>	
	<b>Change Orders of the Day*</b>	
<b>Subsidiary Motions</b>	<b>Call the Question</b>	
	<b>Extend (or Limit) Time of Debate*</b> ✓	
	<b>Postpone to a Certain Time*</b> ✓	
	<b>Commit (or Refer) to Committee*</b> ✓	
	<b>Secondary Amendment</b> (can be used as an appendage motion – see below)	Can be applied to higher motions marked with ✓
	<b>Primary Amendment</b> (can be used as an appendage motion – see below)	Can be applied to higher motions marked with ✓
	<b>Postpone Indefinitely*</b>	
<b>Main Motion</b>	<b>Main Motion</b> – can only be made when no other motion is pending	

\* These motions can also act as Main Motions if no other motion is pending.  
 ✓ Amendment motions are not out of order if applied to any higher motions marked ✓

<b>Incidental Motions</b>	These motions can be made at any time. They are decided/voted on before all motions except privileged motions. <b>Incidental Motions the Assembly commonly uses:</b> Point of Order / Appeal / Suspend Rules / Object to Consideration Point of Information (Request for Information) / Division of a Question ✓
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Picture of our first Anchorage Council (1920)  
& our 1<sup>st</sup> mayor and 1<sup>st</sup> City Clerk

# Bylaws

## Robert's Rules

MUNICIPALITY OF ANCHORAGE

Search or jump to

NOTIFICATIONS SIGN IN HELP

Select Language  
Powered by Google Translate

Anchorage, Alaska | Title 2 - LEGISLATIVE BR... | Chapter 2.30 - RULES OF P... | 2.30.065 - Motions.

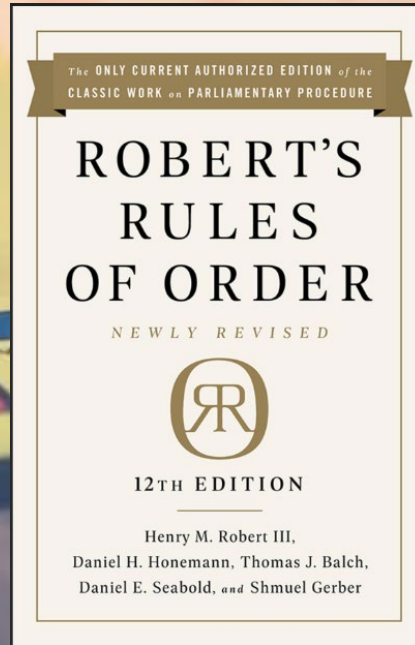
SHOW CHANGES

VERSION: MAY 29, 2025 (CURRENT)

- Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY
  - 2.30.010 - Organization; election of chair and vice-chair.
  - 2.30.020 - Presiding officer.
  - 2.30.025 - Youth representative to the assembly.
  - 2.30.030 - Assembly meetings and premises.
  - 2.30.035 - Meeting agenda.
  - 2.30.036 - Executive sessions.
  - 2.30.040 - Appearance requests and audience participation.
  - 2.30.050 - Introduction of ordinances;

### 2.30.065 - Motions.

- By a member with the floor.* A motion that is in order may be made at any time by a member who has been granted the floor by the chair.
- Rules applicable to specific motions.* Certain motions classified by Robert's Rules as subsidiary shall be considered incidental main motions when made pertaining to an agenda item and there is no main motion pending, including a motion to postpone indefinitely, motion to postpone to a time certain, motion to continue, motion to refer, and similar motions incidental to or related to assembly business on the agenda.
  - Motion to postpone indefinitely.* Any main motion may be postponed indefinitely.
  - Motion to postpone to a time certain.* Any main motion may be postponed to a future meeting date.
  - Motion to lay on the table.* A motion to lay an item on the table may be taken as a motion to amend the current agenda.
  - Motion to change the order of the day.* The assembly may re-order an agenda and take up any item by motion of a member to change the order of the day. A motion to change the order of the day requires a second, and a majority vote.
  - Motion to continue.* A public hearing and action on an item can be continued to any date.
  - Motion to refer.* A motion to refer an item to a committee or department shall also bring the item back to a date specified by the assembly, or to the next regular agenda following the committee's or department's completion of the matter referred.



# Our Agenda

## Our Main Goal Today:

- Most Common Motions

## Helpful to Know:

- Classes of Motions
- Characteristics of Motions
- Precedence

## Basics of the Assembly:

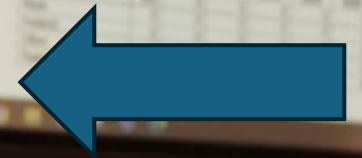
- Agendas
- Members
- Quorum
- Rights & Expectations
- Voting
- What's "Out of Order" mean?



## Assembly Meeting Agendas

1. Call to Order
2. Roll Call
3. Pledge of Allegiance & Land Acknowledgment
4. Minutes of Previous Meetings

## The Anchorage Assembly's Agenda ... *by the numbers*



# Deliberative Assembly

- **Presiding Officer**
- **Chair**
- **Vice-Chair**



# Quorum

**Quorum** = the minimum acceptable number of members needed to make the proceedings of a meeting valid

- **“Seven members of the Assembly shall constitute a quorum”**  
- *Anchorage Municipal Code - Article IV Section 4.04*
- Members can participate & vote by phone with advance approval of the Chair but only if there is a quorum of members ***physically*** present at the meeting.\*



“Point of Information! Making your grandma clean up the Monopoly game is not cool.”



**Any Assembly member has the equal right to:**

- be recognized and have their voice heard
- fully participate in making motions, debating & voting
- understand clearly what is going on - You can always use the motion:

**“Point of Information”**

# Expectations

## Advice on engaging in respectful conduct:

- Refrain from speaking until you are recognized by the Chair.
- Speak **through** your Chair **instead of at** other members.  
*Remember that motions are being debated, not other members.*
- Speak only twice per motion (10-minute time limit each instance).  
*Also, the Chair should allow everyone to speak before you speak again.*
- Do your best to stay on topic. **“Stay germane”**

# Deciding/Voting

- Motion vs Question
- Ties or Chair never decides
- Abstaining is not an option

Questions can be decided by these various ways:

- **Majority Vote**                      7 votes is the magic number, per code
- **Super-Majority Vote**            8 votes is the magic number, per code
- **Unanimous Consent**
- **The Chair's Decision**
- **No vote or decision**

# Deciding/Voting



Questions can be decided by these various ways:

- **Majority Vote**                      7 votes is the magic number, per code
- **Super-Majority Vote**              8 votes is the magic number, per code
- **Unanimous Consent**              Chair can use this if the vote outcome seems obvious
- **The Chair's Decision**              *Remember:* this can be overruled by the group
- **No vote or decision**              *Example:* a "**Point of Information**" motion

- An action or decision **conflicts with Robert's Rules**
- Someone just said something “really dumb”
- A motion or discussion is not “**germane**”

Which is it?

Point of Order.

Point of Order!

Point of Order?

- An action or decision conflicts with Robert's Rules
- A motion or discussion is not **“germane”**
- A motion repeats a motion already rejected or voted against in the same meeting
- Derogatory terms or suggestions directed at a member (**“speaking to motive”**)
- Not following **“precedence”**  
(we'll talk about “precedence” soon . . .)

**Which is it?**

**Point of Order.**

**Point of Order!**

**Point of Order?**

# Motion Classes



1. **Main Motions**
2. **Subsidiary Motions**
3. **Privileged Motions**
4. **Incidental Motions**
5. **Bring-Back Motions**
6. ***Bonus category for the Assembly:* Incidental Main Motions**



# 1 Main Motions

## What is a MAIN MOTION?

It's a formal request that says to your group:  
“Let's make a decision or take action on this topic”

Most all main motions require a **SECOND**,  
which basically says *“Alright, let's talk about that”*  
Only one main motion can be considered at a time

- Main Motion:** *“I move that we go to the movies”*
- Main Motion:** *“I move to approve Resolution No. AR 2026-99.”*
- Main Motion:** *“So moved”*



## Subsidiary 2 Motions

### What does a **SUBSIDIARY MOTION** do?

- fine-tunes other motions
- delays action on other motions
- disposes of other motions

#### Main motion:

*“I move we go to the movies.”*

#### Example: Motion to Amend:

*“I move we add ‘to see The Sheep Detectives’ to the end of the main motion.”*



## Privileged Motions

3

### What's the point of **PRIVILEGED MOTIONS**?

- They could be about you or about the entire group.
- They are **UNRELATED** to the current motion,
- but they are **URGENT** and considered immediately

**Main question pending:**

“I move we go to the movies.”

***Almost a motion:***

*“It’s hot in here and I’m sweating”*

**Point of Privilege:**

“I request a point of privilege. Can we turn on the AC. It’s hot in here and I’m sweating.”



## Incidental 4 Motions

**INCIDENTAL MOTIONS** *may* arise because of

- a motion before us (*or*)
- procedural reasons (*or*)
- conduct at the meeting

**We address these motions immediately**  
(*sort of – remember, privileged motions come first*)

**Main Motion:** “*I move we go the movies and go out to eat*”

**Motion to Amend:** “*add ‘to see The Sheep Detectives’*”

**Divide the Question:** “*I move we **divide the question** so as to consider separately to see a movie and to go out to eat.*”



## **Bring-Back Motions**

**These types of motions allow us to consider business that was previously decided / voted on**

*Maybe a new decision will happen as a result?*

We'll touch on one example of these motions at the end of the training . . . *just a bit.*



## **Incidental Main Motions**

\*

**When no main motion is pending,**  
**some motions can be considered as main motions**  
*(only if that motion is related to an item on the agenda)*

We call these: **“Incidental Main Motions”**

10.G.8 Ordinance No AO 2026-14 - an ordinance of the Anchorage Municipal Assembly amending Anchorage Municipal Code Section 89.89.050 to convert all theater screens to “Jeff Screens” which will be 8 times bigger than IMAX screens

**Postpone Indefinitely**

This is *usually* a subsidiary motion

# “Standard Characteristics” of a Motion

1. Precedence

We'll talk about this in just a couple slides. . . Hang tight.

2. Application

To what can I apply this motion to?

3. Interrupt

Can I talk over someone else to make this motion?

4. Second

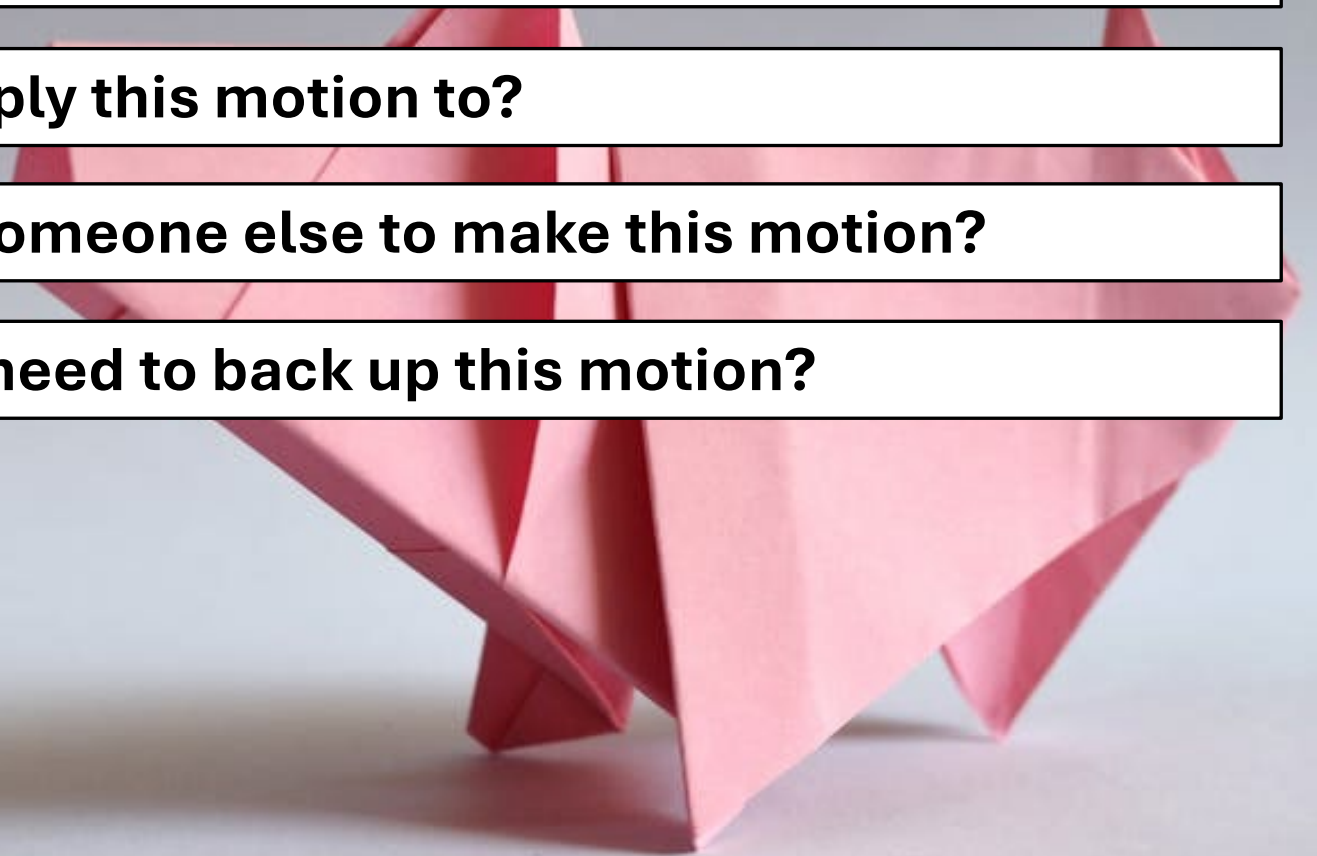
Does someone need to back up this motion?

5. Debate

6. Amendable

7. Vote

8. Reconsider



# “Standard Characteristics” of a Motion

1. **Precedence** We'll talk about this in just a couple slides. . . Hang tight.
2. **Application** To what can I apply this motion to?
3. **Interrupt** Can I talk over someone else to make this motion?
4. **Second** Does someone need to back up this motion?
5. **Debate** Can this motion be discussed by the group?
6. **Amendable** Can I propose a change to this motion?
7. **Vote** Do we vote on this motion? What kind of vote?
8. **Reconsider** Can we revisit a motion we already voted on?

# Where can I look up the standard characteristics of a motion?

Type of Motion ( <i>What do I say?</i> )		Interrupt ?	Second ?	Debate ?	Amend ?	Vote ?	Reconsider ?
<b>Amend</b>	<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
<b>Call the Question</b>	<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

II. TABLE OF RULES RELATING TO MOTIONS				<i>(For forms used in making motions, see Table III.)</i>			
MOTION	CLASS <sup>1</sup>	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED <sup>2</sup>	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1. Main motion or question (10)	M	No	Yes	Yes	Yes	Majority, except as explained in 10:8(7)	Yes

# Precedence

- Is it okay to make this motion now?
- Which motions do we vote on first?

**Main Motion: I move to get ice cream**



Precedence (Order of Making Motions & Voting)		
Lower motions are out of order if made while a higher motion is pending Higher pending motions are voted on before lower pending motions		
<i>Privileged Motions</i>	Adjourn	
	Recess* ✓	
	Raise a Question of Privilege	
	Change Orders of the Day*	
<i>Subsidiary Motions</i>	Call the Question	
	Extend (or Limit) Time of Debate* ✓	
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**Main Motion: I move to get ice cream**

Would making motions in the following order be okay?

- 1<sup>st</sup> Motion to Recess
- 2<sup>nd</sup> Motion to Refer to a Committee
  
- 1<sup>st</sup> Motion to Postpone Indefinitely
- 2<sup>nd</sup> Motion to Amend the Main Motion

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*Incidental Motions* These motions can be made at any time. They are decided/voted on before all motions except privileged motions.  
**Incidental Motions the Assembly commonly uses:**  
Point of Order / Appeal / Suspend Rules / Object to Consideration  
Point of Information (Request for Information) / Division of a Question ✓

# Being Recognized & Making a Motion

You: *“Mrs. Chair?”*  
*(\*queue)*

Chair: *“The Chair recognizes Mr. Smith.”*

You: *“Thank you, Mrs. Chair. I move that Anchorage builds a bridge to Hawaii.”*

Chair: *Thank you. Is there a seconder?*

Another Member: *“Second!”*

Chair: *“It is moved & seconded that we we build a bridge from Anchorage to Hawaii. Is there any discussion?” (\*queue)*

# ... *skipping to the end*

Once our Chair recognizes no further debate will take place on a question, they will “*state the question*”:

**Chair:** *If there is no further debate, are you ready for the question?”*

*The question is on the adoption of the motion that we build a bridge from Anchorage to Hawaii.” Those in favor say YES. Those opposed say NO. (\*queue\*)*

*... and to finish up*

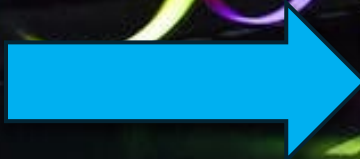
**The vote has now been counted, and the Chair announces the results:**

***Chair: There are 7 votes in the affirmative and 5 votes in the negative. There is a majority in the affirmative and the motion is adopted. We will build a bridge from Anchorage to Hawaii and the next business in order is ...***

# Main Motions

## Motions Commonly Used by the Assembly

Type of Motion ( <i>What do I say?</i> )	Interrupt ?	Second ?	Debate ?	Amend ?	Vote ?	Reconsider ?
<b>MAIN MOTIONS</b> - 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
<b>Introduce Business</b> <i>"I move to approve . . ."</i> to introduce business for approval	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Introduce an AIM</b> <i>"I move to accept . . ."</i> to intro an Assembly Information Memo	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Continue a Public Hearing</b> <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
<b>Override Mayor Veto</b> <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
<b>L-O-T-T Ordinance</b> (public hearing) <i>"I move to introduce . . ."</i> intro for public hearing at future meeting	Cannot interrupt	Needs 2 <sup>nd</sup> & 3 <sup>rd</sup>	Debate Allowed	Amend Not Allowed	No Vote	Reconsider Allowed
<b>L-O-T-T Resolution</b> (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
<b>L-O-T-T All Other Items</b> <i>"I move to lay on the table . . ."</i> including <u>AR's</u> with NO public hearing	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Super Majority Vote	Reconsider Allowed



# Sections of the Assembly's Meeting Agendas

**1. Call to Order**

**2. Roll Call**

**3. Pledge of  
Allegiance & Land  
Acknowledgment**

**4. Approval of  
Minutes**

**5. Mayor's Report**

**6. Assembly Chair's  
Report**

**7. Committee &  
Liaison Reports**

**8. Addendum to  
Agenda**

**9. Appearance  
Requests**

**10. Consent Agenda**

**11. Unfinished  
Business**

**12. Reserved**

**13. Continued  
Public Hearings**

**14. New Public  
Hearings**

**15. Quasi-Judicial  
or Administrative  
Matters**

**16. Final Audience  
Participation**

**17. Assembly  
Comments**

**18. Executive  
Sessions**


**19. Adjournment**

8. Addendum to  
Agenda

1

About a *week before* an Assembly meeting, a “*final*” agenda is emailed to all members

! High importance

 07292025\_Final.pdf  
252 KB

Hello, all,

Please see attached Final Agenda for the next Regular Assembly Meeting.

2

The *Friday before* an Assembly meeting, **addendum items** are emailed to all members

! High importance

Hello, all,

Please see the attached Addendum items for the next Regular Assembly Meeting.

... but wait, more items may still need to be added ...



**3**

*Now we are at the actual Assembly meeting ...*

... any last-minute additions are read aloud by the Chair

We call these last-minute additional items:

**“Laid on the Table items” (L-O-T-T)**



Let's look closer at the four types of LOTT items. You'll notice ...

One type of L-O-T-T item is automatically added to the agenda.

The other L-O-T-T items go through a series of motions to be added.

# Laid on the Table items (LOTT)

## 1. Supplemental Material

*Such as:*

- **Substitute (S) version of an Assembly Ordinance**
- **Assembly Memorandum that accompanies another agenda item**
- **Assembly Information Memorandum supplemental to an AO or AR**

**Motion:** No motion is required. Our Chair just reads it, and that's that, dude.

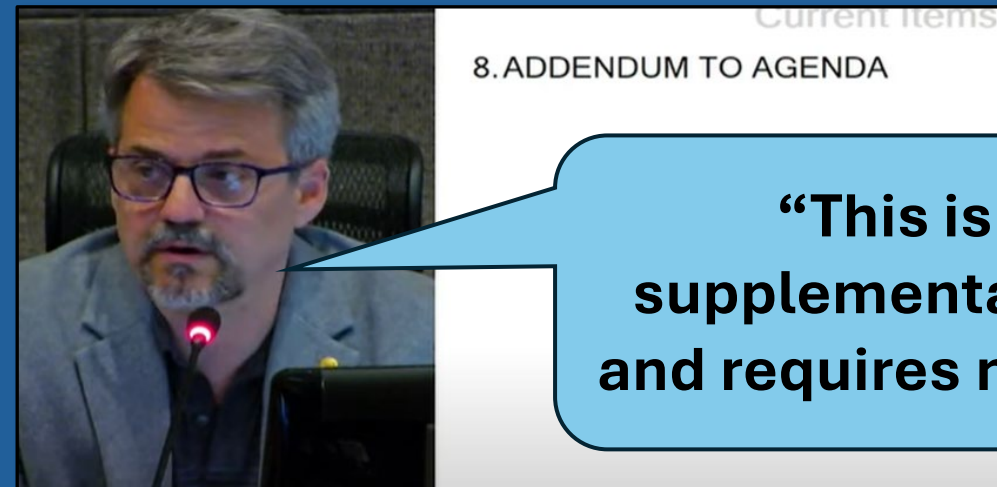
**Second:** No second is required

**Vote:** No vote is required

**Result:** Supplemental materials are just automatically added to the agenda

**The easy way to recognize LOTT  
supplemental materials:**

*Our Chair is going to announce:*



# Laid on the Table items (LOTT)

## 2. Assembly Ordinance (AO) for Introduction and Public Hearing

**Motion:** Our Chair will usually seek out this motion: “I move to introduce”.

**Second:** A SECOND is needed *and, actually*, a THIRD is needed as well.

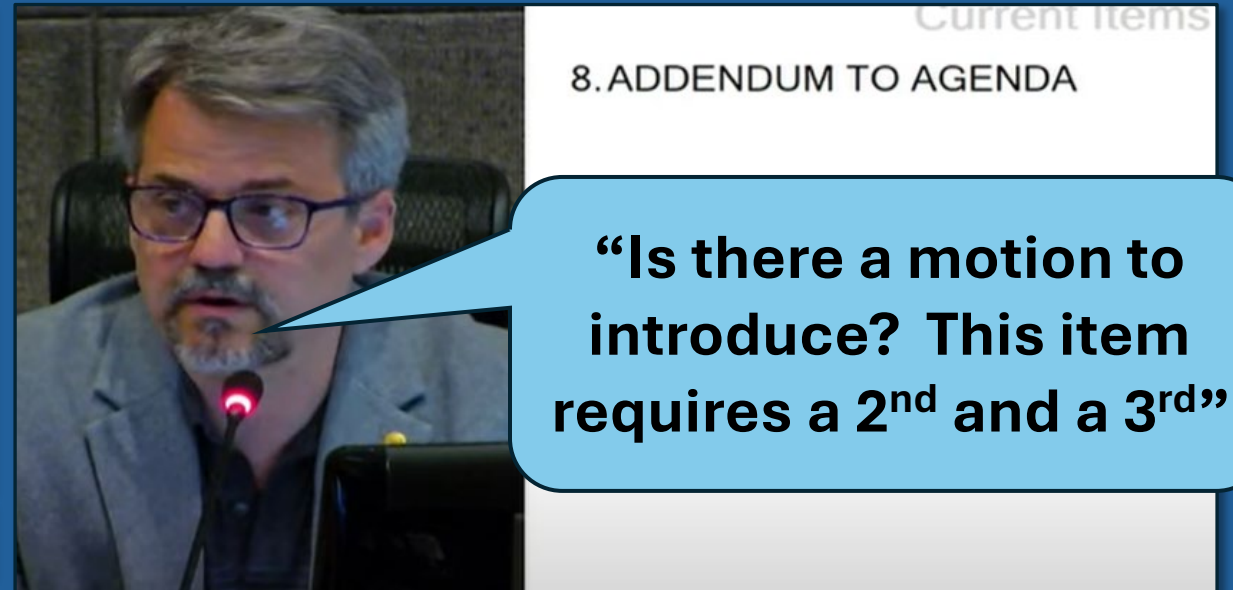
**Vote:** No vote is taken . . . yet . . .

**Result:** The AO is introduced today but scheduled for public hearing at the *next* Assembly meeting\* (*then it can be debated & voted on*)

### The easy way to recognize LOTT ordinances:

Our Chair is going to announce this LOTT is an **ordinance** that requires a second and a third to be added.

\*FYI: Our code requires a full 7 days of public notice



# Laid on the Table items (LOTT)

## 3. Assembly Resolution (AR) for Introduction & Public Hearing

(Note: This type of resolution requires a public hearing / FYI: some do not)

**Motion:** Our Chair will look for someone to make a motion: “**I move to introduce**”

**Second:** A SECOND is required (but NO THIRD is needed this time)

**Vote:** **MAJORITY VOTE**

**Result:** The AR is introduced today & scheduled for public hearing at an upcoming meeting (**then it can be debated and *truly* voted on**)

**The easy way to recognize LOTT resolutions requiring public hearings:**

*Bet you can guess this . . .*

Our Chair will announce this is a **resolution** that requires a public hearing, and it will thus require a **second and a majority vote** to be laid on the table

# Laid on the Table items (LOTT)

## 4. New Item for Action

*An example of this could be:*

New Assembly Resolution to be acted upon ***at this very same meeting***

New Memorandum to be acted upon ***at this very same meeting***

**Important: A justification for not offering an introduction to the public is required**  
(because items like these are usually ***supposed to*** have public hearings)

Is it due to financial necessity? Is it due to a natural disaster? Is time of the essence for action?

**Motion:** Our Chair will entertain a motion to “**lay this on the table**”

**Second:** A second is needed . . . *debate is allowed to take place as well*

**Vote:** **Super-Majority Vote** (Do you remember how many votes this means?)

**Result:** The item will be incorporated into today’s agenda and acted upon **TODAY**

**The easy way to recognize “new items for action”:**

*Our Chair is going to announce:*



# Laid on the Table items (LOTT)

The easy way to recognize “new items for action”:

*Our Chair is going to announce:*



Motion Presented  
8. ADDENDUM TO AGENDA

“This is a time-sensitive addition. As such, is there a motion to ‘lay this item on the table’?”

“To add this item will require a super-majority vote”


Motion Lay on the Table

Mover Mem  
Second Vice

to Lay on the Table AR 2025-XXX, a resolution of the  
Assembly recognizing April 9, 2025 as “Education and  
Anchorage.” Assembly Chair Constant.

# #8: Addendum – it’s finally happening!

## 8. Addendum to Agenda



***Now the Assembly incorporates all these together:***

- the “final” agenda they received last week
- the addendum items they received on Friday
- any Laid on the Table items (LOTT) from this meeting

**Motion:** Our Chair entertains a motion to incorporate the addendum & the laid on the table items *into* the agenda

**Second:** A second is required

**Vote:** A majority vote (*usually by unanimous consent*)

**Result:** We’ve got an approved truly final agenda for this meeting

# Main Motions

## Motions Commonly Used by the Assembly

Type of Motion ( <i>What do I say?</i> )	Interrupt ?	Second ?	Debate ?	Amend ?	Vote ?	Reconsider ?
<b>MAIN MOTIONS</b> - 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
<b>Introduce Business</b> <i>"I move to approve . . ."</i> to introduce business for approval	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Introduce an AIM</b> <i>"I move to accept . . ."</i> to intro an Assembly Information Memo	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
<b>Continue a Public Hearing</b> <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
<b>Override Mayor Veto</b> <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
<b>L-O-T-T Ordinance</b> (public hearing) <i>"I move to introduce . . ."</i> intro for public hearing at future meeting	Cannot interrupt	Needs 2 <sup>nd</sup> & 3 <sup>rd</sup>	Debate Allowed	Amend Not Allowed	No Vote	Reconsider Allowed
<b>L-O-T-T Resolution</b> (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
<b>L-O-T-T All Other Items</b> <i>"I move to lay on the table . . ."</i> including <u>AR's</u> with NO public hearing	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Super Majority Vote	Reconsider Allowed

# Subsidiary Motions

## 1. Amend

- **Purpose:** to insert words / add words / strike-out words / or a combination
- Used for clarification – Stay germane!
- **Primary Amend / Secondary Amend**

<b>Amend</b>	<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
<b>Call the Question</b>	<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
<b>Extend/ Limit Debate</b>	<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
<b>Postpone to a Certain Time</b>	<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
<b>Postpone Indefinitely</b>	<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
<b>Refer to Committee</b>	<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

Main Motion is made:

***“I move we get tattoos.”***

Is there a Second?:

***“Second.”*** (The question is now before the group)

Debate

Motion to Amend (1°)  
***“I move to add  
‘on Friday.’”***

What’s *germane* now?  
If “Friday” is a good addition...  
**NOT** if we should get tattoos

Debate

Motion to Amend (2°)  
***“I move to add ‘at  
2 am’ after ‘Friday.’”***

What’s *germane* now?  
If adding “at 2am” is ok,  
**NOT** Friday or tattoos.

Debate

**Vote and amendment passed!**

# Subsidiary Motions

1° “I move that we add ‘on Friday’”

2° “I move that we add ‘at 2am’ after ‘Friday.’”

“I move that we call the question.”

## 2. Call the Question

- **Purpose:** a request to vote on the *pending* motion (not necessarily the main motion)
- Notice this requires a super-majority vote
- *Don't keep calling this motion - that's lame*

<b>Amend</b>	<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
<b>Call the Question</b>	<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
<b>Extend/ Limit Debate</b>	<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
<b>Postpone to a Certain Time</b>	<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>						
<b>Postpone Indefinitely</b>	<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>						
<b>Refer to Committee</b>	<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>						

# Subsidiary Motions

## 3. Extending/Limiting Debate

- **Purpose:** I'll bet you can guess.  
(or limit the debate time)  
(or number of times someone may speak)
- *Why a super-majority vote on this?*

<b>Amend</b>	<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
<b>Call the Question</b>	<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
<b>Extend/Limit Debate</b>	<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
<b>Postpone to a Certain Time</b>	<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
<b>Postpone Indefinitely</b>	<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
<b>Refer to Committee</b>	<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

# Let's talk about a few words

- Table
- Postpone  
(postpone indefinitely)  
(postpone to a certain time)



Privileged Motions	Adjourn
	Recess* ✓
	Raise a Question of Privilege
	Change Orders of the Day*
Subsidiary Motions	Call the Question
	Extend (or Limit) Time of Debate* ✓
	Postpone to a Certain Time* ✓
	Commit (or Refer) to Committee* ✓
	Secondary Amendment (can be used as an appendage motion – see below)
	Primary Amendment (can be used as an appendage motion – see below)
	Postpone Indefinitely*
Main Motion	Main Motion – can only be made when no other

# 4. Postpone Indefinitely

- Purpose: to “kill” a motion – ouch!
- Indefinitely - can't bring up again in the session & no plans made to bring up again
- Q: Could you postpone an amendment?

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
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
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

Privileged Motions	Adjourn
	Recess* ✓
	Raise a Question of Privilege
	Change Orders of the Day*
Subsidiary Motions	Call the Question
	Extend (or Limit) Time of Debate* ✓
	<b>Postpone to a Certain Time* ✓</b>
	Commit (or Refer) to Committee* ✓
	Secondary Amendment (can be used as an appendage motion – see below)
	Primary Amendment (can be used as an appendage motion – see below)
	Postpone Indefinitely*
Main Motion	Main Motion – can only be made when no other

# 5. Postpone to a Certain Time

- **Purpose:** to postpone the motion to a certain time (a future date) / Not to kill it
- How is it different from “Indefinitely”?  
- can come after “amendment” or “refer”

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 <i>Can act as an incidental main motion</i>	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed
Postpone Indefinitely	<i>“I move to postpone indefinitely.”</i> to kill a motion without voting against it <i>Can act as an incidental main motion</i>	Cannot interrupt	Second Needed	Debate Allowed	Amend Not Allowed	Majority Vote	Only on a vote to postpone that passed
Refer to Committee	<i>“I move to refer. . . to . . . ”</i> to send a proposal to another group to review, discuss, & make recommendations <i>Can act as an incidental main motion</i>	Cannot interrupt	Second Needed	Debate Allowed	Amend Allowed	Majority Vote	Reconsider Allowed





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# Motions we've gone over . . .

## 1. Main Motion

- “I move to . . .” or “I move that . . .”
- approve / accept / introduce / etc.

## 2. Amend (Primary or Secondary Amendment)

## 3. Call the Question (To End Debate & Vote)

## 4. Extend the Debate Time

## 5. Postpone to a Certain Time

## 6. Postpone Indefinitely

## 7. Refer to Committee

# Privileged Motions

## 1. Adjourn

- **Purpose:** To end the meeting entirely
- Does not require a second or a vote if the agenda has been completed or the agreed-upon ending time of the meeting has arrived
- Chair could adjourn without a 2nd in an emergency

<b>Adjourn</b>	<i>"I move that the meeting adjourn."</i> to end the meeting (vote not required if agenda has been completed or you are at scheduled end)	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Not Allowed	Majority Vote	Cannot Reconsider
<b>Recess</b>	<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
<b>Raise a Question of Privilege</b>	<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
<b>Call for the Order of the Day</b>	<i>"I call for the orders of the day"</i> to request the <u>group</u> return to the order of the agenda	Cannot 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	

# Privileged Motions

## 2. Recess

- **Purpose:** to go ahhhhhhhhhhhhh for a little bit  
*Note:* Only the length of recess is amendable
- Chair can simply call a recess / no vote needed
- Maybe the Chair needs to restore order, or perhaps they need to resolve a tech issue

<b>Adjourn</b>	<b><i>"I move that the meeting adjourn."</i></b> to end the meeting (vote not required if agenda has been completed or you are at scheduled end)	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Not Allowed	Majority Vote	Cannot Reconsider
<b>Recess</b>	<b><i>"I move to recess for . . ."</i></b> to take a short break	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Allowed	Majority Vote	Cannot Reconsider
<b>Raise a Question of Privilege</b>	<b><i>"I request a point of personal privilege."</i></b> 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
<b>Call for the Order of the Day</b>	<b><i>"I call for the orders of the day"</i></b> to request the <u>group</u> return to the order of the agenda	Cannot 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	

# Privileged Motions

## 3. Point of Privilege

- Sometimes phrased as “**Raise a Question of Privilege**”
- **Purpose:** usually to address urgent matters pertaining to you or to the whole assembly
- *Examples:* Comfort/Conduct/Rights
- **Interrupt:** If urgent, you can interrupt
- **Vote:** No vote on this; the Chair decides. *But . . .*

<b>Adjourn</b>	<i>“I move that the meeting adjourn.”</i> to end the meeting (vote not required if agenda has been completed or you are at scheduled end)	Cannot interrupt	Second Needed	Debate Not Allowed	Amend Not Allowed	Majority Vote	Cannot Reconsider
<b>Recess</b>	<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
<b>Raise a Question of Privilege</b>	<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
<b>Call for the Order of the Day</b>	<i>“I call for the orders of the day”</i> to request the <u>group</u> return to the order of the agenda	Cannot 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	

## Privileged Motions

# 4. Call the Order of the Day

- Robert's Rules: "**Call** for the Orders of the Day" (However, the Assembly doesn't use it too much)
- **Assembly: "Change the Order of the Day"**  
**Purpose:** "Change the Order of the Day" is used as an Incidental Main Motion to re-order the agenda

Call for the Orders of the Day	<i>"I call for the orders of the day"</i> to request returning to order of business	Cann 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
	<b>Note:</b> <i>"Change the Order of the Day" is a main motion to change order of the agenda</i>					

Code (2.30.065.B.4)

**Requires a Second | Requires a Majority Vote**

# Incidental Motions

- You can call them anytime
- These motions are addressed as soon as they come up.

\*unless a privileged motion is pending (remember, privileged motions are #1)

## Precedence (Order of Making Motions & Voting)

Lower motions are out of order if made while a higher motion is pending  
Higher pending motions are voted on before lower pending motions

<i>Privileged Motions</i>	Adjourn	
	Recess* ✓	
	Raise a Question of Privilege	
	Change Orders of the Day*	
<i>Subsidiary Motions</i>	Call the Question	
	Extend (or Limit) Time of Debate* ✓	
	Postpone to a Certain Time* ✓	
	Commit (or Refer) to Committee* ✓	
	Secondary Amendment <small>(can be used as an appendage motion – see below)</small>	Can be applied to higher motions marked with ✓
	Primary Amendment <small>(can be used as an appendage motion – see below)</small>	Can be applied to higher motions marked with ✓
Postpone Indefinitely*		
<i>Main Motion</i>	<b>Main Motion</b> – can only be made when no other motion is pending	

\* These motions can also act as Main Motions if no other motion is pending.

✓ Amendment motions are not out of order if applied to any higher motions marked ✓

<i>Incidental Motions</i>	<p>These motions can be made at any time. They are decided/voted on before all motions except privileged motions. <b>Incidental Motions the Assembly commonly uses:</b> Point of Order / Appeal / Suspend Rules / Object to Consideration Point of Information (Request for Information) / Division of a Question ✓</p>
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# Incidental Motions

## 1. Point of Order

- **Purpose:** To announce a *perceived* violation
- **Interrupt:** You can interrupt with this motion
- It is a request for the Chair to enforce the rules
- The Chair will rule on the matter
- Many reasons to call “Point of Order”: speaking out of turn, inappropriate language, irrelevant comments, ignoring bylaws, **but...**

Point of Order	“ <b>Point of order...</b> ” 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	“ <b>Point of information...</b> ” 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



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## Incidental Motions

## 2. Point of Information

- **Purpose:** To *REQUEST* relevant information
- Often stated as “**Request for Information**”
- **Vote:** There is no vote.  
Remember, you have a right to know.
- A very similar motion: “**Parliamentary Inquiry**”
- Who do I ask? The Chair (*the Presiding Officer*)

<b>Point of Order</b>	<b>“Point of order. . .”</b> 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
<b>Request for Information</b>	<b>“Point of information. . .”</b> 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

# Incidental Motions

## 3. Objection to Consideration of a Question

- **Purpose:** Hey Chair, I think the question is irrelevant, inappropriate, or may cause undue controversy.
- *If adopted*, prevents a question from being discussed
- **Time Limit:** Must happen when the motion is moved.
- **Second:** Not required
- **Vote:** This motion is a positively-framed question:  
 “**Yes**” vote = I have no objection / “**No**” vote = I object  
 Super-majority vote is required for this to pass.

<b>Objection to Consider a Question</b>	<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 from No Voters
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## Incidental Motions

I appeal from the decision of the chair.

### 4. Appeal – Overruling the Chair

- Must happen as soon as Chair's decision is made
- Each member may speak once
- The Chair usually then states their reasoning
- This motion is a positively-framed question:  
**“The question is to sustain the Chair’s decision”**  
“Yes” vote = No to overruling the Chair’s decision  
“No” vote = Yes to overruling the Chair’s decision

Appeal -  
Overruling  
of the Chair

*“I call for a vote on the ruling of the Chair.”* to appeal a ruling of the Chair

Can  
interrupt

Second  
Needed

Debate  
Allowed

Amend  
Not  
Allowed

Majority  
Vote

Reconsider  
Allowed

## 5. Division of the Question

- **Purpose:** If a question is truly divisible and it would be better to decide the questions separately (because there are multiple distinct issues)
- Perhaps stop saying “*Bifurcate the Question*” ?
- Can apply to a main motion or its amendments
- What is the result if this is approved?

### Incidental Motions

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
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**18. Reconsider a Vote**

**19. Amend Something Previously Adopted**

**20. Rescind**

**Bring-Back  
Motions**



# Bring-Back Motions

## 1. Reconsider a Vote

- **Purpose:** To permit correcting of a vote  
It's not a vote to change the vote, but to open debate again. Possibly then the vote count changes.
- **Who can make this motion?** Only someone who originally voted **on the prevailing side.**
- **Time Limit:** It has to be moved at that meeting
- **YOU CANNOT USE THIS MOTION TWICE... Soooo...**

<b>Reconsider a Vote</b>	<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	Cannot Reconsider
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## **Withdrawing a motion**

*Per Robert's Rules, once a motion is seconded and stated by the Chair, the motion becomes the property of the assembly,*

*But, for the Anchorage Assembly. . .*

**A motion may be withdrawn by the mover  
at any time before it is voted upon**

- *without* the consent of the seconder
- *without* the consent of the Assembly

A photograph of a library with rows of bookshelves filled with books. The lighting is warm, with several hanging light bulbs visible in the background, creating a bokeh effect. The text is overlaid on a white rectangular box on the left side of the image.

Questions or  
Thoughts on  
Robert's  
Rules?

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