

BOURINOT'S RULES OF ORDER AT A GLANCE

To Do...	You Say... ¹	May You Interrupt Speaker?	Must You Be Seconded?	Is Motion Debatable	Is Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	I move that we adjourn	No	Yes	No	No	Majority
Complain about noise, room temperature, etc.	Point of privilege	Yes	No	No ²	No	None ³
Vote on a ruling by the chair	I appeal the chair's decision	Yes	Yes	Yes	No	Majority
Object to procedure or to a personal affront	Point of order	Yes	No	No	No	None ³
Temporarily suspend the normal rules of order	I move that we temporarily suspend the rules in order to...	No	Yes	No	No	Unanimous
Suspend further consideration of something	I move we table it	No	Yes	No	No	Majority
End debate	I move the previous question	No	Yes	No	No	Two-thirds
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Yes	Majority
Have something studied further	I move we refer this matter to a committee	No	Yes	Yes	Yes	Majority

To Do...	You Say... ¹	May You Interrupt Speaker?	Must You Be Seconded?	Is Motion Debatable	Is Motion Amendable?	What Vote is Required?
Amend a motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority
Delay consideration of a motion to an unspecified time	I move that this matter be postponed indefinitely	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Yes	Majority
Request information	Point of information	If urgent, Yes	No	No	No	None
Take up a matter previously tabled	I move we take from the table...	No	Yes	No	No	Majority
Reconsider something already disposed of	I move we now (or later) reconsider our action relative to...	Yes	Yes	Yes, if original motion is debatable	No	Two-thirds
Cancel or reverse a previous decision ⁴	I move we rescind our decision to...	No	Yes	No	No	Two-thirds

Notes

- ¹ The motions or points below are listed in order of precedence. When any one of them is pending, you may introduce another that's listed above it.
- ² In this case, any resulting motion is debatable.
- ³ Chair decides.
- ⁴ Notice of motion should have been served at the previous sitting or in the Agenda of the meeting.