

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	No ⁶	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 on a motion and proceed to a vote	I move that the previous question be now put <u>or</u> I call the question	No	Yes	No	No	Majority
Postpone consideration of something	I move we postpone this matter until... (specific date or indefinitely)	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 reconsider our action relative to... ⁵	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.
- ⁵ A reconsideration requires advance notice in writing that a question will be reconsidered at the next meeting.
- ⁶ When the chair's ruling is challenged, the chair typically steps down and the vice-chair presides over the challenge. The challenging member is given the opportunity to state how the chair did not uphold the Rules of Order and the chair is then allowed to explain their ruling. The presiding officer then asks the membership "shall the decision of the chair be sustained?".