

Subsidiary motions: *modify* a motion, *delay* action on it, or *dispose* of it

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Amend a motion	Modify the wording of a motion	I move to amend the motion by ... (new wording)	Yes	Yes	Yes	Yes	Majority	
Amend an amendment	Change the wording of an amendment	I move to amend the amendment to read (new wording)	Yes	Yes	Yes	Yes	Majority	No more amendments until this one has been resolved
Commit (refer)	Refer the matter to a committee for review	I move to refer the motion to ...	Yes	Yes	Yes	Yes	Majority	No Reconsider once the committee has taken up the subject
Lay on the table	Lay the motion aside temporarily	I move to lay the question on the table	Yes	Yes	No	No	Majority	- To be debated in the future, the motion must be Taken from the Table -No Reconsider
Limit or extend debate	Limit or extend the amount of time debating a motion, or how often a member may speak	I move to limit/ extend debate (time)...and/or that each member be allowed to speak ...(time)	Yes	Yes	No	Yes	Two-thirds	-Default is speak twice for 10 min. on each motion, -Second speech only after all who wish to speak have spoken once. -No default on length of debate

Incidental Motions: arise out of another question that is pending, and take precedence over the question

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Appeal (a decision of the chair)	You think the chair has ruled incorrectly.	I appeal the decision of the chair.	No	Yes	No, but chair may offer reason for decision	No	Majority, if a tie, the chair wins	Chair may vote to cause tie and thus sustain decision
Division of the assembly	When you doubt the results of a voice vote	I call for a division of the assembly.	No	No	No	No	N/A	-“Ayes” stand and are counted, then the “noes” followed by the “abstentions” -Chair can request, even if no motion is made -Chair may rule as frivolous if use of this obstructs business.
Leave to withdraw a motion	You want to remove a motion you made	I request leave to withdraw the motion...	No	Yes	No	No	Majority	No Reconsider for an affirmative vote
Point of order	To correct what you think is a breach of order.	I rise to a point of order. OR Point of order	No	No	No	No	None, chair rules	Can Appeal