

Parliamentary Procedure at County Board Meetings

The chart below identifies the most common motions made during County Board meetings. Please note that a motion to adjourn, recess or register a complaint will take precedence in that order over the listed motions. The first three motions listed are in order of precedence, in other words when any one of them is pending, you cannot introduce one that is listed below it, but you can introduce one that is listed above it. Motions four through seven are general motions and have no order of precedence over one another and may be introduced at any time except when a motion to adjourn, recess, or point of privilege (register a complaint) is pending.

YOU WANT TO:	YOU SAY:	MAY SPEAKER BE INTERRUPTED TO MAKE MOTION?	IS SECOND REQUIRED?	IS MOTION DEBATABLE?	CAN THIS MOTION BE AMENDED?	IS VOTE REQUIRED WHAT % IS REQUIRED?
Suspend further consideration of a matter (To Table)	I move we table this matter	No interruption permitted	A second is necessary	Not Debatable	Not Amendable	Majority vote
Postpone matter	I move we postpone this matter until...	No interruption permitted	A second is necessary	Debatable	Amendable	Majority vote
Further study matter	I move we refer this matter to a committee	No interruption permitted	A second is necessary	Debatable	Amendable	Majority vote
Take up matter previously tabled	I move we take from the table	May not interrupt the speaker	Must be seconded	Not Debatable	Not Amendable	Majority vote
Reconsider something already disposed of	I move we reconsider our action relative to...	May interrupt the speaker for record only (Business at hand takes precedence)	Must be seconded	Debatable IF original motion was debatable	Not Amendable	Majority vote
Consider something out of its scheduled order	I move we suspend the rules and consider...	May not interrupt the speaker	Must be seconded	Not Debatable	Not Amendable	Two-thirds vote
Verify voice vote by taking actual count	I call for a division of the house	No interruption permitted BUT division must be called by Chairperson before new motion can be made	No second	Not Debatable	Not Amendable	No vote required UNLESS someone objects, THEN majority vote