

PARLIAMENTARY PROCEDURES

AMERICAN PLANNING ASSOCIATION PARLIAMENTARY PROCEDURES GUIDE

2010 National Planning Conference

New Orleans, LA • Saturday, April 10, 2010 • 12:45pm – 2:45pm

The Delegate Assembly is conducted according to Robert's Rules of Order for parliamentary procedure. This brief introductory guide is designed to assist you in understanding and participating in this process. Please remember that only the recommended general and specific policies are subject to approval and amendment by the Assembly.

The actions (motions, points, and proposals) listed below have no established order of precedence. Any of them may be introduced at any time – except when a motion to adjourn or a motion to recess is being considered.

ACTIONS	YOU SAY THIS:	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	VOTE REQUIRED
Object to a procedure	“Point of Order”	Yes	No	No	No	No vote required; Chair decides
Request information	“Point of Information”	Yes	No	No	No	No vote required; Chair decides
Request roll call vote to verify voice vote	“I call for a division of the House”	No*	No	No	No	No vote required unless someone objects**
Take up a matter previously tabled	“I move we take from the table ...”	Yes	Yes	No	No	Majority required
Reconsider action	“I move we reconsider action relative to ...”	Yes	Yes	Yes; So long as original motion was debatable	No	Majority required
Consider action out of scheduled order	“I move we suspend the rules and consider ...”	No	Yes	No	No	Two-thirds vote required
Vote on a ruling by the chair	“I appeal the chair's decision”	Yes	Yes	Yes	No	Majority required

* But roll call vote must be called for before another motion is started.

** In the event of an objection, a majority vote is required.

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PARLIAMENTARY PROCEDURES GUIDE (CONT'D)**

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The actions (motions, points, and proposals) listed below are in established order of precedence. If any of them is pending, you may not introduce another that is listed below it. You may introduce another that precedes it.

ACTIONS	YOU SAY THIS:	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	VOTE REQUIRED
Suspend further consideration of something	"I move we table it"	No	Yes	No	No	Majority vote required
End debate	"I call the question"	No	Yes	No	No	Two-thirds vote required
Postpone consideration	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority vote required
Have matter studied further	"I move we refer this matter to committee"	No	Yes	Yes	Yes	Majority required
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority required
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority required