



**PROTOCOL and
ROBERTS RULES OF ORDER
FOR LIONS CLUBS**

A Guide for Better

Lions Club Meetings

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Nothing great was ever achieved without enthusiasm.

Ralph Waldo Emerson

P R E S I D E N T

Inside the word President is the word “Preside” Your Primary function as a Lions Club President

P PROMPTNESS Start meetings **ON TIME**

R RESPECT Respect for the Chair

E ENCOURAGE Members to take part in the meeting

S STOP Discussions not before the club

I INSIST On proper motions and seconds

D DIRECT Your committees to function

E END End meetings on time!

N AND T can also be used, as they are part of the word “President.”

N means **NOW OR NEVER**, **NOW** is the time to plan your meeting. **NEVER** put it off.

T is for **TELEPHONE** - Keep in touch with your committees, find out why a member missed a meeting and get help or assistance from your Zone or Region Chairman.

All the President is, is a glorified public relations man who spends his time flattering, kissing and kicking people to get them to do what they are supposed to do anyway.

Harry S. Truman

BOARD MEETING AGENDA GUIDELINES/SAMPLE

1. CALL TO ORDER, PRESIDENT (start meeting at appointed time)
2. ROLL CALL, Secretary
3. PLEDGE TO FLAG, INVOCATION (optional)
4. MINUTES OF LAST MEETING, MINUTES OF LAST BOARD MEETING. (Secretary. Calls for motion to correct and accept, requires a second to the motion prior to vote.)
5. TREASURERS REPORT (Treasurer. Calls for motion to correct and accept, requires a second to the motion prior to vote.)
6. READING OF COMMUNICATIONS. (If action needs to be taken on a communication, vote on it or send it to the proper committee for study.)
7. COMMITTEE REPORTS. (Call for a vote to accept report, and take a vote on any action that is recommended by the committee. Secure a written copy of the report to keep with the minutes of the meeting.)
8. UNFINISHED BUSINESS. (Any tables motions or reports. Secretary should have reported in the minutes of the previous meeting.)
9. NEW BUSINESS. (Items brought before the club at the last regular meetings, ideas presented by a member present or a board member.)
10. MISCELLANEOUS BUSINESS (Items which do not effect the club directly, but should be brought to the attention of the members.)
11. ADJOURNMENT.

NOTE: Try to limit the amount of time used for discussion so that the meeting does not drag on. If you feel a point before the Board is dragging on without a solution, recommend the committee study the matter further, or appoint a sub-committee to find an answer.

REGULAR MEETING AGENDA
GUIDELINE/SAMPLE

1. CALL TO ORDER, President (start meeting at appointed time)
2. PLEDGE TO THE FLAG
3. SONG AND INVOCATION (Optional)
4. READING OF MINUTES BY SECRETARY AND REPORT OF THE TREASURER.
5. Call for a vote to approve or correct.
6. TAILTWISTER (either at this point or end of meeting)
7. COMMUNICATIONS
8. UNFINISHED BUSINESS. Committee reports and any votes that may be required.
9. NEW BUSINESS
10. PROGRAM FOR EVENING. Introduced by Program Chairman or President, allow the speaker enough time. Extend thanks at the end of program and present token of appreciation if in order.
11. GENERAL ANNOUNCEMENTS. (New meeting, program if applicable, thank any guests for attending, if prospective members in attendance invite them back, etc.)
12. ADJOURNMENT

NOTE: This is a sample agenda and can be adjusted accordingly to fit the particular meeting. Remember to plan the meeting so that you can adjourn on time. Again, limit any discussion to a reasonable amount of time. Use your gavel effectively.

THE DISTRICT GOVERNOR'S VISITATION

The visit of the District Governor is one of the highlights of the Lions year. Certain rules of protocol apply for the official visit.

The Governor maintains a very busy schedule during the year and courtesy would suggest that the Governor be contacted, in writing, suggesting a minimum of three (3) dates for the official visit.

The Governor is the only speaker to be scheduled for the meeting. Do not expect the Governor to compete with another speaker or with long, drawn-out business or board meetings. Usually, rules are suspended and all reports are tabled until the next regular meeting. Have an agenda to work from and start the meeting on time. Make sure all of the details are done in advance, greeters to be present, bell and banner displayed, region or zone chairmen invited, meal planned and, if a gift is being presented, make sure it is available at the meeting.

Notify the Governor, in writing, of all special club events and extend an invitation to attend. If the Governor is expected to be a participant in the event, provide advance notification, in writing, as to the level of participation requested by the club.

When the District Governor is recognized at any Lions meeting, club or district level, all Lions should rise and remain standing until the Governor signals them to be seated. Not only is this proper protocol, it is recognition of the office.

If a club wishes the Governor to induct new members during the course of an official visit, again notify of the induction in advance and provide a list of names of new members, and their sponsors. Make sure new member kits are ready for presentation.

The Governor can be introduced by the club president or one of the cabinet officers present. This should be done with dignity and include information concerning the Governor's home club, business, offices held, Lionistic activities and family, if appropriate. **Introduction of the Governor should be done only once - when being presented to the assembly for remarks.** The Governor sits to the immediate right of the podium with the President to the immediate left. It would be suggested that thirty (30) minutes be allowed for remarks by the Governor.

LIONS CLUB INTERNATIONAL OFFICIAL PROTOCOL

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present. Lions should be recognized in the following order when present:

1. International president
2. Immediate past international president
3. International vice presidents - according to rank
4. International directors (a)
5. Past international presidents (b)
6. Past international directors (c)
7. Chairmen, council of governors (a)
8. District governors
9. Association executive director.
10. Association secretary
11. Association treasurer
12. Past council chairmen (c)
13. Immediate past district governors (a)
14. Vice district governors
15. Past district governors (c)
16. Multiple district secretaries (volunteer) (a)
17. Multiple district treasurers (volunteer) (a)
18. District secretaries (a)
19. District treasurers (a)
20. Region chairmen (a)
21. Zone chairmen (a)
22. District chairmen (a)
23. Club presidents (a)
24. Immediate past club presidents (a)
25. Club secretaries (a)
26. Club treasurers (a)
27. Past club presidents (c)
28. Multiple district secretaries (staff) (a)
29. Multiple district treasurers (staff) (a)

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name.

7	5	3	1	2	4	6
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In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for

7	5	3	1	Podium	2	4	6	8
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past international presidents as stated in paragraph (b) above. In the event more than one past international director who served during the same term is present, then the criteria specified in paragraph (a) should be used.

GENERAL INFORMATION

When a Lion holds more than one title, that Lion should be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones.

It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as a Fellow should be mentioned.

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, that the dignitary should be seated directly to the right of the chairman.

HEAD TABLE SEATING ARRANGEMENTS

A. HEAD TABLE SEATING

The presiding officer or meeting chairman must always be seated at the most central seat at the table when there is no central podium, shown as seat number 1 in the following diagram (figure 1). The principal speaker would occupy seat number 2, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the Chairman or presiding officer (who would normally be the Club President, District Governor, Council Chairman or International President).

(Audience) - FIGURE 1

As shown in Figure 2, seating at a head table with a podium is essentially the same, except the Meeting Chairman or Presiding Officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

(Audience) - FIGURE 2

When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

Materials at the head table should include flags, sufficient lighting for podium if used, pitcher of water and glasses, scratch pads and pencils, gong and gavel, public address system (be sure to check to insure system is working prior to starting meeting), and place cards to eliminate doubt about seating arrangements.

B. MASTER OF CEREMONIES

At some events, the Master of ceremonies (emcee) will be someone other than the chairman or presiding officer. In such cases, the emcee should be seated in accordance with local customs or at one end of the head table. If, however, in the general order of precedence, the emcee dictates a specific seat (i.e. the person is a Past International President at a District function), then that should rule.

C. MULTI-HEAD TABLES

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

D. HEAD TABLE INTRODUCTIONS

Introduction of the head table should begin with the meeting chairman or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest rank. When spouses are present at the head table, they should be introduced with the member (e.g., a Past International Director Joe Doe and his wife Jane).

E. NATIONAL ANTHEMS

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played. The anthem of the host country is played last.

The flag of a visiting International President or Director should always be displayed. Normally to the left of the United States Flag.

F. AUDIENCE ACKNOWLEDGMENTS

Start furthest away from Lionism and build up (e.g. non-lions, local VIP's or dignitaries), Past District Governors who are not holding a cabinet position at the time, visiting Lion Presidents, President of your sponsoring Lions Club, District Chairpersons, Zone Chairman, Region Chairman, Vice District Governors. Start at the far end of the OTHER side of the table and work up to yourself. Introduce yourself now if you did not at the opening of the evening. Now, start at the far end of the FLAG side and work towards the Chair of Honor.

ROBERTS RULES OF ORDER

ROBERTS RULES OF ORDER

CLASSIFICATION OF MOTIONS

Motions, also referred to as “questions”, are proposals made before the meeting for consideration and action of the members. Roberts Rules of Order classifies motions as follows:

- . Privileged Motions - The highest ranking motion; one that is not directly related to any other motion being considered but takes precedence over it and all other motions. (i.e. - motion to adjourn)
- . Incidental Motions - a motion that is prompted by or arises from another motion.
- . Subsidiary or secondary motions - a motion applied to another motion currently being considered as a means of disposing of the other motion.
- . Main or principal motion - any motion to introduce business at a meeting.

1. PRIVILEGED MOTIONS

1. To fix time of next meeting
2. To Adjourn
3. Question of Privilege
4. To call for Orders of the Day

2. INCIDENTAL MOTIONS

1. Rise to a point of Order
2. Appeal
3. To Suspend the Rules
4. To create special orders
5. To Withdraw or Renew a Motion
6. Voting - Division - Motion to Ballot
7. Objection to Consideration

3. SUBSIDIARY OR SECONDARY MOTIONS

1. To Lay on the Table (Take from the Table)
2. Close Debate
3. To Limit Debate
4. To Postpone to a Certain Day
5. To Amend Motion to Postpone Definitely
6. To Refer or Recommit
7. To Amend the Motion to Refer
8. To Amend
9. Amendment to the Amendment
10. To Postpone Indefinitely

4. MAIN OR PRINCIPAL MOTIONS

1. Main Motion or Question
2. To Reconsider
3. To Rescind

MOTION PROCEDURES

GUIDELINES FOR THE CHAIR

AN IMPORTANT REMINDER: The Chair may vote when voting is done by ballot but, otherwise, only when the vote would change the outcome. When voting by ballot, the Chair must vote before the tellers begin counting the votes. If the count has started, the Chair must ask for the permission of the assembly.

A Chair must know when to step down and let someone else temporarily assume the position. For the sake of objectivity, if a motion refers to the Chair, the Chair should not put the motion to a vote. Either the secretary or the person making the motion should handle the voting.

If the Chair has to leave and no vice presidents are present, the Chair may appoint another person as Chair Pro Tem. The appointee may then serve as Chair until the meeting is adjourned, unless the group wants to elect another Chair Pro Tem before adjournment occurs.

Although a Chair may ask an attendee to take over temporarily so that the Chair may participate in the debate, the appearance of partisanship is not advisable and this should never be done when the members object to it. As a rule, the Chair should remain objective and not interject personal opinions on matters being discussed by the group.

A. RULES OF DEBATE

The Chair always opens a debate by restating a motion that has been made and seconded mentioning the names of the members who made the motion.

It has been moved by _____ and seconded by _____ that _____. Is there any discussion?

- < No one may speak more than twice on the same motion and only once on a question of order.
- < No one may speak a second time on the original motion until everyone else who wants to speak has done so.
- < No one may speak more than ten minutes, or other specified time, without the permission of two-thirds of the assembly.
- < No one who makes a motion may speak against, it but may vote against it.

B. HOW TO MAKE A MOTION

Formal and informal motions. Informal motions are usually stated by using the word “move”.

I move that _____

A more formal motion can be stated as a resolution.

I move that we adopt the following resolution:
RESOLVED THAT:

If someone makes a motion that is in order (is proper) and is debatable, ask for a “second” if none is not automatically offered:

Is there a second to the motion to _____

Members often respond by stating : I second the Motion.

C. VOTING PROCEDURE

- < In a formal setting, the Chair should stand to put a motion to a vote. In an informal setting, the Chair usually remains seated. When addressing the assembly, the Chair always refers to himself or herself as The Chair never as “I”.
- < After a motion has been made and seconded and discussion appears to have ended, the Chair should ask: *Is there any further discussion? Or, are you ready for the question?*
- < If no further debate is requested, the Chair should again restate the motion and put it to a vote: *All those in favor of the motion to _____ say aye. Those opposed no.*

D. MOTIONS THAT OPEN MAIN QUESTION TO DEBATE

Of the debatable motions, these four will open to debate the entire merits of the main question that is before the meeting.

- < Commit or Refer
- < Postpone Indefinitely
- < Reconsider a Debatable Question
- < Rescind

E. MOTIONS THAT CANNOT BE RECONSIDERED

The following eight motions cannot be reconsidered.

- < Adjourn
- < Call a Member to Order
- < Call for Orders of the Day
- < Lay on the table
- < Reconsider a Debatable Question
- < Rise (in committee - Adjourn)
- < Suspend the Rules
- < Take from the Table

F. MOTIONS THAT NEED NO SECOND

These three motions need not be seconded:

- < Call a Member to Order
- < Object to Consideration of the Question
- < Call for Orders of the Day

G. MOTIONS IN ORDER WHEN ANOTHER HAS THE FLOOR

The following five motions are in order even though someone else may have the floor.

- < Appeal
- < Call a Member to Order
- < Object to Consideration of a Question
- < Call for Orders of the Day
- < Reconsider a Question (can be moved and entered on record when another has the floor but cannot interrupt business before the assembly; must be made on day, or day after, original vote is taken by one voting with presiding side).

USE OF IMPORTANT MOTIONS

The following summaries of important motions are listed alphabetically for convenience.

MOTION TO ADJOURN

The motion to Adjourn is used to dismiss a meeting. FORM: *I move that we adjourn.*

Privileged motion - must be seconded - cannot be debated - cannot be amended - cannot be reconsidered - requires a majority vote - not in order when someone else has the floor.

The Motion to Recess is similar to a Motion to Adjourn except that it can be amended.

ADJOURN, FIX THE TIME TO WHICH TO

The motion to Fix the Time to Which to Adjourn is used to set the

time (or time, date and place if appropriate) for a future meeting.
FORM: *I move that when the assembly adjourns, it adjourn to meet at*
_____ *on* _____ *in* _____.

Privileged motion - must be seconded - cannot be debated - time and place can be amended - may be reconsidered - requires a majority vote - not in order when someone else has the floor.

AMEND

The motion to Amend is used to change or revise something. FORM: *I move that we amend the motion by striking out the words*
_____ *and inserting the words* _____.

Subsidiary motion - must be seconded - can be debated - can be amended - can be reconsidered - requires a majority vote - not in order when someone else has the floor.

AMEND AN AMENDMENT

The motion to Amend an Amendment is used to change or revise an amendment to something. FORM: *I move that we amend the amendment by adding the words* _____.

Subsidiary motion - must be seconded - can be debated - cannot be amended - can be reconsidered - requires a majority vote - not in order when someone else has the floor.

AMEND THE RULES

The motion to Amend the Rules is used to change or revise the rules of order to which the meeting is subject. FORM: *I move that we amend Rule* ____ *by* _____.

Main Motion - must be seconded - can be debated - can be amended - negative vote can be reconsidered - requires a two-thirds vote - not in order when someone else has the floor.

APPEAL RELATING TO DECORUM

Some motion to Appeal - to question or object to something - relate to indecorum, to transgression of the rules of speaking, or to the priority of business. FORM: *I appeal from the decision of the Chair.*

Incidental motion - must be seconded - cannot be debated - cannot be amended - can be reconsidered - requires a majority vote - in order when someone else has the floor.

APPEAL RELATING TO OTHER MATTERS

The motion to Appeal in other cases is used in the same way - to question or object to something. FORM: *I appeal from the decision of the Chair.*

Incidental motion - must be seconded - can be debated - cannot be amended - can be reconsidered - requires a majority vote - in order when someone else has the floor.

CALL A MEMBER TO ORDER

The Call to order, not to be confused with the expression used to open a meeting, may be a statement of a member pointing out the violation of another member or a statement of the chair used to instruct someone to conform to the rules. FORM: *I rise to a point of order (member). I call the member to order (Chair).*

Incidental motion - does not have to be seconded - cannot be debated - cannot be amended - cannot be reconsidered - does not require a vote - in order when someone else has the floor.

CLOSE DEBATE

The motion to Close Debate brings discussion of a motion to a close. A meeting can also adopt an order to limit debate in terms of the number of debates allowed, the length of time allowed per debate, or the specific time when all debate will cease. These motions will effectively close debate: to Limit Debate, to Lay on the Table, to Object to the Consideration of a Question and to Call for the previous Question. FORM: *I move that we close debate and vote immediately on the pending question.*

Subsidiary motion - must be seconded - cannot be debated - cannot be amended - can be reconsidered - requires a two-thirds vote - not in order when someone else has the floor.

COMMIT OR REFER

The motion to Commit or Refer is used to assign some task to a few members, such as a committee. FORM: *I move that _____ be referred to a committee of three to be appointed by the chair.*

Subsidiary motion - must be seconded - can be debated - can be

amended - can be reconsidered - requires a majority vote - not in order when someone else has the floor.

1. EXTEND THE LIMITS OF DEBATE OR LIMIT DEBATE

The motion to Extend the Limits of Debate is used to allow further discussion that will exceed specified limits on debate in terms of number or length of speeches. FORM: *I move that we increase the number of speeches to _____ and that the time for each speech be increased to _____ minutes.*

Subsidiary motion - must be seconded - cannot be debated - can be amended - can be reconsidered - requires a two-thirds vote - not in order when someone else has the floor.

1. LAY ON THE TABLE

The motion to Lay on the Table (table something) is used to put business aside temporarily and hold it for later discussion. *I move that this matter be laid on the table (or tabled).*

Subsidiary motion - must be seconded - cannot be debated - cannot be amended - cannot be reconsidered - requires a majority vote - not in order when someone else has the floor.

1. OBJECT TO CONSIDERATION OF A QUESTION

The motion Objecting to Consideration of a Question is used to discourage the discussion of a matter believed to be irrelevant, unprofitable, or contentious. FORM: *I object to the consideration of the question.*

Incidental motion - does not have to be seconded - cannot be debated - cannot be amended - negative vote can be reconsidered - requires a two-thirds vote against consideration - in order when someone else has the floor (before debate).

1. PREVIOUS QUESTION

Although it may not be clear from its name, the motion calling for the Previous Question is used to bring debate on a current motion to close and order an immediate vote. FORM: *I move, or call for, the previous question.*

Subsidiary motion - must be seconded - cannot be debated - cannot be

amended - can be reconsidered - requires a two-thirds vote - not in order when someone else has the floor.

1. PRIVILEGE, QUESTIONS OF

Some matters pertain to the rights and privileges of the meeting or any of its members. These Questions of privilege fall in the category of PRIVILEGED MOTIONS. Examples of points pertaining to rights and privileges are disorderly conduct or charges brought against a member. The purpose of call for a point of privilege is to get the attention of the chair immediately to ask the chair a question, or to make some other point that cannot wait. Questions of privilege are usually decided informally by the chair without a formal motion or vote. FORM: *I rise to a question of privilege.*

1. RECONSIDER A QUESTION

The motion to Reconsider a Question is used to bring a previously decided matter before the assembly again. A vote to Reconsider a Question must be made on the day or the day after the original vote was taken and by someone who voted with the prevailing side. FORM: *I move that we reconsider the vote on the motion to _____.*

Motion to bring back another question previously decided - must be seconded - opens main question to debate if the main question is debatable - cannot be amended - cannot be reconsidered - requires a majority vote - in order when someone else has the floor before that person begins to speak.

RESCIND

The motion to Rescind is used to annul a previous action when it is too late to use the motion to Reconsider. FORM: *I move that the motion to _____ adopted on _____ be rescinded.*

Motion to annul the vote on another question previously decided - must be seconded - can be debated - can be amended - negative vote can be reconsidered - requires a majority vote if previous notice is given; two-thirds vote if no notice was given - not in order when someone else has the floor.

SUSPEND THE RULES

The motion to Suspend the Rules is used to enable an assembly to act on a matter that would otherwise be prohibited by the rules. It must

not, however, be a matter in conflict with the constitution or bylaws.
FORM: *I move that we suspend the rules that interfere with*
_____.

Incidental motion - must be seconded - cannot be debated - cannot be amended - cannot be reconsidered - requires a two-thirds vote - not in order when someone else has the floor.

TAKE FROM THE TABLE

The motion to Take from the Table is used to bring back to the floor for consideration a question that was previously tabled. FORM: *I move that the motion _____ be taken from the table.*

Motion to bring back previously tabled motion - must be seconded - cannot be debated - cannot be amended - cannot be reconsidered - requires a majority vote - not in order when someone else has the floor.

WITHDRAW A MOTION

The motion to Withdraw a Motion is used to remove another motion from further consideration and to prevent a vote on it. The chair may state that it is withdrawn if there is no objection. But, if someone objects, a motion must be made and voted on. FORM: *I=d like to withdraw my motion. I move that _____ be allowed to withdraw his motion.*

Incidental motion - must be seconded - cannot be debated - cannot be amended - negative vote can be reconsidered - requires a majority vote - not in order when someone else has the floor.

PRIVILEGED MOTIONS

May apply to following motions	May interrupt a member who has floor	Mover must first be recognized	Requires a Second	Debatable	Vote Required	May be renewed	Motions that may apply to it
None	No	Yes	Yes	Not when privileged	Majority	Yes, after progress	None

INCIDENTAL MOTIONS

May apply to following motions	May interrupt a member who has floor	Mover must first be recognized	Requires a Second	Debatable	Vote Required	May be renewed	Motions that may apply to it
Any motion or act	Yes	No	No	No, but appealable	None, unless appealed, then majority	No	None, but appealable

SUBSIDIARY OR SECONDARY MOTIONS

Motion Type	Debatable	Undeatable	Can Amend	Cannot Amend
Fix Time to Adjourn	X			
Amend or Substitute	X		X	
Amend an Amendment	X			X
Amend the Rules	X		X	
Appeal	X			X
Commit or Refer	X		X	
Postpone to a certain time	X		X	
Postpone Indefinitely	X			X
Reconsider Debatable Question	X		X	
Rescind	X		X	
Special Order, Make a	X		X	
Adjourn		X		X
Adjourn, Fix the time to		X	X	
Appeal (relating to indecorum, etc.				X
Call (a member) to order		X		X
Close Debate		X		X
Extend the Limits of Debate			X	
Lay on the Table		X		X
Limit debate		X	X	
Object to Consideration of a Question		X		X
Orders of the Day		X		x

Motion Type	Debatable	Undebatable	Can Amend	Cannot Amend
Postpone to a Certain Time		X		X
Previous Question		X		X
Privilege, Questions of		X		X
Reading Papers		X		X
Reconsider an Undebatable Question		X		X
Request to Continue Speaking after Indecorum		X		X
Rise (in committee—Adjourn		X		X
Suspend the Rules		X		X
Take from the Table		X		X
Take up a Question Out of its Proper Order		X		X
Withdraw a Motion		X		x

May apply to following motions	May interrupt a member who has floor	Mover must first be recognized	Requires a Second	Debatable	Vote Required	May be renewed	Motions that may apply to it
No other motion	No	Yes	Yes	Yes	Majority	Not at same	All

MAIN OR PRINCIPAL MOTIONS

May apply to following motions	May interrupt a member who has floor	Mover must first be recognized	Requires a Second	Debatable	Vote Required	May be renewed	Motions that may apply to it
No other motion	No	Yes	Yes	Yes	Majority	Not at same session	All

**DEBATABLE, UNDEBATABLE
AMENDABLE AND UNAMENDABLE MOTIONS**

NOTES

Never look down on anybody unless you are helping him up.
Jesse Jackson