

ΑΣΦ

ALPHA SIGMA PHI

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PARLIAMENTARY PROCEDURE CHEAT SHEET

WHAT IS IT?	HOW DO YOU PHRASE IT?	WHAT DOES IT MEAN?	DOES IT NEED A SECOND?	CAN IT BE AMENDED?	IS IT DEBATEABLE?	VOTE REQUIRED
MAIN MOTION	"I move that..."	We should do [something].	YES	YES	YES	50% + 1 (majority)
AMENDMENT	"I move to amend the motion by..."	I have an idea to make this motion better.	YES	YES	YES	50% + 1 (majority)
CLOSE DEBATE	"I move the question..."	I think that we should vote.	NO	NO	NO	2/3
UNANIMOUSLY CLOSE DEBATE	"I call the question..."	Let's vote - we've all had enough discussion.	NO	NO	NO	100% (consensus)
CORRECTION	"Point of information..."	There's something we should all know about.	NO	NO	NO	No Vote
COMPLAINT	"I raise a point of personal privilege"	We need to resolve the following problem.	NO	NO	NO	No Vote
CONFUSION	"Point of clarification"	I'm confused; please explain this situation more clearly!	NO	NO	NO	No Vote
RULES SUSPENSION	"I move to suspend the rule(s) in order to..."	To make things easier, let's forget about the rules for a moment.	YES	NO	NO	2/3
TABLE	"I move to table this motion until..."	We need more time to think about this.	YES	NO	NO	50% + 1 (majority)
ORDER	"I raise a point of order!"	I protest that we are doing something wrong here.	NO	NO	NO	No Vote
REMOVE FROM THE TABLE	"I move to take up from the table..."	Let's talk about this again.	YES	NO	NO	50% + 1 (majority)
REFER TO A COMMITTEE	"I move to refer this issue to a committee."	This needs some study outside of the general body.	YES	YES	YES	50% + 1 (majority)