

Bourinot's Rules at a Glance

To Do This:	You Say This:	May Interrupt the Speaker?	You Must be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Move a Motion	I move...	No	Yes	Yes	Yes	Majority
Change a motion (You may not merely amend to negate)	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
End debate on a motion	1) I call the question	1) No	1) Yes	1) Yes	1) No	1) Motions on which question is called will be debated at the next meeting if the motion fails 2) Majority
	2) I move that council proceed to the next order of business	2) No	2) Yes	2) No	2) No	
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until a more desirable/appropriate time	I move that the motion be deferred until ... (a specified time or indefinitely)	No	Yes	Yes – only to time	Yes	Majority
Postpone consideration of a motion so that more urgent business can be attended to	I move that the motion be tabled. (Consideration of motion may resume upon motion that the matter be taken from the table.)	No	Yes	Yes	No	Majority
Raise a matter previously deferred (if at a different time from when was decided)	I move that the motion about ____, previously deferred, be considered at this time.	No	Yes	No	No	Majority
Raise a matter previously tabled	I move that the motion about ... be lifted from the table	No	Yes	No	No	Majority
Reconsider a motion that has failed	I move that the motion about ... be reconsidered at the next meeting. (Written notice of motion must then be provided, advising that the matter will be readdressed at the next meeting.)	No	Yes	Yes	No	2/3 Majority
Object to something which prevents your continued participation (e.g. excessive noise)	Point of Privilege	Yes	No	No	No	No vote taken; chair rules.
Seek clarification from the previous speaker	Point of Information	Yes, if urgent	No	No	No	No vote taken; chair rules.
Overturn the ruling of the chair	I challenge the chair on ...	Yes	Yes	Yes	No	Majority
Enquire about procedure or consequences	Point of Order	Yes	No	Yes, only on the point	No	No vote taken, chair rules.
Object to incorrect procedure being used	Point of Order	Yes	No	Yes, only on the point	No	No vote taken, chair rules.