



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

FREQUENTLY USED MOTIONS

I WANT TO:	WHAT MOTION DO I USE?	WHAT WORDS DO I USE?	WHAT ELSE DO I NEED TO KNOW?
Introduce business	Main motion	<i>I move to . . .</i>	Second/Amendable/Debatable/ Majority vote
Change or modify a motion before it is adopted	Amend	<i>I move to amend by:</i> Inserting or adding, by striking out, OR by striking out and inserting	Second/Amendable/Debatable/ Majority vote
Postpone making a decision	Postpone to a certain time	<i>I move to postpone until . . .</i>	Second/Amendable/Debatable/ Majority vote
Change rules of debate	Limit or extend limits of debate	<i>I move to limit debate to __ minutes OR to only one speech.</i> <i>I move to extend debate for ____ minutes OR to allow three speeches per Delegate.</i>	Second/Amendable/No Debate/ 2/3 vote
Stop debate	Previous Question	<i>I move the previous question. OR I move to stop further discussion</i>	Second/No debate/2/3 vote
Temporarily set aside to take up something more important	Lay on the Table	<i>I move to lay the pending motion on the table.</i>	Second/No debate/Majority vote
Require the assembly to follow the adopted agenda	Call for the Orders of the Day	<i>I call for the orders of the day.</i>	No second/No debate/ Chair takes necessary action
Protest about noise, heating, ventilation, etc.	Question of Privilege	<i>I rise to a question of privilege. May the doors be closed?</i>	No second/No debate/Chair decides if action is to be taken
Take a short intermission	Recess	<i>I move to recess for __ minutes.</i>	Second/Amendable/No debate/ Majority vote
Verify a voice vote	Division	<i>Division!</i>	No second/No debate/requires voice vote retaken as rising vote
Ask a question about parliamentary procedure	Parliamentary Inquiry	<i>Is it in order to . . . ?</i>	No second/No debate/ Chair responds to the question

Do something rules prohibit or take up a question out of order	Suspend the Rules	<i>I move to suspend the rules that would prevent . . .</i> <i>I move to take up the following motion out of its proper order:</i>	Second/No debate/2/3 vote
Take another look at a previously decided motion	Reconsider	<i>Having voted on the prevailing side, I move to reconsider . . .</i>	Second/Debatable/Majority vote
Resume consideration of a motion that was tabled	Take from the Table	<i>I move to take from the table the motion . . .</i>	Second/No debate/Majority vote

Prepared by Leigh Wintz, PRP