

LIFE OF A MOTION

Motions are statements that describe a proposed action or decision. Although the formality of Robert's Rules of Order can seem cumbersome, the process of making motions ensures that no decision is accepted without the opportunity for discussion and a vote.

Typically the motion making process progresses as follows:

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| A member of the group proposes a motion: "I move that..." | 1. A member makes a motion, 2. Another member seconds the motion, 3. The Chair states the motion, passing ownership of the motion to the Senate, 4. The members debate on the motion, 5. The Chair puts the question to a vote, and 6. The Chair announces the result and effect of the vote |
| Motions require that a second member of the group agrees to the consideration of the proposal to ensure that the proposal is meaningful to more than one person. | |
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| A member of the group chooses to second: "Second!" | |
| Without a second, the motion will die. | |

RULES OF DEBATE

Every member has the right to speak to every debatable motion before it is finally acted upon, unless this right is interfered by a two-thirds vote of the assembly.

No member can speak a second time before another member who has not yet spoken wishes to speak.

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| 1. Confine remarks to the immediately pending question, 2. Refrain from attacking a members motive, 3. Address all remarks through the Chair, 4. Avoid the use of member's names, 5. Refrain from speaking against one's own motion, 6. Refrain from reading from papers or books, unless with permission of the assembly, 7. Refrain from disturbing the assembly | The Chair must remain impartial during debate and should have nothing to say on the merits of the pending question unless asked through a Parliamentary Inquiry or Point of Information. To participate in debate, the Chair must relinquish the chair. |
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**STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK**

Rules Relating to Motions
Quick Reference

| PURPOSE | MOTION | INTERRUPT? | SECOND? | DEBATE? | AMEND? | VOTE | NOTES | R? |
|-------------------------------------|--|------------|---------|---------|--------|----------|--|----|
| RANKING MOTIONS | | | | | | | | |
| FIVE PRIVILEGED MOTIONS | | | | | | | | |
| To set a time for the next meeting* | To Fix the Time to Which to Adjourn | No | Yes | No | Yes | Majority | *We will never have a use for this | Y |
| Close Meeting | I move to adjourn* | No | Yes | No | No | Majority | *For special circumstances, refer to Chairman | N |
| Take a Break | I move to recess for... | No | Yes | No* | Yes | Majority | *Can be if no other motion is pending | N |
| Register Complaint* | Point of Privilege! | Yes | No | No | No | None | *noise, ventilation, restroom, etc... | N |
| Make Assembly Follow Agenda | I Call for the Orders of the Day! | Yes | No | No | No | None | | N |
| SEVEN SUBSIDIARY MOTIONS | | | | | | | | |
| Lay Aside Temporarily | I move to lay the question on the table | No | Yes | No | No | Majority | *Affirmative votes may not be reconsidered | N* |
| Close Debate | I move the previous question | No | Yes | No | No | 2/3 | *Unless vote on question has begun | Y* |
| Limit or Extend Debate | I move that debate be limited to... | No | Yes | No | Yes | 2/3 | | Y |
| | I move that debate be extended to... | No | Yes | No | Yes | 2/3 | | Y |
| Postpone to a Certain Time | I move to postpone the motion to... | No | Yes | Yes | Yes | Majority | | Y |
| Commit to a Committee | I move to commit the motion to the... | No | Yes | Yes | Yes | Majority | *Unless committee has already taken up subject | Y* |
| Amend a Motion | I move to amend the motion by... | No | Yes | Yes* | Yes | Majority | *Unless the main motion is not debatable | Y |
| Postpone Indefinitely | I move to postpone the motion indefinitely | No | Yes | Yes | No | Majority | *Affirmative only | Y* |

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| RANKING MOTIONS (continued) | | | | | | | | |
| MAIN MOTION | | | | | | | | |
| Bring Business Before Assembly | I move that [or to]... | No | Yes | Yes | Yes | Majority* | *Unless otherwise specified | Y |
| NON RANKING MOTIONS | | | | | | | | |
| INCIDENTAL MOTIONS | | | | | | | | |
| Enforce Rule or Conduct | Point of Order! | Yes | No | No | No | None* | *Unless the Chair submits to the assembly | N |
| Appeal a Ruling of the Chair | I appeal from the decision of the chair | Yes | Yes | Varies* | No | Majority* | *Not when it relates to certain matters | Y |
| Suspend the Rules (Robert's Rules of Order) | I move to suspend the rules | No | Yes | No | No | 2/3* | *For special circumstances, refer to Chairman | N |
| Suspend the Rules (Bylaws and Policy) | I move to suspend the PSGA... | No | Yes | No | No | Majority | | N |
| Avoid Main Motion Altogether | I object to the consideration of the question | Yes | No | No | No | 2/3 (in the negative) | *Only if the main question has not yet been debated | Y* |
| Divide Motion | I move to divide the question to say... | No | Yes | No | Yes | Majority | | N |
| Demand a Rising, Counted Vote | Division! | Yes | No | No | No | None | | N |
| Parliamentary Law Question | Parliamentary Inquiry! | Yes | No | No | No | None | | N |
| Request for Information or Clarification | Point of Information! | Yes | No | No | No | None | | N |
| Remind Members to Stay Professional | Decorum! | Yes | No | No | No | None | | N |
| Consider Resolution by Paragraph | I move to consider by paragraph | Yes | Yes | No | Yes | Majority | | N |

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| NON RANKING MOTIONS (continued) | | | | | | | | |
| INCIDENTAL MOTIONS (continued) | | | | | | | | |
| Request to be Excused from a Duty | I request to be excused from... | No | No | No | No | None | *Chair will make ruling | Y |
| Request for a Leave of Absence | In the form of a letter | N/A | No | No | No | Majority | | Y |
| Request for Resignation | In the form of a letter | N/A | No | No | No | Majority | *Only if letter has not been introduced yet | Y* |
| Enter Closed Session | I move to enter Executive Session | No | Yes | No | Yes | Majority | | N |
| Withdraw a Motion | I request permission to withdraw my motion | No | No | No | No | Majority | *Yes/No Vote | * |
| Read Papers | I request to read papers... | No | Yes | No | No | Majority | | Y |
| Extend the Meeting | I move to extend the meeting until... | No | Yes | No | Yes | Majority | | N |
| MOTIONS THAT BRING THE QUESTION BEFORE THE ASSEMBLY AGAIN | | | | | | | | |
| Take Matter From the Table | I move to take from the table... | No | Yes | No | No | Majority | | N |
| Cancel Previous Action | I move to rescind... | No | Yes | Yes | Yes | Majority with notice; or 2/3 without* | *For special circumstances, refer to Chairman | N |
| Amend Something Previously Adopted | I move to amend... Adopted on... | No | Yes | Yes | Yes | Majority with notice; or 2/3 without* | *For special circumstances, refer to Chairman | N |
| Reconsider Motion | I move to reconsider... | Yes (only if Speaker has not begun) | Yes | Yes (unless motion is not debatable) | No | Majority | *For special circumstances, refer to Chairman | N |