

Summary Guide for Rules of Order for NSA Board Meetings

| In Order To: | You State: | Interrupt | Second | Debate | Amend | Approval |
|---|--|-----------|--------|--------|-------|----------|
| Make a motion | I move that... | No | Yes | Yes | Yes | Majority |
| Amend a motion | I move to amend the motion by... | No | Yes | Yes | Yes | Majority |
| Amend an amendment | I move to amend the amendment by... | No | Yes | Yes | No | Majority |
| End the discussion | I move the question... | No | Yes | No | No | 2/3 |
| Reconsider your vote | I move to reconsider the vote... ¹ | No | Yes | Yes | Yes | Majority |
| Go into Executive Session | I move that the Board go into Executive Session... ² | No | Yes | Yes | Yes | Majority |
| Suspend the discussion | I move to lay the question on the table... ³ | No | Yes | No | No | 2/3 |
| Divide motion into series of motions | I move to divide the question into the following motions... | No | Yes | No | Yes | Majority |
| Refer to committee for consideration | I move to refer the motion to X Committee... | No | Yes | Yes | Yes | Majority |
| Limit or extend discussion | I move to limit/extend discussion by X minutes... | No | Yes | No | Yes | 2/3 |
| Rescind a prior decision of Board | I move to rescind the prior decision to... | No | Yes | Yes | Yes | 2/3 |
| Raise a question if you think rules are being violated or not followed | Point of order (then direct your question to the presiding officer). | Yes | No | No | No | None |
| Obtain additional information | Point of information (then ask for clarification). | Yes | No | No | No | None |
| Take a break or address distractions | Point of privilege (then state what you want). | Yes | No | No | No | None |
| End the meeting | Move to adjourn. | No | Yes | No | No | Majority |

¹ Can only be made by one of the members of the prevailing side.

² Used typically to address sensitive issues.

³ Temporarily suspends discussion with intent to return to discussion at a later point.