

-OUTLINE OF PARLIAMENTARY PROCEDURE-

A brief outline of Parliamentary Motions most commonly used.

(Exceptions to the motions are not stated in this outline.)

(NOTE: This outline is designed to be used in either house; select the proper word in parenthesis. The language is only suggested, and is not mandatory.)

1. READING OF A BILL FOR THE THIRD TIME UNDER SUSPENSION OF THE RULES.

When a bill is read the third time on the same legislative day, it requires a suspension of the rules. In view of the constitutional provisions and the rules, the motion is: "I request unanimous consent that the rules be suspended, that the printing of the bill be dispensed with, that the committee reference be dispensed with, and the (House) (Senate) Bill No. _____ be read the third time in full, preparatory to its final passage."

2. MOTIONS INCIDENTAL TO PLACING A BILL ON ITS FINAL PASSAGE.

a. The sponsor of the bill makes the following motion: "I move that (House) (Senate) Bill No. _____ be placed on its final passage, subject to debate, amendment and substitution."

b. If an amendment is offered from the floor, the following motion applies: "I move the adoption of Floor Amendment No. ____."

c. The sponsor of the bill explains the contents of the bill, after which it is subject to debate, amendment or substitution.

d. If a bill is non-controversial, in order to expedite business and to dispense with the calling of the roll, the following motion is made: "I request unanimous consent of the (House) (Senate) that the record show that the roll was called on the final passage (House) (Senate) Bill No. _____, and that all (members) (senators) present voted in the affirmative."

4. MOTION FOR WITHDRAWAL OF A BILL FROM COMMITTEE, PRIOR TO A COMMITTEE REPORT.

"I move that (House) (Senate) Bill No. _____ be withdrawn from the _____ Committee, that the committee consideration be dispensed with and that the bill be placed on today's calendar for the third reading."

5. MOTION TO RECONSIDER:

"Having voted with the majority, I move to reconsider the vote whereby (House) (Senate) Bill No. _____ was this day passed (or refused passage)."

6. A. CALLING A COMMITTEE OF THE WHOLE:

"I move that the (House) (Senate) resolve itself into a Committee of the Whole for the purpose of (state purpose)."

B. DISSOLVING A COMMITTEE OF THE WHOLE:

"I move that the Committee of the Whole arise and report progress."

7. LAYING A BILL ON THE (SPEAKER'S) (PRESIDENT'S) DESK:

"I move that (House) (Senate) Bill No. _____ be laid on the (speaker's) (president's) desk, subject to the call of the (House) (Senate)."

8. A MOTION TO TABLE INDEFINITELY:

A motion to table indefinitely has the effect of killing a bill. The motion is made in the following form: "I move that (House) (Senate) Bill No. _____ be tabled indefinitely."

9. MOTION TO LAY ON THE TABLE:

"I move to table the motion of (Representative) (Senator) Jones."

10. REQUEST TO REVERT TO THE ORDER OF BUSINESS DESIRED IN THE MOTION:

"I ask unanimous consent of the (House) (Senate) to revert to that order of business (here, the (member) (senator) states the order of business desired)."

11. MOTION TO RECESS:

"I move that the (House) (Senate) recess for (specify time)."

12. CALL OF THE (HOUSE) (SENATE):

"I move a call of the (House) (Senate)."

13. SUGGESTION OF A QUORUM:

"I suggest the absence of a quorum." (Whereupon the chair will call the roll to determine whether or not a quorum is present.)

14. MOTION TO ADJOURN:

"I move that the (House) (Senate) do now adjourn until (specify time)."

15. MOTION TO CLOSE DEBATE:

Motion to close debate may be made in the following manner: "I move that debate cease." If a motion has already been made that a bill do pass, any member may make the following motion: "I move the previous question." This has the effect of closing debate if it carries.

16. PARLIAMENTARY INQUIRY:

A (member) (senator) desiring information concerning a question before the (House) (Senate) may rise even while a (member) (senator) is speaking, address the chair and without waiting to be recognized, says: "I rise for a parliamentary inquiry" or "I rise for information" or "I rise to a point of information." The chair then asks the (member) (senator) to state his inquiry, and if the question is pertinent to the business, supplies the information. If a (member) (senator) is speaking and the question is pertinent to the business, the chair supplies the information. If a (member) (senator) is speaking and the question does not require immediate reply, the chair may delay the reply.

When information is desired from a (member) (senator) who is speaking or from any other (member) (senator), rather than the (speaker) (president), the request is: "Mr. (Speaker) (President), I desire to ask the (representative) (senator) a question."

17. REQUESTS OR ACTIONS NOT REQUIRING RECOGNITION:

- a. Make a parliamentary inquiry
- b. Raise a question of privilege
- c. Appeal from the decision of the president
- d. Call for regular order
- e. Raise point of order
- f. Object to consideration of a question
- g. Demand a division of a question
- h. Demand a division of the house
- i. Withdraw, or request permission to withdraw, a motion
- j. Raise a question of no quorum
- k. Change a vote (when permitted)

NOTE: If there might be opposition to a motion, the phraseology is: "I move..."; if there is no opposition, the phraseology is: "I ask unanimous consent that the rules be suspended, and...".