

How to Get Things Done

Often a member of a gathered assembly is interested in proposing a particular course of action but is uncertain about how to do so. This document assists with learning the foundational phrases that can assist members in getting their action before the body for consideration.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	VOTE?
Close meeting right now	I move to adjourn	No	Yes	Majority
Take a break	I move to recess for	No	Yes	Majority
Register a complaint	I rise to a question of privilege	Yes	No	None
Get to where body should be on agenda	I call for the orders of the day	Yes	No	None
Talk about topic later	I move to lay the question on the table	No	Yes	Majority
Close the debate/Stop the talking	I move the previous question	No	Yes	2/3
Shorten or lengthen the time to discuss	I move that debate be limited to ...	No	Yes	2/3
Talk about topic at a particular time	I move to postpone the motion to ...	No	Yes	Majority
Have a committee discuss the topic	I move to refer the motion to ...	No	Yes	Majority
Changes words in a motion	I move to amend the motion by ...	No	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Majority
Bring a topic up for discussion (a main motion)	I move that [or "to"] ...	No	Yes	Majority

