

What you want to do	What you say	Can you interrupt the speaker	Do you need a 2nd	Is it debatable/ open for discussion	Can it be amended	What kind of vote is required
Set the Date & time for the next meeting	I move that we meet at: (include time & place)	No	Yes	No	Yes	Majority
Adjourn the meeting	I move that we adjourn	No	Yes	No	No	Majority
Take a break	I move that we recess for... (or until ...)	No	Yes	No	Yes	Majority
Complain about heat, noise etc.	I raise a question of privilege	Yes	No	No	No	None - address by chair
Make the meeting follow the agenda	I call for the orders of the day	Yes	No	No	No	None
Temporarily stop considering an issue	I move to table the motion	No	Yes	No	No	Majority
End the debate	I move the previous question	No	Yes	No	No	2/3
Set a time limit for a debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone discussion	I move to postpone discussion until...	No	Yes	Yes	Yes	Majority
Study an issue more closely	I move to refer the matter to committee	No	Yes	Yes	Yes	Majority
Change the wording of a motion	I move to amend the motion by...	No	Yes	Only if the original motion allowed it	Yes	Majority
Postpone the discussion indefinitely	I move that we postpone this matter indefinitely	No	Yes	Yes	No	Majority
Make a motion	I move that...	No	Yes	Yes	Yes	Majority