



What's a Snippet? Glad you asked! A Snippet is short article about meetings or parliamentary procedure. New snippets are released on the first day of every month at www.agreatmeeting.com.



Snippet #121
Which Motion?

No one wants to appear ignorant or uninformed in front of a group of peers. Here's a handy chart that will help you to decide which motion to use to achieve the results you want.

<u>If you want to:</u>	<u>Use this motion</u>
<i>Continue this meeting on another day</i>	Fix Time to Which to Adjourn
<i>Stop the meeting now</i>	Adjourn
<i>Take a break</i>	Recess
<i>Protect the safety, health, integrity, or personal property of the members</i>	Raise a Question of Privilege
<i>Follow the agenda and proceed to a scheduled item of business, if a time is set on the agenda</i>	Call for Orders of the Day
<i>Set aside the pending motion temporarily in order to take up other, more urgent business</i>	Lay on the Table
<i>Stop debate on the pending motion or series of connected motions</i>	Previous Question
<i>Set debate limits for the pending motion</i>	Limit or Extend Debate
<i>Take the motion up at a later time or at the next meeting</i>	Postpone to a Definite Time
<i>Send to a smaller group for study and report</i>	Commit or Refer
<i>Change the words in a motion</i>	Amend
<i>Take no action on the motion</i>	Postpone Indefinitely
<i>Enforce the rules</i>	Point of Order
<i>Challenge the chair's ruling on a point of order</i>	Appeal
<i>Prevent a motion from being considered</i>	Object to Consideration
<i>Verify the results of a vote</i>	Division of the Assembly
<i>Separate the parts of a motion</i>	Divide the Question
<i>Ask a question about a motion</i>	Request for Information
<i>Get help with a procedural issue</i>	Parliamentary Inquiry
<i>Return to debate/vote on a motion during the meeting</i>	Reconsider
<i>Change a motion or document adopted at a previous meeting</i>	Amend Something Previously Adopted
<i>Strike out a previously-adopted motion</i>	Rescind