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| **Motion** | **Description** | **Second Required** | **Debatable** | **Amendable** | **Vote****Required** |
| **Fix the Time to which Adjourn** | **Motion used when a regular meeting is running long and the members feel it needs to continue at another time.** | **Yes** | **Yes** | **Yes** | **M** |
| **Adjourn** | **Motion to end the meeting** | **Yes** | **No** | **No** | **M** |
| **Recess** | **Motion to temporarily suspend business for a break.**While no business is pending While business is pending | **Yes****Yes** | **No****Yes** | **Yes****Yes** | **M****M** |
| **Raise a Question of Privilege** | **Member may rise and ask for consideration of something that affects the assembly or himself** | **No** | **No** | **No** | **C** |
| **Call for the Orders of the Day** | **Motion allows a member to get the meeting back on the track and follow the agenda** | **Yes** | **No** | **No** | **2/3** |
| **Lay on the Table** | **Motion suspends all discussion on a motion while something else occurs – a guest speaker or lunch has arrived.** | **Yes** | **No** | **No** | **M** |
| **Previous Question** | **Motion allows a member to call for an immediate vote if passed.** | **Yes** | **No** | **No** | **2/3** |
| **Limit or Extend Limits of Debate** | **Motion allows members to increase or decrease the time a member has to debate** | **Yes** | **No** | **Yes** | **2/3** |
| **Postpone to a Certain Time** | **Motion used to suspend discussion and voting until a specified time. A member may be waiting for the arrival of another member that has more information and can influence the vote.** | **Yes** | **Yes** | **Yes** | **M** |
| **Commit or Refer to a Committee** | **When a motion is made and more information is needed to vote on the motion, it can be sent to a committee to gather the information and the committee reports back at the next meeting** | **Yes** | **Yes** | **Yes** | **M** |
| **Amend** | **Motion to change a main motion** | **Yes** | **Yes** | **Yes** | **M** |
| **Postpone Indefinitely** | **Motion to kill an item of business for the current meeting. If passed may be brought up again at the next meeting only.** | **Yes** | **Yes** | **No** | **M** |
| **MAIN MOTION** | **How a member brings an item of business up at meeting for discussion** | **Yes** | **Yes** | **Yes** | **M** |

 **M – Majority C – Chair Handles**