



ROYALE MANAGEMENT  
SERVICES

## Parliamentary Procedures

### To Make a Motion:

- Maker must be recognized by chairperson
- Maker then states, "I move..."
- A second to the motion is required
- The maker of the motion has the right to speak first
- The maker also has the privilege of speaking last before the vote
- The chairperson recognizes each person before he or she speaks

### To Amend a Motion:

- Requires a second
- Amendment can be debated and can be amended
- Majority vote is needed to approve the amendment
- Vote on the amendment before voting on the original motion

### To Table a Motion:

- Requires a second
- No debate is allowed
- No amendments to the tabling motion can be made
- Majority vote is required to pass the tabling motion
- Can set a definite date for reconsideration

### To Adjourn a Meeting:

- Requires a second
- Not debatable
- Cannot be amended
- Majority vote is needed pass

### To Take a Motion from the Table:

- Requires a second
- Not debatable
- Cannot be amended
- Majority vote is needed to pass