

## Basic Parliamentary Procedure for the Urbana-Champaign Senate

	To do this:	You say:	Need Second?	Precedence*	Can Amend?	Debate Allowed?	Decision by	Comments
Main Business	Introduce business that is listed on the agenda	"I move that..."	Yes	13	Yes	Yes	Majority	A motion made by a committee of at least two members does not need a second.
	Allow introduction of new business not listed on the agenda	"I move that...be added to the agenda."	Yes	13	Yes	Yes	Majority	Only discussion and comment are permitted on a matter so introduced; no final vote may be taken.
	Change a motion	"I move that the motion be amended by..."	Yes	11	Yes	Yes	Majority	An amendment to an amendment cannot be further amended. Note: there is no such thing as a "friendly amendment." Any change to a motion must be offered as a motion to amend.
	Make a nomination	"I nominate..."	No	--	No	Yes	Majority	
	Amend Constitution or Bylaws	"I move to amend Constitution/Bylaws by..."	Yes	13	Yes	Yes	2/3 majority	Procedure governed by the Senate Constitution, Art. I, Section 4 (for the Constitution) and Section 3 (for the bylaws).
Delaying or Blocking Action	Postpone indefinitely	"I move that we postpone this question indefinitely..."	Yes	12	No	Yes	Majority	
	Refer to a committee	"I move that we refer this to the committee on..."	Yes	10	Yes	Yes	Majority	The motion to refer can be amended regarding which committee, or instructions to the committee.
	Postpone to a definite time	"I move that this matter be postponed until..."	Yes	9	Yes	Yes	Majority	
	Lay on the table	"I move that this matter be laid on the table."	Yes	6	No	No	Majority	The motion to lay on the table is in order only if there is other urgent business. Instead, it is usually better to move to postpone, either indefinitely or to a definite time, or to refer to a committee.
	Recess the meeting	"I move to recess until..."	Yes	2	Yes	No	Majority	
	Adjourn the meeting	"I move that we adjourn."	Yes	1	No	No	Majority	Superseded by Standing Rule 1.
Speeding Up Business	Limit debate	"I move that discussion be limited to ..."	Yes	8	Yes	No	2/3 majority	
	Close debate and vote	"I move to close debate."	Yes	7	No	No	2/3 majority	To move "the previous question" means exactly the same as to move "to close debate."
	Take up a matter ahead of schedule/change order of agenda	"I move that we suspend the rules and consider..."	Yes	13	No	No	2/3 majority	
Inquiries, etc.	Call attention to a nuisance or emergency, reply to an affront	"Point of privilege"	No	3	No	No	The chair	
	Object to improper procedure	"Point of order"	No	4	No	No	The chair	
	Ask about a procedure	"Point of information"	No	5	No	No	The chair	
	Count vote just taken	"Division"	No	--	No	No	Majority	Typically, a call for division (counted vote) is simply granted on request. But if there is an objection, the majority decides.
Other Motions	Reverse a ruling by the chair	"I appeal the decision of the chair."	Yes	--	No	Yes	Majority	
	Reconsider a matter already voted on	"I move that we reconsider our action on..."	Yes	13	No	Yes	Majority	Reconsideration may only be moved by someone who voted with the prevailing side, and is debatable if the original motion was debatable.
	Consider a matter that was previously tabled	"I move that we take from the table..."	Yes	13	No	Yes	Majority	
	Withdraw a motion	"I request permission to withdraw my motion."	No	--	No	No	Majority	Usually, the maker of a motion is allowed to withdraw it by unanimous consent, but if anyone objects, there must be a vote.
	Request a written ballot	"I request a written ballot on this motion."	No	--	No	No	Majority	Standing rule 9 provides for a written ballot at the request of any senator, but only when separate student and faculty votes are to be taken.

\* The "precedence" column comes into play when there are multiple motions on the floor. For example, there could be a main motion, and a motion to amend, and a motion to refer to committee. The lowest "precedence" number is the motion that gets voted on first; in this example, the numbers are 13 for the main motion, 11 for the amendment, and 10 for referral to committee. So referral gets voted on first; if it loses, then amendment; then the main motion, which is always last. A new main motion (precedence 13) may be made only if there is no other motion on the floor.