

## SMU Residence Hall Association PARLIAMENTARY PROCEDURE...At a glance.

Here are some motions you might make, how to make them, and what to expect of the rules.

To Do This:	You Say This:	In English:	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	May you interrupt the speaker?
Adjourn Meeting	"I move that we adjourn"	Let's end the meeting	Yes	No	No	Majority	No
Call an intermission	"I move that we recess for (insert time)"	We need a break	Yes	No	Yes	Majority	No
Complain about heat, noise, etc.	"Point of personal privilege"	It's too hot/noisy/etc.	No	No	No	None	Yes
End debate	"Call to question"	We're done talking; let's vote.	Yes	No	No	2/3	No
Amend a motion	"I move to amend lines..."	Let's change the motion a little to make it sound better	Yes	Yes	Yes	Majority	No
Introduce Business	"I move to..."	Let's talk about/do this	Yes	Yes	Yes	No vote	No
Protest breach of rules or conduct	"Point of Order"	Wait, this isn't right	No	No	No	No vote	Yes
Suspend the rules temporarily	"I move to suspend the rules so that..."	We need a break from the rules	Yes	No	No	No vote	No
Make a correction	"Point of clarification"	What was stated was wrong, here's the correct info	No	No	No	No vote	Yes
Request Information	"Point of Information"	What's going on	No	No	No	No vote	Yes
Verify a voice vote	"Division!"	We need to vote again. There's no clear majority	No	No	No	No vote	Yes
Transfer speaking rights	"Yield"/ "I yield to..."	Give speaking rights to someone other or end statement	No	No	No	No vote	No