

**Synod Assembly – Parliamentary Procedure (Examples)**  
**Based on Robert’s Rules of Order**

<b>Purpose</b>	<b>You say...</b>	<b>Interrupt Speaker?</b>	<b>Is a 2<sup>nd</sup> Necessary?</b>	<b>Debatable?</b>	<b>Can it be amended?</b>	<b>Vote Necessary?</b>
Introduce business	“I move that...”	No	Yes	Yes	Yes	Majority
Amend a motion	“I move to amend the motion by...”	No	Yes	Yes	Yes	Majority
Give further study	“I move to refer the matter to...”	No	Yes	Yes	Yes	Majority
Postpone discussion	“I move to postpone the discussion until...”	No	Yes	Yes	Yes	Majority
Limit or extend debate	“I move that debate be limited to...”	No	Yes	No	Yes	2/3
Seek end of debate/Ask for a vote	“I move the previous question.”	No	Yes	No	No	2/3
Raise a question about noise, etc. (complaint)	“I rise to a question of privilege.”	Yes	No	No	No	None
Call for a break	“I move we recess for...”	No	Yes	No	Yes	Majority
Lay aside temporarily	“I move to lay the question on the table.”	No	Yes	No	No	Majority
Adjourn the meeting	“I move that we adjourn.”	No	Yes	No	No	Majority
<i>Other things you can speak to:</i>						
Suspend rules	“I move to suspend the rules so that....”	No	Yes	No	No	2/3
Parliamentary Law Question	“Parliamentary inquiry”	Yes	No	No	No	None
Request for information	“Point of information”	Yes	No	No	No	None
Reconsider an action	“I move to reconsider the vote on...”	No	Yes	Yes	No	Majority
Vote on a ruling of the chair	“I appeal from the chair’s decision.”	Yes	Yes	Yes	No	Majority
Protest breach of rule or conduct	“I rise to a point of order.”	Yes	No	No	No	None (unless it is unclear)

**These phrases from Robert’s Rules of Order will be used throughout the Assembly to conduct business:**

“I move that we....”

“Thank you. I declare \_\_\_\_\_ adopted/defeated.”

“Is there a second?”

“I second the motion.”

“Is there discussion?” or “The floor is open to discussion.”

“All those in favor....” “All those opposed....”