



Cheatsheet and Summary of Contents to Convention Delegate Procedural Packet**

**Note: this document has 4 pages total

Cheatsheet

Action (what you want to do)	title (how you do it)	packet page number
How to make a motion	Getting to Speak/ bringing business before the assembly	11-12
Want to break down a multi-faceted motion	Division of the Question	25
Want to get back on track / meeting deviated from agenda order	Call for the Orders of the Day	26
Want to go out of order on the agenda	Motion to suspend [the rules concerning agenda order]; Setting aside the orders of the day	27
To deviate from an administrative or other rule	Motion to Suspend	28
To discuss a motion later	Move to table the motion	29
To discuss something now that had previously been tabled	Move to take from the table	29
To end discussion/debate and proceed to the vote	Move to call the question	30
Unclear about procedure	Make a parliamentary inquiry	31
Enforce any rule that has been broken / to stop speaker that is discussing something irrelevant	Raise a Point of Order	32
Disagree with the Chair's ruling	Appeal from the ruling of the chair	33
Want to change the wording or a motion or resolution	Make a Motion to Amend	34-35
Want to change the wording of an amendment to a motion or resolution	Make an Amendment to the Amendment	35
Want more time/want to extend the previously set time limits on discussion	Make a Motion to Extend	36
Want to decrease/limit time for discussion	Make a Motion to Limit Time	37
You believe the assembly voted hastily and you voted for the prevailing side but now regret that vote	Make a Motion to Reconsider	38
Something is interfering with your full participation in session (i.e., can't hear speaker; leaky ceiling; dim lighting, etc.)	Raise a point of privilege	39



Have a question for a speaker or maker-of-the-motion	Raise a point of information	40
Want to push the discussion/vote to a later time or date or after an event occurs	Make a Motion to Postpone	41-44
Need a break	Motion to recess	45
Want to end the meeting since you feel like the meeting is going on too long	Motion to Adjourn	46
Want to pick a specific time now to end the meeting later on in the day	Motion to Fix the Time at which to adjourn	46
Wondering what a “chair’s privilege” entails	Chair’s Privilege	48
Don’t think the vote was accurate	Call for a Division of the Assembly	18; 25
Address Concerns /Critique current or past board members or other personnel	Instead: address the problem professionally within a motion or resolution	13
You think this motion/resolution is frivolous and think it’s a waste of time to even discuss it	Before the motion is restated by the Chair, make an objection to the consideration of the question.	23
Want the Presiding Officer to stop reading all of the standing rules	Make a Motion to Dispense with the Reading of the standing rules	N/A
Want to stop the reading of each part of the proposed amendment/legislative business	Make a Motion to Dispense with the reading of the amendment	N/A
Want the Presiding Officer to read all of the standing rules/ proposed amendment/ legislative business	Make a request (cannot interrupt another member who has the floor)	N/A
Want to discuss/vote on each item of a resolution / written item of legislative business separately	Make a motion for consideration by paragraph	N/A



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