

## **Robert's Rules of Order Order of Business**

The following information, taken from Robert's Rules of Order Newly Revised In Brief (RONRIB), provides an abbreviated outline of the order in which a board or business meeting is conducted. The page number in RONRIB or the source for each topic has been noted to give due credit when applicable and known.

Most of the information is taken word-for-word, however, some of the information has been paraphrased for brevity, or new information was added from on-line sources to provide a more user-friendly understanding of the information.

This paper's entire focus is on the moving a meeting forward from the call to order to the adjournment. There is much more information for each topic available in the book, or on-line, that provides in-depth descriptions of elections, officers' duties, types of rules, and by-laws and other rules.

The purpose of this paper is to provide simple guidance to keep a meeting on track and progressing smoothly. We hope you find this paper beneficial in making your meetings more productive.

## **Robert's Rules of Order Order of Business**

### **Call to Order** (p. 12-13)

This occurs at the beginning of the meeting, once quorum has been attained. Organizations usually decide what should be the quorum required for their meetings in order to conduct substantive business. An organization specifies its quorum in its bylaws; if an organization fails to do this, then the quorum is a majority of the members. "Majority" means more than half.

When it is time to start the meeting, a single rap of the gavel at the appointed hour and the declaration, "the meeting will come to order" is sufficient.

### **Opening ceremonies** ([www.dummies.com/how-to/content/roberts-rules](http://www.dummies.com/how-to/content/roberts-rules))

Meetings may be opened with an invocation and a recitation of the Pledge of Allegiance. The protocol is "God before country" so plan the invocation before saying the Pledge. This is also the time to include any fraternal rituals, a greeting by one of the officers, or anything else that might reasonably fall under the category of ceremony. Opening ceremonies are not necessary for many meetings and may be skipped.

### **Reading and Approval of Minutes** (p. 14)

The chair says, "The Secretary will read the minutes." After they are read, the chair says, "Are there any corrections to the minutes?" Normally, corrections are made without objection, but if there is a dispute, there can be debate and a vote on the proposed corrections. Thereafter, the chair says, "If there are no [further] corrections, the minutes are approved."

Only after the minutes of the meeting are approved in this way do they become the official record of what happened. If the secretary sends out draft minutes prior to the meeting, they do not have to be read at the meeting unless a member insists. The chair may say, "The minutes of the previous meeting have been distributed. Are there any corrections to the minutes?"

### **Reports** (p. 14)

The officers, boards and committees of the organization then provide reports to the assembly. Often, the reports just provide information; however, they may include recommendations for action by the assembly. The recommendations are debated and voted on at the end of the report containing them.

### **Unfinished Business** (p.15)

Following the reports, items carried over from the previous meeting are discussed. In a properly conducted meeting, there is no type or class of business called "old business." It is a common mistake for the chair to call for "old business" and under that incorrect category to allow members to bring up again matters that were considered at earlier meetings or matters for which there was

merely an informal suggestion. Items that properly come up under the category, “unfinished business,” are:

- 1) the item (if any) that was actually in the process of being considered when the last meeting adjourned, followed by
- 2) any items that were scheduled to come up at the last meeting but were not reached before adjournment, in the order they were due to come up in the meeting, based upon the meeting agenda.

### **New Business** (p.15)

The chair asks, “Is there any new business?” New items may then be brought up by any member, using the proper procedure – making a motion.

### **Agenda** (p.16)

Instead of following a standard order of business, a group may adopt an agenda. Frequently, the president presents a *draft* agenda, but *to be binding, it must be adopted by majority vote of the group at or soon after the start of the session.* The group may make any changes it wishes before voting to adopt it. An example of an agenda is provided on page 12.

### **Adjournment, Recess and Standing at Ease** (p. 17)

When the meeting has concluded its work, the chair says, “Is there any further business?...Since there is no further business, the meeting is adjourned.” To adjourn means to close the meeting. Even if there is still business that has not been completed, a majority may vote to adjourn.

When the group wishes to take a short break from a meeting, it may vote (by a majority) to recess. The proposal to recess may set a time, as in, “recess for five minutes.” Or, it may be “recess until called to order by the chair,” which leaves it up to the presiding officer to decide when to end the recess and resume the meeting.

The chair may cause a brief pause in the proceedings, if no member objects, by directing the group to “stand at ease.” This means that members remain in their places, perhaps talking quietly, until the chair again calls the meeting to order.

### **Motions**

(<http://www.ucalgary.ca/gsa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>)

Business is resolved at meetings by voting on propositions made by members. Such propositions are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the chair may choose not to enforce this rule if s/he deems it appropriate). A member must be “recognized” by the chair to make a motion (recognition is made by calling out the name of the speaker or in a small group, nodding to the speaker).

### **Make a Motion** (p. 20)

To make a main motion, after being recognized, the speaker simply says, “I move that...” The speaker must only state the motion and hold any explanation of why s/he made the motion until the debate. It is very important to say precisely what the words of the motion are to be. The group votes on exact language, not a vague idea. The chair can require that the main motion be submitted by the mover in writing.

### **Second a Motion** (p. 21)

After making a motion, the mover stays quiet (wait until the debate to give reasons for making the proposal). Once a motion is made, it must be “seconded” in order to be considered by the group. The seconder may not necessarily agree with the motion. If there is no second, the motion is not put before the group for discussion or decision. The seconder does not have to be recognized by the chair to second a motion.

### **State the Question** (p. 21)

Once a motion has been moved and seconded, the chair then “states the question” by saying, “It is moved and seconded that...” and then repeats the exact words in which the motion was made. The chair must state the question after a motion is moved and seconded so that: 1) the exact wording of the motion is repeated for the benefit of the group and 2) the chair has two duties before stating any motion: a) determine that the motion is in order, and b) ensure that the motion is clearly phrased.

### **Debate the Motion** (p.23)

Once a main motion is stated, it is said to be “pending” or “on the floor.” It is then before the group for debate and action. Right after stating the question on a motion, the chair normally turns toward the maker of the motion to see if s/he wishes to be assigned the floor. This is where the motioner has the opportunity to give reasons on why s/he made the proposal.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action. The assembly rules – they have the final say on everything. Silence means consent.

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. All remarks must be directly to the chair. Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives.

## **Secondary Motions**

During debate, there are other motions that may be made relating to the main motion. These are called secondary motions. For example, a motion to Recess or a motion to Amend the main motion.

If the mover and seconder of the original motion consent to the amendment, the amendment is considered “friendly” and does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

***A chart listing motions in order of precedence is attached.***

**Points** (<http://www.ucalgary.ca/gsa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>)

There are several special motions called “Points” that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order – An individual may raise a Point of Order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish the Point raised.
2. Point of Privilege – Individuals may raise Points of Privilege if it is felt that their rights as a member of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.
3. Point of Information – This Point is the most misused one in the book. This point is used to **ASK** for information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor. Again, it is **not in order** to give someone information on a Point of Information.
4. Challenge the Speaker – This Point is used when an individual disagrees with the chair’s (speaker’s) ruling. The mover must state why s/he disagrees with the ruling. The chair may then give the reasoning behind the ruling. A vote is then taken to affirm the chair’s ruling.

**Voting** (paraphrased from p. 24, “The Chair Puts the Question”)

When no one else seeks recognition to debate, the chair may ask, “Is there any further debate?” If no one else wishes to address the issue, the chair states, “The question is on the adoption of the motion that...” and then repeats the exact

wording of the motion to be voted on. The chair then gives directions for the group to vote on the motion. Most motions require a majority of those present and voting to pass [the attached chart lists specific votes required for common motions]. **Abstentions are not counted and have no effect on the result.**

The simplest and most common type of voting is the voice vote. The chair says, "Those in favor of the motion say *aye*." Those in support call out "*aye*." Then the chair says, "Those opposed, say *no*." The opponents call out, "*no*." The chair judges whether more people called out "*aye*" or "*no*" and, based upon this judgment, proceeds to announce the result of the vote.

Other methods of voting can include standing, show of hands, ballots or roll call.

### **Announcement of Voting Results** (p. 25)

When the voting is complete, the chair announces the result. Each announcement has four parts:

- 1) reporting which side "has it";
- 2) declaring that the motion is adopted or lost;
- 3) indicating the effect of the vote, if needed or appropriate; and
- 4) announcing the next item of business, when applicable.

### **Frequently Asked Questions:** ([www.robertsrules.com/faq](http://www.robertsrules.com/faq))

#### **1. Is it true that the president can vote only to break a tie?**

No, it is not true that the president can vote only to break a tie. If the president is a member of the assembly, s/he has exactly the same rights and privileges as all other members have, including the right to make motions, speak in debate and to vote on all questions. However, the impartiality required of the presiding officer of an assembly precludes exercising the right to make motions or debate while presiding, and also requires refraining from voting except a) when vote is by ballot, or b) whenever his or her vote will affect the result.

When will the chair's vote affect the result? On a vote which is not by ballot, if a majority vote is required and there is a tie, s/he may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, s/he can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, s/he may vote either to cause, or to block, attainment of the necessary two-thirds.

#### **2. Is it true that once a quorum has been established, it continues to exist no matter how many members leave during the course of the meeting?**

No. Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or another

member notices the absence of a quorum, s/he should declare this fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should make a Point of Order to that effect whenever another person is not speaking. It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a Point of Order relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal).

**3. Is it true that a member who has a conflict of interest with respect to a motion cannot vote on the motion?**

Under the rule, no member can be compelled to refrain from voting simply because it is perceived that s/he may have some "conflict of interest" with respect to the motion under consideration. If a member has a direct personal or pecuniary (monetary) interest in a motion under consideration not common to other members, the rule in **Robert's Rules of Order Newly Revised (RONR)** is that s/he *should not* vote on such a motion, but even then s/he cannot be *compelled* to refrain from voting.

**4. Isn't it always in order to move to table a motion to the next meeting?**

This question confuses the motion to *Lay on the Table* with the motion to *Postpone to a Certain Time*. The purpose of the motion to *Lay on the Table* is to enable an assembly, by majority vote and without debate, to lay a pending question aside temporarily in order to take up something else of immediate urgency. In ordinary societies it is rarely needed and hence, seldom in order.

**5. How can I get an item on the agenda for a meeting?**

For a proposed agenda to become the official agenda for a meeting, it must be adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move to amend the proposed agenda by adding any item which the member desires to add, or by proposing any other change.

It is wrong to assume, as many do, that the president "sets the agenda." It is common for the president to prepare a proposed agenda, but that becomes binding only if it is adopted by the full assembly, perhaps after amendments as just described.

**6. Is it possible to withdraw a resignation after it has been submitted?**

A resignation is a Request to Be Excused from a Duty. Before the proposed resignation has been placed before the assembly by the chair stating the question on its acceptance, it may be withdrawn without consent of the assembly, but it may not be withdrawn without permission of the assembly once it has been placed before the assembly for its approval.

### **7. Can we hold our board meetings by conference call?**

Board meetings may be held by conference call only if the organization bylaws specifically authorize it. If they do, such meetings must be conducted in such a way that all members participating can hear each other at the same time, and special rules should be adopted to specify precisely how recognition is to be sought and the floor obtained during such meetings.

It should be noted in this connection that the personal approval of a proposed action obtained from a majority of, or even all, board members separately is not valid board approval, since no meeting was held during which the proposed action could be properly debated. If action is taken by the board on the basis of individual approval, such action must be ratified by the board at its next regular meeting in order to become an official act.

### **8. How can we get rid of officers we don't like before their term is up?**

It depends. If the bylaws just state a fixed term for the officer, such as "two years," or if they say the officer serves for a specified term "and until [the officer's] successor is elected" (or words to that effect), then the group must use formal disciplinary proceedings, which involve the appointment of an investigating committee, referral of charges by such a committee, and the conduct of a formal trial. The procedure is complex and should be undertaken only after a careful review of the process in **Robert's Rules of Order Newly Revised [RONR]**.

On the other hand, if the bylaws state a term for the office but add "or until [the officer's] successor is elected," or contain other wording explicitly indicating that the officer may be removed before the term expires, then the election can be rescinded and a successor then elected for the remainder of the term.

Of course, if the bylaws themselves establish a procedure for removal from office, that procedure must be followed.

### **Minutes (p. 146-150)**

The duty people most commonly think of in connection with the secretary is drafting the minutes, or the official record of each meeting. Frequently secretaries make unneeded work for themselves by putting far more into the minutes than is required or appropriate. The most frequent mistakes are trying to summarize the reports offered and arguments made in debate, and including all of the amendments and other secondary motions. In fact, in standard form the minutes should generally include only what was *done*, not what was *said* [RONR (10th ed), p. 451, 1.25-28.]

They should include the text of main motions as they stood when finally voted on. With a couple of exceptions (to be described shortly), they should not include the text of secondary motions.

The form for standard minutes is divided into four parts: the first paragraph, the body, the last paragraph, and the signature.

### 1. First Paragraph

The first paragraph of the minutes should include:

- 1) kind of meeting (e.g. regular or special);
- 2) name of organization or assembly;
- 3) date, time, and (unless always the same place) place;
- 4) presence of president and secretary or names of their substitutes; and
- 5) whether minutes of previous meeting(s) were read and approved, or "approved as corrected." The corrections themselves should be made in the minutes *being* corrected, and not further described in the minutes of the meeting *at which* they are corrected.

#### Example of First Paragraph Minutes

The regular monthly meeting of the Student Coalition was held on Tuesday, January 11, 20\_\_, at 8:30 p.m., in the Martyn Room of the University Center, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved as corrected.

### 2. Body of the Minutes

The body of the minutes should have a separate paragraph for each subject matter. It should never include the secretary's opinion on anything said or done (for example, *do not* write, "X gave an excellent report on..."). The name and subject of a guest speaker or other program may be given, but no summary of the talk.

- a) **Reports.** The minutes do not include the contents of the reports of the officers or committees, except as may be necessary to cover motions arising out of them. An example of how the minutes should describe reports without motions is: "Reports were given by President Darian Will, Vice-President Roxana Arthur, Secretary Jolan Davis, Treasurer Jose Rhinehart, and Karen Wilson, Chairman, on behalf of the education Committee." An example of how the minutes should treat a report with a motion is: "Dennis McAuliffe, reporting on behalf of the Membership Committee, moved that 'Stacie Johnson be admitted to membership in the Society.'"
- b) **Main Motions Only.** All main motions which are moved during the course of a meeting (*excepting* only those

which are withdrawn by the maker) should be recorded in the minutes. With the two exceptions about to be discussed, the minutes should contain the text only of main motions, whether adopted or defeated. In the case of all important motions, the name of the move – but not the seconder – should be given.

The text of each main motion should be recorded in the minutes using the wording of the motion immediately before it was finally voted on or otherwise disposed of. This wording will incorporate any amendments that were adopted during the main motion's consideration. The minutes should say whether the motion was adopted or lost "after debate," "after amendment," or "after debate and amendment." In the normal case of a main motion that was fully voted on or otherwise disposed of at the meeting, the minutes *should not include any further information about proposed amendments, whether or not they were adopted.*

#### **Example of Minutes' Treatment of Motions**

Dennis McAuliffe moved "that Stacie Johnson be admitted to member." The motion was adopted after debate.

Sam Lee moved adoption of a resolution which, after debate and amendment, was adopted as follows: "Resolved, that the Coalition support the establishment of publicly financed health clinics in public elementary and secondary schools so long as such clinics obtain parental consent to treat students."

- c) ***Exception: Secondary Motions When Main Motion Carried Over to another Meeting.*** The first of the two exceptional cases in which amendments or other secondary motions are separately reported in the minutes occurs when a main motion is carried over to a later meeting. Then the minutes include the main motion as it stood at the time, together with any pending amendments or other secondary motions carried over with it, as well as the motion that caused it to be carried over.

For example:

Dahlia Sutherland moved "that the Coalition support the establishment of a summer camp for children on its lakefront property." Lewis Thomas moved to amend this motion by inserting the words "inner-city" before "children." On motion of Angela Mercouri, the motion to establish the camp, with the pending

amendment, was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting.

- d) **Exception: Secondary Motions Needed for Clarity.** The second exception occurs when it is necessary to make reference to a secondary motion for clarity and completeness, such as “a ballot vote having been ordered, the tellers reported.....”
- e) **Votes, Notices of Motions, Points of Order, and Appeals.** Other items that should be in the body of the minutes are these:
- Votes:
    - Usually, only that a motion was “*adopted*” or “*lost*,”
    - *If a count or ballot vote was ordered, the number of votes on each side;*
    - *For roll call votes, the names of those voting on each side and of those answering “Present” [RONR (10<sup>th</sup> ed.), p. 453, 1. 31-35];*
  - Content of any *notices of motions* given to provide “previous notice” that the motions will be considered at the next meeting; and
  - Points of Order and Appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling. [RONR (10<sup>th</sup> ed.), p. 453, 1. 17-20.]

### 3. Last Paragraph

The last paragraph should give the time of adjournment but need not list the mover or fact of adoption of any motion to Adjourn. It should read simply, for example, “the meeting adjourned at 7:18 p.m.”

### 4. Signature

The minutes should be signed by the secretary and, if the group wishes, the president. There is no need to include, “Respectfully submitted.”

A helpful sample set of minutes is found on pages of 454-456 of RONR, and it is advisable for any newly elected secretary to review, and later refer to, the more detailed treatment of minutes in that book. [RONR (10<sup>th</sup> ed.), p. 451-58.]

### **Correction and Approval of Minutes**

It is important to recognize that the minutes you draft are only *proposed* minutes, which do not become the official record of proceedings until approved, perhaps with corrections, by the organization. Often the secretary will send copies of the draft minutes out in advance of the meeting at which they are to be approved, but it is advisable to label them “draft” to help members to remember that they may yet be corrected before being approved.

Any corrections made to the draft minutes at the meeting at which they are approved are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved “as corrected,” without specifying the corrections. [RONR (10<sup>th</sup> ed.), p. 452, I. 12-15]

**Example of Order of Business  
Including a Committee Report**

**Proposed Agenda  
Order of Business: Regular Meeting  
June 12, 20\_\_\_, 8:30 p.m.**

Invocation

Pledge of Allegiance

Reading and Approval of Meeting Agenda

Reading and Approval of Minutes

Reports

Officers:

President

Vice-President

Secretary

Treasurer

Standing Committees:

Membership Committee

Program Committee

Special Committee on New Headquarters (instructed to report)

Unfinished Business

Motion: "That the Coalition endorse new state taxes for education"

Pending Amendment: "add 'other than property taxes'."

Motion Postponed from last meeting: "That a committee be appointed to recruit Directors."

New Business

**Conducting a Meeting as Chair  
(Table C in RONRIB, p. 193)**

<b>CALL TO ORDER</b>	[Stand] The meeting will come to order.
<b>OPENING CEREMONIES OR EXERCISES</b>	The invocation will be given by... The singing of the national anthem will be led by... The Pledge of Allegiance will be led by...
<b>APPROVAL OF MEETING AGENDA</b>	The agenda for this meeting has been distributed [if not provided at a date prior to the meeting, the draft agenda should be distributed to members prior to the Call to Order]. Are there any corrections to the agenda? ...  If there are no [further] corrections, the agenda is approved as distributed [corrected].
<b>READING AND APPROVAL OF MINUTES</b>	The Secretary will read the minutes. [Chair sits, Secretary stands.] [After minutes read:] Are there any corrections to the minutes? ... If there are no [further] corrections, the minutes are approved as read [corrected].
<b>OR, if minutes distributed before meeting</b>	The minutes of the previous meeting have been distributed. Are there any corrections to the minutes?... If there are no [further] corrections, the minutes are approved as distributed [corrected].
<b>REPORTS</b>	[EXAMPLES:] May we have the Treasurer's report. The chair recognizes the chairman of the membership Committee for a report. Does the Program Committee have a report?
<b>UNFINISHED BUSINESS</b>	Under unfinished business, the first item of business is the motion relating to..., which was pending when the last meeting adjourned. The question is on the adoption of the motion [state the motion].  The next item of business is....
<b>NEW BUSINESS</b>	Is there any new business? Is there any further new business?
<b>ADJOURNMENT</b>	Since there is no further business, [pause, stand, and resume slowly] the meeting is adjourned.

# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTER- RUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>Incidental Motions</b> no order of precedence. Arise incidentally and decided immediately.						
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
<b>Incidental Motions - no order of precedence. Arise incidentally and decided immediately.</b>						
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
§33 Request for information	<b>Point of information</b>	Yes	No	No	No	None
<b>Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.</b>						
§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to <b>rescind</b> ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority