

# QUICK GUIDE TO PARLIAMENTARY PROCEDURE FOR HOAs

NOTE: The following motions are listed in order of precedence. A motion can be introduced if it higher on the list than the motion currently being considered.

Motion	Is A Second Required?	Is it Debatable?	Is it Amendable?	Vote Necessary
ADJOURN	Yes	No	No	Majority
RECESS	Yes	No	Yes	Majority
TABLE	Yes	No	No	Majority
PREVIOUS QUESTION	Yes	No	No	2/3rds
LIMIT DEBATE	Yes	No	Yes	2/3rds
POSTPONE	Yes	Yes	Yes	Majority
REFER	Yes	Yes	Yes	Majority
AMEND	Yes	Yes	Yes	Majority
MAIN	Yes	Yes	Yes	Majority
<b>The Following Motions Must be Decided Immediately Regardless of Any Pending Motion Above:</b>				
POINT OF ORDER	No	No	No	None
APPEAL	Yes	Varies	No	Majority
SUSPEND RULES	Yes	No	No	2/3rds
DIVISION	No	No	No	None
POINT OF INFORMATION	No	No	No	None

## HOA GUIDE TO PURPOSE AND OPERATION OF 13 BASIC MOTIONS FOR ROBERT'S RULES OF ORDER

<b>Adjourn</b>	Highest precedence; if passed, the meeting is over.
<b>Appeal</b>	The means by which a member of the assembly can challenge the decision of the chair after a point of order is raised. Depending on the type of decision Robert's Rules of Order allows for debate by the assembly. A majority vote is needed to overturn the chair by appeal.
<b>Division</b>	Merely requires the chair to ask for a raise of hands or stand up to respond to the member who is unclear as to how the voice vote came out.
<b>Limit Debate</b>	Must be specific in the limitations being imposed upon the parties participating in the debate. The motion itself is not debatable, but does require a two-thirds vote. It can be amended
<b>Main Motion</b>	The principal question being brought before the assembly. Though counter-intuitive, it is of lowest priority or precedence and can only be made when no other question is pending before the assembly.
<b>Point of Order</b>	A request to the chair to recognize that a procedure has been violated. It is the chair's prerogative in answering at all times.
<b>Point of Information</b>	Provides the opportunity for a member of the assembly to request information directly of the chair. It is the chair's prerogative on how to respond to a point of information.
<b>Postpone</b>	Allows a motion to be moved to a subsequent meeting for action.
<b>Previous Question</b>	Ends debate and is not debatable. Because this limits deliberation, requires a two-thirds vote.
<b>Recess</b>	High precedence; if passed, the body must take a break. Usually the time for the break is stated in the motion to recess.
<b>Refer</b>	Allows a motion to be referred to a committee or some smaller body of the assembly for a recommendation.
<b>Suspend Rules</b>	Must state the specific rule, and requires a second. There is, however, no debate and it requires 2/3rds to approve.
<b>Table</b>	High precedence; not debatable and not amendable; simply removes the question from the assembly so that it can get on with other business. A motion which is tabled expires upon adjournment.