

PARLIAMENTARY MOTIONS GUIDE

Based on *Robert's Rules of Order Newly Revised (11th 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:	INTERRUPT SPEAKER?	NEED SECOND?	DEBATE?	CAN BE AMENDED?	VOTE REQUIRED?
Close meeting immediately	I move to adjourn	no	yes	no	no	majority
Request a short intermission	I move we recess	no	yes	no, if made while question is pending; otherwise, yes	yes	majority
Lay aside pending issue temporarily in order to deal with something of an emergency nature; must be brought back at same meeting	I move to lay the question on the table	no	yes	no	no	majority
Close debate	I move the previous question	no	yes	no	no	2/3
Limit or extend debate	I move that debate be limited to ...	no	yes	no	yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	no	yes	yes	yes	majority
Refer to committee	I move to refer the motion to ...	no	yes	yes	yes	majority
Modify wording of motion	I move to amend the motion by ...	no	yes	yes	yes	majority
Kill main motion	I move that the motion be postponed indefinitely	no	yes	yes	no	majority
Bring business before the board (a main motion)	I move that [or "to"]	no	yes	yes	yes	majority

Incidental motions - no order of precedence. Arise incidentally and decided immediately.

Divide motion	I move to divide the question	no	yes	no	yes	majority
Call attention of the chair to the fact that a parliamentary rule may have been broken	Point of order	yes	no	no	no	none; chair rules
Request for information	Point of information	yes	no	no	no	none

Motions that bring a question again before the board - no order of precedence. Introduce only when nothing else pending.

YOU WANT TO:	YOU SAY:	INTERRUPT SPEAKER?	NEED SECOND?	DEBATE?	CAN BE AMENDED?	VOTE REQUIRED?
Takes previous matter from table for consideration	I move to take from the table ...	no	yes	no	no	majority
Cancel previous action; may only occur if nothing has been done as a result of the action that cannot be undone	I move to rescind ...	no	yes	yes	yes	majority if notice has been given; 2/3 majority if not
Reconsider previous motion; may only be used at same or recessed meeting	I move to reconsider the vote ...	no	yes	varies	no	majority

For detailed information see Garfield's *Parliamentary Procedure at a Glance*, or a recent edition of *Robert's Rules of Order*.

REQUIREMENTS OF OPEN MEETING LAW

All meetings of public boards, including committees and subcommittees, are open meetings unless state or federal law specifically allows or requires executive session. The law permitting executive session must be cited when moving from the properly called open meeting to executive session. The remainder of the meeting must be open to the public.

Exceptions to the open meeting law include:

- Discussing negotiations strategy and instructing negotiators regarding contracts currently being negotiated, or for which negotiation is reasonably likely to occur in the immediate future, if holding an open meeting would have an adverse fiscal effect on the bargaining position of the board (NDCC 44-04-19.1)
- Consulting attorney on pending or reasonably predictable litigation or an adversarial administrative proceeding (NDCC 44-04-19.1)
- Discussing applications prior to the board designating three or more qualified applicants as finalists (NDCC 44-04-18.27)
- Discussing or creating student education records (Family Educational Rights and Privacy Act-FERPA) Discussing medical records of an employee (Health Insurance Portability and Accountability Act – HIPAA)
- Discussing district security system plans, a public health or security plan, or a portion of any such plan made exempt by law (NDCC 44-04-26)
- Discussing student's education record (NDCC 44-04-19.2(1))
- Nonrenewal or discharge hearings for teachers and administrators (NDCC 15.1-14-06, 08 and 15.1-15-02, 06, 08)
- Suspension of a teacher pending discharge (NDCC 15.1-15-10)

