

Jr. NAD Parliamentary Procedures Cheat Sheet

Type	Purpose	What to Say	Need a Second?	Can be Discussed?	Votes Needed
New motion	Make an action	“I move that....” Make sure your motion is short and clear.	Yes	Yes	Majority
Amendment	To revise something in the original motion.	“I move to amend this motion by...” Make sure it is related to the main motion.	Yes	Yes	Majority
Move to Committee	Move the discussion to an assigned committee.	“I move that we refer the matter to the committee”	Yes	Yes	Majority
Close Discussion	Move to end discussion and start voting.	“I move that we close discussion and start with the voting.”	Yes	Yes	Majority
Recess	To take a short break	“I move that we enter a recess for (time?)”	Yes	Yes	Majority
Postpone	To postpone new business to a different date.	“I move to postpone this motion until...”	Yes	Yes	Majority
Table	To hold the motion for a temporary period of time	“I move to table this motion...”	Yes	No	Majority

Table information retrieved and revised from: Robert’s Rules of Order:
<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>