

## Guide to Town Meeting Motions<sup>1</sup>

| Rank   | Motion                                   | Second Required | Debatable | Amendable | Vote Required | May Reconsider? | May Interrupt |
|--|--|-----------------|-----------|-----------|---------------|-----------------|---------------|
| <b>Privileged Motions: Relate to Conduct of Entire Meeting</b> |  |                 |           |           |               |                 |               |
| 1  | Dissolve (end) the meeting               | Yes             | No        | No        | Maj.          | No              | No            |
| 2  | Adjourn to a fixed time or recess        | Yes             | Yes       | Yes       | Maj.          | No              | No            |
| 3  | Point of no quorum                       | No              | No        | No        | None          | No              | No            |
| 4  | Fix the time to (or at) which to adjourn | Yes             | Yes       | Yes       | Maj.          | Yes             | No            |
| 5  | Question of privilege                    | No              | No        | No        | None          | No              | Yes           |
| <b>Subsidiary Motions: Relate to Main Motion</b>               |  |                 |           |           |               |                 |               |
| 6  | Lay on the table (defer debate)          | Yes             | No        | No        | 2/3           | Yes             | No            |
| 7  | Call the question (end debate and vote)  | Yes             | No        | No        | 2/3           | No              | No            |
| 8  | Limit or extend debate                   | Yes             | No        | No        | 2/3           | Yes             | No            |
| 9  | Postpone to a time certain               | Yes             | Yes       | Yes       | Maj.          | Yes             | No            |
| 10   | Commit or refer                          | Yes             | Yes       | Yes       | Maj.          | Yes             | No            |
| 11   | Amend or substitute                      | Yes             | Yes       | Yes       | Maj.          | Yes             | No            |
| 12   | Postpone indefinitely                    | Yes             | Yes       | No        | Maj.          | Yes             | No            |
| <b>Incidental Motions</b>                                      |  |                 |           |           |               |                 |               |
| Same rank as motion out of which it arises                     | Point of order                           | No              | No        | No        | None          | No              | Yes           |
|  | Division of a question                   | Yes             | Yes       | Yes       | Maj.          | No              | No            |
|  | Separate consideration                   | Yes             | Yes       | Yes       | Maj.          | No              | No            |
|  | Fix the method of voting                 | Yes             | Yes       | Yes       | Maj.          | Yes             | No            |
|  | Nominations to committees                | No              | No        | No        | Plur.         | No              | No            |
|  | Withdraw or modify a motion              | No              | No        | No        | Maj.          | No              | No            |
|  | Suspension of rules                      | Yes             | No        | No        | 2/3           | No              | No            |
| <b>Main Motions</b>  |  |                 |           |           |               |                 |               |
| None   | Main motion                              | Yes             | Yes       | Yes       | Var.          | Yes             | Yes           |
| *  | Reconsider or rescind                    | Yes             | *         | No        | Maj.          | No              | No            |
| None   | Take from the table                      | Yes             | No        | No        | Maj.          | No              | No            |
| None   | Advance an article                       | Yes             | Yes       | Yes       | Maj.          | Yes             | No            |

\*Same rank and debatable to same extent as motion being reconsidered.

<sup>1</sup> Adapted from *Town Meeting Time*, Johnson, Trustman and Wadsworth, Massachusetts Moderators Association, 3rd Edition (2001).