## MOTIONS AT-A-GLANCE

**HOW TO PRESENT IN ZOOM COMMONLY USED MOTIONS AT THE HOUSE OF DELEGATES**

Based on selected motions from the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* and the MMS Procedures of the HOD.

(MMS-Specific Motions*)

<table>
<thead>
<tr>
<th>Motions</th>
<th>If You Wish to Make Any of the Motions Below, Use the Raise Hand Icon:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you wish to:</strong></td>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><em>Refer item to the Board of Trustees (BOT) for decision.</em></td>
<td>“I move that this item be referred to the BOT for Decision.”</td>
</tr>
<tr>
<td><em>Refer item to the BOT for a report back/recommendation to the HOD.</em></td>
<td>“I move that this item be referred to the BOT for report back at: [specify which HOD meeting within the next year].”</td>
</tr>
<tr>
<td><em>Refer item to MMS Committee on Ethics, Grievances, and Professional Standards.</em></td>
<td>“I move that this item be referred to the Committee on Ethics, Grievances and Professional Standards.”</td>
</tr>
<tr>
<td>Close debate and vote immediately. (Also known as “Call the question”)</td>
<td>“I move to close debate and vote immediately on…” [Qualify whether it is on all pending motions or just the current motion.]</td>
</tr>
</tbody>
</table>

Propose an amendment to the amendment. (i.e., a delegate has proposed an amendment, and you want to propose an amendment to that. Also known as “secondary amendment.”)

Propose an amendment to the main motion.

Amendments over three words: Delegates MUST complete an amendment form: [www.massmed.org/interim2020/amend](http://www.massmed.org/interim2020/amend) and email it to: houseofdelegates@mms.org.

State:

“I move to amend the main motion by addition/deletion/substitution…”

To separate a multi-part item.

“I request to divide the question.”

Dispose of a main motion without any (or further) debate and without a direct vote.

“I move that this motion be tabled.”

Put off consideration/further consideration of a pending main motion until a specific time (within same meeting).

“I move to postpone discussion of this item until… [after lunch, the last item for this reference committee, etc.]”

Limit/extend debate.

“I move to limit/extend debate to…”

Suspend the rules.

“I move to suspend the rules and…”

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*(MMS-Specific Motions*)

**Raise Hand**

When the HOD Speaker Acknowledges You:

1. Accept the request to unmute;
2. State your first and last name, your district, who you are speaking on behalf of {myself, district, caucus, committee, etc.}; and
3. State the applicable motion below.

**During the meeting, secondary amendments over three words:** Delegates MUST complete amendment form: [www.massmed.org/interim2020/amend](http://www.massmed.org/interim2020/amend) and email it to: houseofdelegates@mms.org.

State:

“I move a secondary amendment by addition/deletion/substitution…”

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**Q&A FUNCTION IS LIMITED FOR THE FOLLOWING “INTERRUPTING MOTIONS” ONLY**

**Interrupting Motions:**

If You Wish to Make an “Interrupting Motion,” Use the Q&A Icon:

1. Type the applicable motion below; NEXT...

2. Use raise hand icon;

3. Wait for HOD Speaker to acknowledge you;

4. Accept the request to unmute; and

5. State the applicable motion following:

<table>
<thead>
<tr>
<th>If you wish to:</th>
<th>“{First and last name, district...}”</th>
</tr>
</thead>
<tbody>
<tr>
<td>To point out a violation/potential violation by chair of the rules.</td>
<td>“I rise to a point of order.”</td>
</tr>
<tr>
<td>To request information from chair on meaning of pending motion/procedure.</td>
<td>“I rise to a parliamentary inquiry.”</td>
</tr>
<tr>
<td>To verify a vote by re-taking the vote.</td>
<td>“I request division of the assembly.”</td>
</tr>
<tr>
<td>Appeal/vote on a ruling by the chair.</td>
<td>“I appeal the decision of the chair.”</td>
</tr>
<tr>
<td>To request information relative to the current discussion/pending motion.</td>
<td>“I rise to a factual inquiry.” (Or factual “question” or a “point of/ request for information.”)</td>
</tr>
<tr>
<td>To withdraw a motion made.</td>
<td>“I move to withdraw my motion.”</td>
</tr>
<tr>
<td>Reconsider a motion or vote on item discussed at meeting.</td>
<td>“I move to reconsider...”</td>
</tr>
</tbody>
</table>

(Please Note, “reconsider” can interrupt proceedings, but not another speaker.)


Below is a diagrammatic representation of the *precedence* of motions. This is the hierarchy of the various motions that delegates can make during the meeting. The authority of each motion increases at each step up on the pyramid. For example, if a delegate makes a motion to table an item (highest order), it would not be in order for another delegate to make a motion to amend the item.

**THE PRECEDENCE OF MOTIONS**

![Diagram of motion precedence]

* Not Debatable