

**Academic Senate For California Community Colleges
Basic Motions Summary**

- All motions are to be submitted in the form of written resolutions submitted by a maker and four seconders.
- Amendments and substitute motions are to be submitted in writing by a maker and four seconders.
- Motions cannot be amended on the floor. Corrections of errors in fact or typographical are permitted.

Basic Motion	Debatable	Vote Required	Amendable	Variation	Comment
Main Motion	Yes	Majority	Yes	Adopt/ Approve/ Accept/ Agree to	<p>The four variations of wording for the main motion are interchangeable.</p> <p>Once stated by the chair, the motion becomes the property of the assembly and is pending.</p> <p>Pending motions may be perfected by amendments or a substitute motion.</p> <p>The motion as restated by the Chair prevails in the event that there is any difference between the wording of the maker and the wording of the Chair.</p>
Amend	Yes	Majority	Yes	Add, insert Delete, or strikeout	Any form that seeks to change the main motion is a motion to amend.
Substitute	Yes	Majority			The substituting of an entire motion on the same subject for the one pending.
Postpone (to a certain time)	Yes	Majority	Yes	Postpone indefinitely Table	The motions "postpone indefinitely" and "table" should not be used.
Refer	Yes	Majority	Yes	Commit Recommit	The motion "commit" is restricted to referring a matter to a committee.
Close Debate	No	2/3	No	Move the previous question Move the question Call the question	All three variations using the word "question" mean to close debate and should not be used since they can be confusing.
Divide the Question	No	Majority	Yes		Allowed only when the question contains two or more independent matters.

Basic Motion	Debatable	Vote Required	Amendable	Variation	Comments
Motions Relating to Voting	No	Majority (except for divisions and roll call votes)	No	Division (a standing vote or show of hands) Counted vote Secret ballot, or written ballot Close nominations Close or reopen polls	A single member may demand a division. A counted vote is used when the Chair is unsure. All other motions should require a simple majority vote.
Request (to allow the assembly to allow something)	No	Majority	No	Withdraw a motion Dispense with the reading of the minutes (and approve them) Any request that does not require a suspension of the rules	The maker of a motion may withdraw the motion without <i>a</i> request if it is withdrawn prior to the Chair's stating of the motion.
Suspend the Rules	No	2/3	No	Limit or extend debate Take a matter out of its order Objection to consideration	Any motion that alters the usual right of members to speak requires a suspension of the rules. The motion can also include another motion, such as to suspend the rules and reconsider the adoption of the budget, in which case the motion to reconsider becomes undebatable.
Point of Order	No	No vote, Requires a decision of the Chair	No		An assertion that a rule is being violated and a request that the rule be enforced by the Chair. Person states his/her point briefly. Chair then rules. Maker can appeal but must be seconded.
Appeal	Yes	Majority	No		A tie vote or less than a majority causes the appeal to fall.