



**Cooperative Management Series  
Parliamentary Procedure  
Quick Reference Guide to Motions**

Oklahoma Cooperative Extension Fact Sheets  
are also available on our website at:  
<http://osufacts.okstate.edu>

Class of Motion	Type of Motion	Second Required?	Debatable	Amendable	Vote Required
Main	Main	Yes	Yes	Yes	Majority
Subsidiary	Amend	Yes	Yes	Yes	Majority
	Amend and Amendment	Yes	Yes	No	Majority
	Extend/Limit Debate	Yes	No	Yes	2/3
	Postpone Definitely	Yes	Yes	Yes	Majority
	Postpone Indefinitely	Yes	Yes	No	Majority
	Previous Question	Yes	No	No	2/3
Incidental	Appeal Chair Decision	Yes	No	No	Majority
	Call for Division	No	No	No	None
	Nominate	No	Yes	N/A	N/A
	Close Nomination	Yes	No	Yes	2/3
	Reopen Nomination	Yes	No	Yes	Majority
	Point of Order	No	No	No	None
	Suspend Rules	Yes	No	No	2/3
	Withdraw a Motion	No	No	No	None
Privilege	Adjourn	Yes	No	No	Majority
	Take a Recess	Yes	No	Yes (length)	Majority
	Fix Adjourn Time	Yes	Limited	Yes	Majority
	Orders of the Day	No	No	No	None
Unclassified	Reconsider	Yes	Yes	No	Majority
	Take from Table	Yes	No	No	Majority

## **The Oklahoma Cooperative Extension Service** ***Bringing the University to You!***

The Cooperative Extension Service is the largest, most successful informal educational organization in the world. It is a nationwide system funded and guided by a partnership of federal, state, and local governments that delivers information to help people help themselves through the land-grant university system.

Extension carries out programs in the broad categories of agriculture, natural resources and environment; family and consumer sciences; 4-H and other youth; and community resource development. Extension staff members live and work among the people they serve to help stimulate and educate Americans to plan ahead and cope with their problems.

Some characteristics of the Cooperative Extension system are:

- The federal, state, and local governments cooperatively share in its financial support and program direction.
- It is administered by the land-grant university as designated by the state legislature through an Extension director.
- Extension programs are nonpolitical, objective, and research-based information.
- It provides practical, problem-oriented education for people of all ages. It is designated to take the knowledge of the university to those persons who do not or cannot participate in the formal classroom instruction of the university.
- It utilizes research from university, government, and other sources to help people make their own decisions.
- More than a million volunteers help multiply the impact of the Extension professional staff.
- It dispenses no funds to the public.
- It is not a regulatory agency, but it does inform people of regulations and of their options in meeting them.
- Local programs are developed and carried out in full recognition of national problems and goals.
- The Extension staff educates people through personal contacts, meetings, demonstrations, and the mass media.
- Extension has the built-in flexibility to adjust its programs and subject matter to meet new needs. Activities shift from year to year as citizen groups and Extension workers close to the problems advise changes.

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

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