

**OFFICIAL PROCEDURES TO BE USED AT TOWN MEETING**  
**Approved - Town Meeting - May 1978**

- 1. Main Motion:** **Debatable**  
When a motion has been made, seconded and stated by the Chair, the assembly is not at liberty to consider any other main motion until this motion has been disposed of.
- 2. Motion to Amend:** **Majority Vote Required** **Debatable**  
This motion is to change, add, or omit words in the original main motions.
- 3. Motion to Amend the Amendment** **Majority Vote Required** **Debatable**  
This is a motion to change, add, or omit words in the first amendment.  
Method of Vote: The first vote is on changing words of second amendment. If the first vote adopts the change, the second vote is on the first amendment as changed or amended. The third vote is on adopting the main motion as changed or amended.
- 4. Motion to Commit or Refer:** **Majority Vote Required** **Debatable, Amendable**  
When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to commit or refer the motion to a committee for further consideration.
- 5. Motion to Close Debate** **2/3 Vote Required** **Not Debatable**  
When debate does not seem to be shedding additional light on a question, you may move to end it by calling the question: "Mr. Moderator, I call the question." You must be recognized by the Chair before making this motion. As soon as this Motion is made, debate ceases and a vote on closing debate is taken. If the motion is carried, a vote is immediately taken on the question under consideration.
- 6. Motion to Reconsider:** **Majority Vote Required** **Debatable**  
This motion must be made the same day as the original motion was carried or defeated. "A vote can be reconsidered only once."
- 7. Motion to Adjourn:** **Majority Vote Required** **Debatable**  
This motion is always in order except (a) when a speaker has the floor, (b) when a vote is being taken, (c) after it has just been voted down (d) when the assembly is in the middle of some business which cannot be abruptly stopped. A definite time and place must be set.

**MISCELLANEOUS MOTIONS**

These motions (or questions) are not necessarily related to the Main Motion and do not fall within the order of precedence. They may be made as appropriate or necessary.

- 1. Question of Privilege:** A motion unrelated to the business taking place, e.g. "Question of privilege, please! It is too noisy. I request that the Chair ask that all talking be stopped."
- 2. Point of Information:** Motion used to ask a question or obtain clarification of facts pertaining to the motion at hand. "Point of information, please! What would be the cost to repair this piece of machinery rather than replace it?" There is no vote or debate. The Chair provides the information sought.
- 3. Point of Order:** This motion is always in order but can be used only to present an objection to some method of parliamentary procedure. "Mr. Moderator, I rise to a point of order!" Then the objection is stated. There is no vote or debate and the Chair immediately rules on the point of order.
- 4. Point of No Quorum:** This motion requires no second and is not debatable. No other motion may be applied to it. It may not be used to interrupt a speaker. When the point is properly raised, the Moderator must then ascertain whether or not a quorum exists.
- 5. Secret Ballot:** At any Annual or Special Town Meeting when any article is put to the meeting for a vote, if a voter stands to request a secret ballot, he shall be promptly recognized by the Moderator and if on inquiry by the Moderator such voter is joined by at least 29 other standing voters, the Moderator shall automatically order a secret ballot without a debate.