

Summary of Motions

For use with Minnesota Mayors Association *Rules of Order for City Councils*

 **Means a motion is not subject to debate.**

 **Means that motion may be made during active debate on a main motion.**

 **Means a motion can be made without recognition from the presiding officer or that it can interrupt other speakers.**

1. General motion for all council action:

“I move to _____”

2. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. Only two amendments may be made to an original motion to avoid confusion.



“I move to amend the motion by inserting between . . . and . . .” or “I move to amend the motion by adding after . . .” or “I move to amend the motion by striking out . . .” or “I move to amend the motion by striking out . . . and inserting . . .” or “I move to amend by striking out the motion . . . and substituting the following.”

3. Motion to take a brief recess. A motion to take a brief respite no greater than 20 minutes.



“I move to take a brief recess for _____ minutes.”

4. Motion to withdraw a motion. This can only be made by the motion’s maker before a motion is amended.



“I move to withdraw my motion.”

5. Motion to divide a complex question. This allows questions to be considered in smaller parts.



“I move to divide the question into _____ parts. Part 1 shall be _____. Part 2 shall be _____.”

6. Motion to table or defer consideration to a later date. This may be used to defer consideration.



“I move to defer consideration of the main motion/this item until _____.”

7. Motion to refer an issue to committee. This may be used to refer an issue to a city committee.



“I move to refer the main motion/this issue to the _____ committee for its consideration and recommendation. The committee should report back to the council in _____ days/weeks.”

8. Motion for call of the previous question. This may only be used after at least 20 minutes of debate on a single motion or when all members of the council have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.



“I move to call the previous question” or “I move for an immediate vote on this issue.”

9. Motion to limit debate. This may be used to establish time limits for debate.



“I move to limit debate on this issue to _____ minutes per person” or “I move to limit council debate on this issue to no more than _____ minutes total.”



10. Motion for a call to order. This is used to signal to the presiding officer that the meeting is disorderly.

“I move for a call to order by the presiding officer.”

11. Motion to adjourn. This may be used to suggest a conclusion to the meeting.



“I move to adjourn the meeting.”

12. Motion to go into closed session. This may be used to close the meeting pursuant to the Minnesota Open Meeting Law. **The basis for closing the meeting and the applicable law must be stated into the record.**

“I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law.”

13. Motion to leave a closed session. This may be used to conclude a closed session and return to an open meeting.

“I move to open the meeting.”

14. Motion to revive consideration of an issue. This may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

“I move to revive consideration of _____ previously tabled/deferred/referred to committee.”

15. Motion to reconsider. This may be made only at the **same** meeting where the issue was originally considered and voted upon.

“I move to reconsider _____.”

16. Motion to rescind or repeal. This may be made at any meeting following the meeting where the issue was originally considered and voted upon.

“I move to rescind/repeal the council’s previous action related to _____ as stated in resolution number _____.”

17. Motion to prevent reintroduction of an issue for ____ months. This may be used to limit discussion.



“I move to prevent reintroduction of this issue for _____ months.”

18. Motion to suspend the rules or to consider a motion informally. This permits informal discussion.

“I move that we suspend the rules and proceed informally in discussing the issue of _____.”