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procedure. It is used by more professional associations, fraternal organizations, and local governments than any other authority.

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procedure usually follow a fixed order of business. Below is a typical example: 1. Call to order. 2. Roll call of members present. 3.

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parliamentary procedure can be a tall order.

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To: You say: Interrupt Speaker

Second Needed Debatable

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Amendable Vote Needed Adjourn "I move that we adjourn" No Yes No No Majority Recess "I move that we recess until..." No Yes No Yes Majority Complain about noise, room temp., etc. "Point of privilege" Yes No No No Chair Decides

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second time. Everyone has the right to know what is going on at all times.

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Robert's Rules Expounding on the  
above principles, Captain Robert  
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Majority Recess "I move that we  
recess until..." No Yes No Yes Majority  
Complain about noise, room temp.,  
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Chair Decides

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