

2021

NARUC **HANDBOOK FOR** **COMMITTEE CHAIRS**



NARUC

**National Association of Regulatory
Utility Commissioners**

DEAR COMMITTEE CHAIR,

On behalf of the NARUC Executive Committee, members, and staff, we thank you for your support and commitment to serve as a Committee Chair.

You and your Committee members are an indispensable part of policy debates that make NARUC relevant and respected. For more than 130 years, public servants and volunteers have been at the heart of NARUC's work.

This guide is designed to assist you in performing your responsibilities as a Committee Chair.

NARUC's [Constitution](#) and [Policies and Procedures](#) identify the rules that guide Committee leadership, membership, and voting, among other NARUC processes. You should familiarize yourself with both governing documents, which also explain the role of the Board of Directors and this Handbook.

COMMITTEE LEADERSHIP, MEMBERSHIP, AND VOTING

Each standing Committee consists of not more than 54 State Commission members and three Federal Commission members. One third (1/3) of the members of each Committee and Subcommittee constitutes a quorum.

Leadership

Committee Chair. The Chair of a Committee is appointed by the President for a one-year term and may be reappointed for a maximum of three (3) consecutive terms. Although the initial appointment is effective immediately, a ballot is sent to members of the relevant Committee to vote within 10 days to confirm the appointment. Once confirmed, you are considered an *ex officio* member of the Board of Directors, having all the same rights and privileges.

Staff Subcommittee Chair. The Chair of a Staff Subcommittee is appointed by the President for a one-year term. Staff Subcommittee Chairs may be reappointed for a maximum of three (3) consecutive years. The appointment of Staff Subcommittee Chairs follows the same procedure as the Committee Chairs.

Vice Chairs. The appointment of one or more Vice Chairs for a Committee or Subcommittee is the option of the President, typically after consultation with Committee Chair. NOTE: the appointment of a Vice Chair does not create a presumption that they shall later succeed to the Chair.

Membership

Each committee shall have no more than 54 State Commission members and three Federal Commission members. The President appoints members to committees and staff subcommittees.

How to Join a Committee. A member may request an initial appointment to a committee or a change in committee assignment by letter to the President and Executive Director.

Associate Members. Associate members of NARUC may be appointed to committees and staff subcommittees and have observer status (i.e., they do not have the right to vote, but may participate in discussion and the work of the committee). Associate members include state commission staff; NARUC staff and members of independent research organizations; other commissioners and staff involved in utility regulation approved by the Board of Directors as members; and staff of federal agencies, including the Federal Energy Regulatory Commission and the Federal Communications Commission.

Voting

A quorum of one-third (1/3) of Committee and Subcommittee membership is necessary before taking official action. While service by more than one commissioner from the same state on the same committee or subcommittee is discouraged, should more than one member from a state participate, only *one* vote per state may be cast.

Proxy voting is not allowed.

ROLE OF THE COMMITTEE CHAIR

Committee Chairs, with assistance from their Staff Subcommittee Chairs, guide the Committee's work during the year.

As a member of Committee Leadership, you are expected to:

- Hold conference calls or meetings via an electronic media, such as GoToMeeting, Zoom, etc., at least quarterly to discuss timely issues or information relevant to the Committee.
- Organize Committee sessions and lead meetings during the three NARUC Meetings held each year: Annual Meeting (November), Winter Policy Summit (February), and the Summer Policy Summit (July). Scheduled Committee meeting times vary, depending on the meeting.
- Initiate resolutions on policy issues that affect NARUC members, the Committee in particular, and the public interest.
- Work with the President, Vice Presidents, and NARUC Staff when policy positions may affect your Committee's sector, requiring testimony or commentary as to legal action, rulemaking and the like.
- Schedule discussion of NARUC positions and resolutions during regular Committee calls, official Committee meeting session, and Committee business meetings.
- Keep members involved.
- Attend and actively participate in the Board of Directors Meetings.
- Communicate and work with your Staff Subcommittee Chair.
- Communicate with your membership.

WHO DOES WHAT?

Each Committee has a Staff Subcommittee to provide assistance. We encourage each Chair to call upon the Staff Subcommittee Chair and its members to support the work of the Committee.

Staff Subcommittee Chairs:

- Help develop the Committee agendas, invite speakers, collect, and, perhaps, help prepare visual presentations;
- Attend the Commissioner Committee meetings and
 - a) develop the agenda with the Chair;
 - b) take minutes, as each Committee desires;
 - c) circulate resolutions and minutes to Committee members prior to meetings to allow sufficient time for corrections, additions or further considerations;
 - d) manage presentation materials, as needed;
- Provide NARUC staff with an electronic copy of all amendments/changes to each resolution as it moves through Committee meetings prior to the NARUC meeting and after the Committee's business meeting;
- Are available to report on Staff Subcommittee activities on any Commissioner Committee conference call and at NARUC Committee meetings;
- Ensure proper presentation accommodations for NARUC presenters at the meetings, such as audio-visual, WiFi passwords, and layout of Committee meeting rooms;
- Collect visual presentations from speakers. Load to computer, or collect for use during virtual meetings before the meeting and post them to the website after the meeting; and
- Post approved minutes with any corrections of the last meeting, along with the draft minutes from the meeting to the Committee's NARUC webpage, if minutes are recorded.

HOW NARUC STAFF HELPS

Committees, Subcommittees, and Task Forces are assigned a member of the NARUC Washington Office Staff to provide support during meetings. NARUC staff will participate in Committee meetings between NARUC meetings and will also attend the formal Committee meetings at NARUC meetings. However, the NARUC staff person who assists during the meetings is not always the policy staff person who will work on advocacy strategies to implement resolutions passed by a Committee.

The NARUC Meetings Department handles the hotel meeting room arrangements, orders audiovisual equipment, orders networking break items, creates speaker invitations and confirmation letter and email templates, coordinates marketing and promotion of the meeting, and manages preparation of the final agenda in the meeting program on the meeting app and limited printed copies, where appropriate.

NARUC establishes the listserv for each Committee and Staff Subcommittee that Chairs may use to communicate with members and to send meeting invitations for monthly or other scheduled meetings.

NARUC staff will draft the relevant language for Congressional testimony, briefs, comments, and pleadings for filings with federal agencies and courts.

MEETINGS

The goal of NARUC Meetings is to educate Commissioners and Commission staff on key issues and give them skills to fulfill their mission to serve and protect the public interest. Meetings should provide cutting-edge information and insight on regulatory issues by engaging in debate and information exchange among members and leading experts, providing draft papers and advocating positions.

Chairs are encouraged to work with other sector committees, when relevant, and hold joint meetings if the topic has good crossover value.

Committees and Subcommittees are encouraged to meet during the regularly scheduled NARUC meetings. These meetings are critical to advance the work of the Association and are essential for its financial stability.

- Winter Policy Summit: Held in Washington, D.C., in February
- Summer Policy Summit: Held in July
- Annual Meeting and Education Conference: Held in November after Election Day

Committee Meetings. These meetings are focused on Committee work, resolutions, and presentations or discussions on current topics. Often, one of the meeting time slots will be set aside for a committee business meeting.

Chairs should make every effort to stop into a Staff Subcommittee meeting as a show of support.

Annual Meeting. This meeting is comprised of Committee meetings and education sessions. Committee time is truncated to allow more time for general and education sessions. The two Policy Summits and the Annual Meeting vary in format, events, and organization.

Timelines and Deadlines. All Chairs will receive a timeline with deadlines to post final information to the Meetings website. Information from the site creates the content for the final program and the meeting app.

AGENDA PREPARATION

Attracting and maintaining the attention of the audience is challenging. We encourage interactive formats such as debates, polls, and audience participation. Make sure there is diversity represented across speakers, opinions, and points of view (e.g., economists, environmentalists, consumer advocates, and academics). Panels solely represented by industry is discouraged.

PowerPoint presentations are discouraged unless they are illustrative or make a point. *Never* allow reading from slides.

Committee session topics must be identified well in advance of the meetings so that the Communications Department can include the topic ideas when promoting an upcoming meeting.

Committee Chairs are responsible for identifying and developing topics for consideration at each NARUC meeting. Committee Chairs should consult with Committee leadership in identifying these topics. A short narrative should explain the goals of each topic discussion to avoid misleading session titles. NARUC stakeholders will often reach out and offer topics and the NARUC Meetings Department may also survey prior meeting attendees for ideas as well. Other good sources are quick polls of fellow commissioner and staff subcommittee members. Routine actions by one PUC may provide valuable insight to another. NARUC staffer James “Brad” Ramsay’s “What to Watch in Washington This Week,” is good fodder for panels, as well as between-meeting Committee and Staff Subcommittee seminars and webinars.

Panel Moderators. Chairs should actively engage commissioners to take turns moderating panel discussions. Moderators should avoid detailed introductions of panel members beyond the current title and should refer attendees to the meeting app, where bio sketches, photos, and contact information are available for each panelist. A good moderator will prepare extra questions should the audience need encouragement and one might solicit questions from panel members, support staff, “think tank” staff, etc., in preparation for moderating.

The moderator’s main role is to keep the panel on topic and to encourage questions, not soliloquies, from attendees. During in-person meetings, the NARUC name tent card is stood on its end (vertically) versus raising one’s hand to ask a question. Commissioners are afforded the first questions, followed by the staff subcommittee, and then the audience, as time permits.

Annual Meeting. Before the Summer Policy Summit, Committee Chairs will be asked to develop a list of topics for consideration for the Annual Meeting concurrent sessions. Immediately after the Summer Policy Summit, NARUC staff and the NARUC President, using the Committee suggestions and evaluations results, will propose an initial slate of topics to the Chairs for comments, edits, and speaker suggestions. NARUC staff implements the suggestions, where appropriate, and coordinates the concurrent and general sessions with the President.

Winter Policy Summit. Due to the quick turnaround time between the Annual Meeting and the Winter Policy Summit, Committee chairs should begin thinking about session topics prior to the Annual Meeting so that each Committee as a whole can discuss viable topics for the February summit. If topics submitted for the Annual Meeting are not chosen, then they may be good options for February.

Summer Policy Summit. There is the longest amount of time to prepare and identify topics between Winter and Summer policy summits, thus affording more time to survey Committee members and NARUC attendees for possible topics.

REGISTRATION AND SPEAKER INFORMATION

Everyone attending meetings, in person or virtually, is expected to register; and for in-person meetings, must wear the official meeting badge. Commissioners and staff are always expected to pay the registration fee. The speaker invitation and confirmation letter or email template includes details on speaker promotional codes, fees to be paid, and making hotel reservations.

Committee Meetings. Speakers pay NARUC registration fees if they are attending the entire meeting. The fee can be waived if they only plan to attend the session in which they speak or if there are extenuating circumstances. All speakers, paying or not, must register for the meeting. The Meetings Department provides the appropriate promotional code for speakers.

Concurrent Sessions at the Annual Meeting. These are the sessions that start AFTER 1:00 p.m. on the Monday of the Annual Meeting. Invitations to speakers for these sessions are sent by the Meetings Department. The registration fee is waived for speakers at the Annual Meeting educational sessions held on Monday afternoon, Tuesday, and Wednesday. The fee waiver does NOT apply to the Committee Meetings held on Saturday, Sunday, or Monday morning.

Travel Expenses. As a general rule, NARUC does not pay fees or travel expenses of speakers. However, a Committee Chair can request reimbursement of expenses for speakers whose attendance is critical to the Committee's deliberations and who would not otherwise be able or interested in participating.

COMMITTEE SCHEDULES

The Committees on Consumers and the Public Interest, International Relations, and Critical Infrastructure, along with Subcommittees, Task Forces, and Staff Subcommittees, meet on Sundays at in-person meetings, or the week prior for virtual meetings. The Meetings Department will create a template to help avoid multiple meetings overlap, to facilitate prudent use of rented equipment and make meeting room assignments. The Committees on Electricity, Energy Resources and the Environment, Gas, Telecommunications, and Water meet Monday through Wednesday when no General Session is scheduled. A template is sent to Chairs prior to each meeting detailing the times scheduled.

Open/Closed Meetings. NARUC Committee Meetings are open to all registered attendees. However, a Committee can call a closed meeting (for Commissioners/staff only) when desired. Closed meetings need to be publicized as far in advance as possible.

RESOLUTIONS

NARUC establishes its policy positions through resolutions. If NARUC members testify before Congress or if NARUC submits comments on matters before federal agencies or in litigation, the organization bases its statements on resolutions approved by the Board of Directors, or on what can be reasonably inferred from those resolutions.

In addition to policy resolutions, members can also offer honorary resolutions that commemorate the service of an individual to NARUC (e.g., to honor Commissioners who retire, complete a term of office and are not reappointed or reelected or Commission Staff who are active in NARUC Committees, who retire, or complete a term of service as a Staff Subcommittee Chair). Such resolutions may be submitted up to the day of a Committee Business Meeting. However, it is a preferred practice to make them available to NARUC's General Counsel and supporting NARUC staff no later than Friday before the meetings commence.

To offer a resolution, the sponsor must be a member of your Standing Committee. Typically, members should submit resolutions to the Committee for which the topic is most relevant (e.g., resolutions on telecommunications topics should be brought before the Committee on Telecommunications). Ideally, members will circulate draft resolutions to the Committee for feedback prior to the formal deadline for submission. Any NARUC Commissioner can attend any NARUC Committee meeting and speak in support of or to oppose a resolution pending before the Committee. However, only a member of the relevant Committee can move a resolution for discussion and vote on matters before that Committee.

Committees may have their supporting Staff Subcommittee consider and vote on changes to the resolutions before full Committee consideration. At the full Committee business meeting, the sponsoring Commissioner is free to move the original resolution or choose to offer the Staff-revised version of that resolution for action. Ideally, the resolution sponsor should try to resolve any conflicts raised by staff or another Commissioner prior to the Standing Committee's business meeting. Once a resolution has been approved in committee, the Chair should have the staff subcommittee chair prepare a one-paragraph statement regarding the resolution for presentation as part of the Chair's Committee report to the Board. That statement should immediately precede the Chair's motion for the Board to consider that resolution.

Process for Submitting Resolutions. About a month before the deadline for resolutions, the General Counsel will begin sending reminders to Committee Chairs of the deadline for resolutions, along with guidelines for drafting resolutions. Committee Chairs or Staff Subcommittee Chairs should circulate these reminders to members.

- **Deadline.** Each Committee that plans to recommend a policy resolution for consideration by the Board must submit the resolution to NARUC's General Counsel no later than the Monday that is more than one week prior to the start of a NARUC meeting.
- **Co-sponsoring Resolutions.** The resolutions submitted are circulated the next day to all NARUC Commissioners. If a Committee plans to take up a resolution proposed for consideration by another Committee, the Committee Chair must notify the Chair of the sponsoring Committee, NARUC's Executive Director, and NARUC's General Counsel by the Friday following the Monday deadline for resolutions (i.e., four days later).
- **Late Submissions.** If a member of the Board of Directors raises a point of order (i.e., objects on the basis that the resolution was not submitted by two Mondays before the meeting) it can still pass if three-fourths of the members in attendance vote to approve the resolution. If one quarter of those Board members present either vote no or abstain, it will not pass.
- **Process for Considering Resolutions.** Within five days after the proposed resolutions are posted to the NARUC website, each Committee will hold a meeting, usually by conference call or virtual meeting, to discuss the resolution, address member concerns with the resolution, and if necessary, suggest changes to the resolution before considering the resolution at the official Business Meeting. Any proposed changes to the resolution for consideration in the Committee's Business Meeting should be provided to the NARUC General Counsel, Staff Subcommittee Chairs, and Committee members as soon as possible. (The NARUC-approved style and formatting guidelines for submission of resolutions is included in *Appendix A.*)

- **Preparation for Business Meeting.** Before the Business Meeting, the Staff Subcommittee Chair(s) should make available to all committee members a copy of any resolutions—policy or honorary. At in-person meetings, Staff Subcommittee Chairs should make paper copies available to all members. For virtual meetings, copies of the resolutions should be provided by email, and displayed virtually. Staff Subcommittee Chairs should work with the Committee Chair to prepare for a vote on the resolutions (e.g., establishing the quorum, determining if a quorum is present, and recording the vote).
- **Business Meeting.** At the Committee’s Business Meeting, the Committee Chair will recognize the member sponsoring the resolution, who will present the resolution, and then ask for a motion, a second, and then call for discussion. Upon completion of discussion, the question is called and a vote is taken and recorded.

Note: NARUC follows Robert’s Rules of Order for properly conducting meetings to avoid confusion and preserve decorum during debate. These Rules are especially helpful among the larger committees. (See Appendix B for a Robert’s Rules cheat sheet of terms and motions.) If you have questions about Robert’s Rules, the Resolution process or Resolutions, and NARUC advocacy generally, you should reach out to NARUC’s designated Parliamentarian (typically, the General Counsel).

Committee Webpages

Each Committee has a page on NARUC’s website. The Committee webpage includes the names and photos of each member of the Committee, as well as any materials from prior meetings, agendas for Committee meetings, and Committee reports or other documents relevant to Committee activities.

Committee and Subcommittee Chairs have rights to add information and materials to the Committee webpages and should ensure the materials posted to the webpage are up to date. NARUC staff will ensure that the names and photos of Committee members are current, although Committee Chairs should double check.

THE BOARD OF DIRECTORS' MEETING

The entire Board of Directors meets on the last day of the NARUC Annual Meeting and Policy Summits. Prior to each conference, you will be provided with the “Board Book,” which is now provided electronically. There will be minutes for approval (if you are new to the Board or failed to attend a previous meeting for which its minutes are being considered, you must abstain). Also included will be detailed financial statements, which are confidential to you as a Board member. For the Annual Meeting, you will receive a digital copy of the *NARUC Annual Report* before the board meeting. This report provides a snapshot of relevant activities by department and also highlights important NARUC achievements.

As a Committee Chair, you will be called upon to give a report of what your committee has accomplished, issues it may have covered at the most recent meeting and what it may be planning to do in the interim before the next Board meeting.

If your committee has brought forward any resolutions, other than honorary, for the Board to consider, you must be prepared to present the issue and move it and also be able to discuss or defend your Committee’s position and need for such a resolution.

Thank you for your service!

Please contact the NARUC office with any questions.

APPENDIX A

Formatting and Style Guidelines for Resolutions

- Font should be 12 point Times New Roman (including the title)
- Single spaced
- 1-inch margins on left, right, top, and bottom
- No footnotes
- Do not indent “Whereas” or “Resolved”
- Italicize the words “Whereas” or “Resolved”
- Do NOT capitalize the first word after “Whereas” or “Resolved”
- No “and” after each semicolon in the “Whereas” and “Resolved” lists
- One “Resolved” clause
- Lowercase for federal
- Uppercase for State
- Include the serial comma (e.g., red, white, and blue; **not** red, white and blue)
- No comma before “and” between independent clauses
- Minimize passive voice
- Be consistent with terminology and references
- Memorialize terms once in the beginning, but only if you use it elsewhere in the resolution
- Limit the number of “Whereas” clauses – they should only be there if they support the resolved clause
- Try to avoid citing to specific legislation; instead, cite to the principles involved (e.g., consumer protection, states’ rights)
- Use the objective form for resolved clause
- When memorializing an acronym and a short name, use parentheses and quotation marks (“FERC”) and (“Workshop”).
- Title of Resolution: ***Bold, Italics, and “Title Case”*** i.e., NOT in all caps (e.g., ***“Resolution Honoring Committee that Gets All Resolutions Finished by 2:00 pm on Tuesday”***)
- Insert after the last “Whereas” the following (note italics): “now, therefore be it

Resolved that the Board of Directors of the National Association of Regulatory Utility Commissioners, convened at its [year and title of meeting, e.g., 2020 Summer Policy Summit] in [location of meeting, e.g., Boston, MA]”

- After the end of the resolution, please type the following (in *italics*), leaving blank the approval date by the Board of Directors/Committee of the Whole:

Sponsored by the Committee on (fill in the name of your committee)

Adopted by the NARUC Board of Directors on (meeting date)

TEMPLATE

Resolution on [title should indicate Subject and/or Position]

Whereas {Whereas clauses give background and frame the request for action or position taken in the "resolved" clauses}..... ;

Whereas ;

Whereas ;

Whereas ; now, therefore be it

Resolved that the Board of Directors of the National Association of Regulatory Utility Commissioners, convened at its [year and title of meeting, e.g., 2020 Summer Policy Summit] in [location of meeting, e.g., Boston, MA],....

APPENDIX B

See following pages for Robert's Rules of Order "Cheat Sheet" and Procedural Summary.

ROBERT'S RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	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
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."