

Parliamentary Procedure

compiled by H. Nelson McCaskill

Purposes

- Protect rights of the majority
- Protect rights of the minority
- Protect individual members
- Protect absentees
- Protect everyone

** Arrive at the general will on the maximum number of issues in the minimum amount of time.*

Principles

- One subject at a time
- Full and free debate for each idea
- Equal rights for all
- Will of the majority while protecting the minority

Parliamentary Procedure Terms

Motion - idea brought before group for consideration

Main - basic idea (to get group approval of project or action)

Amendment - change main (insert or add; strike out or delete; strike out and insert, substitute, or replace)

- can amend an amendment one time, then must vote on second amendment before another one can come up.

"I move <insert idea or proposal>"

Second - shows support for motion. All motions except those made by a committee must have a second.

"I second the motion"

Parliamentary Procedure Terms (continued)

Stating the question - Chair repeats motion before debate starts

Withdraw motion - Can withdraw until chair states it then requires vote to withdraw

Debate - Discussion for or against motion. Try to alternate sides.

On Floor - Motion is being discussed or debated.

Pending - not voted on; undecided; still "on floor"

Postpone - put off to future (can specify a time or leave it open)

Table - Same as postpone except needs a vote to bring it back up

Previous question - motion to end debate and vote immediately

Putting the question - Chair calls for vote and announces results

Voting - Voice, roll call, ballot

Division - counted vote following voice vote

Majority - over 1/2 or $1/2 + 1$. (This is simple majority.)

Minority - less than half; remainder after majority

General or unanimous consent - Passing with no debate.

Gavel - tool for calling meeting to order

Minutes - written record of meeting

Agenda - Order of business

Chair, chairman, chairperson - person presiding

Point of Information - Question to find out what is happening

Point of Order - corrects improper procedure

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

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Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

	YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
\$23	Enforce rules	Point of order	Yes	No	No	No	None
\$24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
\$25	Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
\$26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
\$27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
\$29	Demand rising vote	I call for a division	Yes	No	No	No	None
\$33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
\$33	Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

\$34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
\$35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
\$37	Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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