BASIC PARLIMENTARY INFORMATION

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Based on Robert's Rules of Order Newly Revised, 1981 Edition

	Interrupt	Second	Debate	Amend	Vote	Reconsider
PRIVILEGED MOTIONS						
# Fix the time to which to adjourn		S		A	M	R
* Adjourn		S			M	
# Recess		S		A	M	
Raise a question of Privilege	I				*	
Call for the orders of the day	I				*	
SUBSIDIARY MOTIONS						
Lay on the table		S			M	
Previous Question (close debate)		S			2/3	R
# Limit or Extend Limits of Debate		S		A	2/3	R
# Postpone to a Certain Time (or Definitely)		S	D	A	M	R
# Commit or Refer		S	D	A	M	R
# Amend		S	D*	A*	M	R
# Postpone Indefinitely		S	D		M	R*
MAIN MOTION		S	D	A	M	R

MEANING OF SYMBOLS

A	Can be amended
D	Is debatable
I	Is in order when another has the floor
M	Requires a majority vote (i.e., more than half the votes cast).
R	The vote on this motion may be reconsidered
S	Requires a Second
2/3	Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative).
+	Usually no vote is taken. The chair decides.
#	A main motion when no other motion is pending.
--	No vote is taken. The chair responds.
*	*See Robert's Rules of Order Newly Revised*, 1981 edition, for specific rule. Consult index and tinted pages for further information and page reference.

RANKING MOTIONS

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and applied to amendable and/or debatable motions of higher rank than themselves.

PROCEDURE FOR HANDLING A MAIN MOTION

I. Obtaining and assigning the floor
   A. Member rises and address chair.
   B. Chair recognizes member.

II. How the motion is brought before the assembly.
   A. Member makes motion.
   B. Another member makes motion.
   C. Chair states motion.

III. Consideration of the motion
   A. Members debate motion
   B. Chair puts question and members vote.
   C. Chair announces result of vote.

See next page for sample dialogue of proper procedure.

PROCESSES OF AMENDING

1. To **insert** or to **add** (a word, consecutive words, or a paragraph)
2. To **strike out** (a word, consecutive words, or a paragraph)
3. To **strike out and insert** (which applies to words) or to **substitute** (which applies to words) or to substitute (which is not applies to anything less than a compete paragraph of one or more sentences)

NON-RANKING MOTIONS	Interrupt	Second	Debate	Amend	Vote	Reconsider
INCIDENTAL MOTIONS						
Appeal	I	S	D*		M*	R
Close Nominations or Close the polls		S		A	2/3	
Consideration by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of a Question		S*		A	M*	
Division of a Assembly	I				*	
Objection to the Consideration of a Question	*				2/3	*
Parliamentary Inquiry	I				–	
Point of Information	I				–	
Point of Order	I		*		+	
Reopen the Nominations or the Polls		S		A	M	*
Request for Permission to Withdraw a Motion	*	*			M	*
Suspend the Rules		S			2/3*	
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY						
Take from the Table		S			M	
**Rescind or Amend Some-thing Previously Adopted		S	D	A	*	*
**Discharge a Committee		S	D	A	*	*
Reconsider	*	S	D*		M	

** — An incidental main motion which usually requires a majority vote with previous notice or a 2/3 vote without previous notice.

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by general consent or a majority vote of the assembly.

Hasty or ill advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session)

PERTINENT FACTS

A **main motion** brings business before the assembly.

A **subsidiary motion** assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A **privileged motion** deals with special matters of immediate importance. It does not relate to the pending business.

An **incidental motion** is related to the parliamentary situation in such a way that it must be decided before business can proceed.

FORMS OF VOTING

A **voice vote** is the most commonly used form of voting.

A **rising vote** is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly

A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A **count** can be ordered by the chair or by a majority vote of the assembly.

General consent is a vote of silent agreement without a single objection.

A **ballot** or **roll call** vote can be ordered by a majority

Rulings of the chair can be appealed.

PROCEDURE FOR HANDLING A MAIN MOTION

I. Obtaining and assigning the floor
   A. A member rises when no one else has the floor and addresses the chair: "Mr. /Madam President," "Mr./Madam Chairman," or by other proper title.
      1. In a large assembly, the member gives his name and identification.
      2. The member remains standing and awaits recognition by the chair.
   B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.

II. How the motion is brought before the assembly.
   A. The member makes the motion: "I move that (or "to")…"and resumes his seat.
   B. Another member, without rising, seconds the motion: "I second the motion" or "I second it" or, even, "Second".
   C. The chair states the question on the motion: "It is moved and seconded that (or "to")…Are you ready for the question?"

III. Consideration of the motion
   A. Members can debate the motion
      1. Before speaking in debate, members obtain the floor as in I above.
      2. The maker of the motion has first right to the floor if he claims promptly.
      3. All remarks must be addressed to the chair.
      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.
   B. The chair puts the question (puts it to a vote).
      1. The chair asks: "Are you ready for the question?" If no one then rises to claim the loor, the chair proceeds to put the question.
      2. The chair says: "The question is on the adoption of the motion that (or "to") …. As many as are in favor, say 'Aye'. (Pause for response) Those opposed, say 'No'." (Pause for response)
   C. The chair announces the result of the vote.
      1. "The ayes have it, the motion is adopted, and … (indicating the effect of the vote or ordering its execution)." (or)
      2. "The noes have it and the motion is lost."

THE CHAIR AND A SAMPLE ORDER OF BUSINESS

Call to order

The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, "The meeting will come to order."

Opening Ceremonies (religious, patriotic, ritualistic, etc. – optional)
"Please rise and remain standing for the invocation, which will be given by …, and the Pledge of Allegiance to the Flag of the United States of America, which will be led by …." (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order.)

Roll Call (if customary)
"The Secretary will call the roll of officers (or "will call the roll")."

Reading and Approval of Minutes
"The Secretary will read the minutes." (The presiding officer sits down.)
Except in the smallest of meetings, the secretary stands to read the minutes.
"Are there any corrections to the minutes?" (pause)
"If there are no corrections, the minutes stand (or "are") approved as read."

With corrections: "If there is no objection, the Secretary will make the correction(s)…
If there are no further correction, the minutes stand (or "are") approved as corrected."

Reports of Officers, Boards, and Standing Committees
"The next business in order is hearing reports of the officer, boards, and standing committees."
Officers and standing committees are called on in the order they are listed in the bylaws.
The chair usually calls on only those who have reports to make.
In calling on the secretary: "Is there any correspondence?"
In calling on the treasurer: "May we have the Treasurer's report."
A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.

"The question is on the adoption of the Auditor's report. As many as are in favor, say 'Aye'. Those opposed say 'No'. The ayes have it and the Auditor's report is adopted."

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "on behalf of (or "by direction of") the board (or "the committee")," moves the adoption of the necessary motion to implement any recommendation the board or committee makes.

A motion arising out of an officer's, boards, or committee's report is taken up immediately.

Reports of Special Committees (announced only if there are such committees prepared or instructed to report)
"The next business in order is hearing reports of special committees. The committee appointed to…will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "on behalf of (or "by direction of") the committee," moves the adoption of motions or resolution in the report.

Special Orders (announced only if there are such items)
Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under t his heading. Matters set by the bylaws for a particular meeting may be taken up.

"The next business in order is the consideration of special orders. At the previous meeting, the motion relating to … was postponed to this meeting and made a special order. The question is on the motion that … Are you ready for the question?

"The Secretary will read from the bylaws Article ____ Section _____ concerning the election of a Nominating Committee."

Unfinished Business and General Orders (announced only if there are such items)
Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under Unfinished Business and General Orders, the first item of business is the motion relating to … that was pending when the previous meeting adjourned. The question is on the adoption of the motion that … Are you ready for the question?"

"The next item of business is the motion relating to … that was postponed to this meeting. The question is on the adoption of the motion that … Are you ready for the question?"

New Business
"Is there any new business?"

"Is there any further new business?"

Announcements
"The chair has the following announcements … Are there other announcements?"

Program
The chair does not "turn the meeting over" but announces "The Program Committee will now present the program "or" … will introduce our speaker."

Adjournment
"Is there any further business? (pause) Since there is no further business, the meeting is adjourned." (or)

"A motion to adjourn is in order."
In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned." (a single rap of the gravel may be used.)

PLANNING A MEETING

THE PLANNING TEAM

PRESIDENT

Assures the facility is adequate and appropriate for the meeting, interacts with the Planning Team to prepare the meeting agenda. Mentally prepares for a win/win meeting.

VICE – PRESIDENT

Assists the president, as requested.
Prepares to preside in the even the president is unable to do so.
Mentally prepares for a win/win meeting.

SECRETARY

Reviews minutes of previous meetings for items of business to be considered in the meeting being planned.
Reviews minutes of Board Meeting(s) for Board recommendations to be presented.
Identifies prior emergency action requiring ratification in this meeting.
Advises president whether a report will be given.
On request of president, prepares the final meeting agenda.
Mentally prepares for a win/win meeting.

TREASURER

Advises president on bills to be presented for approval/ratification.
Notes whether the bills are covered in the budget.

Alerts President that:
- Audit report must be presented and voted on;
- Annual financial report will be given and whether it must be adopted;
- New business to be introduced by the treasurer;
- Mentally prepares for a win/win meeting.

PARLIMENTATIAN

Advises president on placing business on the agenda in the correct order and about any actions required in the bylaws to be taken at the meeting.
Mentally prepares for a win/win meeting.

STANDING COMMITTEE CHAIRMAN

Advise president whether a report will be given.
Advise president whether recommendations requiring action will be made.
Mentally prepares for a win/win meeting.

SPECIAL COMMITTEE CHAIRMAN

Advise president whether a report will be given and whether or not it is an interim or final report.
Advise president whether recommendations requiring action will be made.
Mentally prepare for a win/win meeting.

SPECIAL COMMITTEE CHAIRMAN

Advise president whether
- Report will be given;
- Report will be an interim or final report;
- Whether recommendation requiring action will be made;
- Mentally prepares for a win/win meeting.

APPOINTED OFFICERS

Advise president whether a report will be made and whether recommendation requiring action will be presented.
Mentally prepares for a win/win meeting.

MEMBERS

Advise president of intent to
- Introduce new business;
- Move to rescind or amend previous action;
- Give notice of business to be presented that requires previous notice;
- Propose limiting debate on all business introduced during the meeting.

Mentally prepares for a win/win meeting.

ORDER OF BUSINESS AND AGENDA

CALL TO ORDER

OPENING EXERCISES/CEREMONIES

BUSINESS MEETING

ORDER OF BUSINESS

- QUORUM
- MINUTES
- FINANCIAL REPORT
- BILLS
- CORRESPONDENCE
- OFFICERS' REPORTS
- BOARD OF DIRECTORS REPORT
- STANDING COMMITTEE REPORTS
- SPECIAL ORDERS
- UNFINISHED BUSINESS
- GENERAL ORDERS
- NEW BUSINESS
- ADJOURNMENT