

SUMMARY OF PARLIAMENTARY PROCEDURE

There are eight steps necessary for adopting a motion:

1. Rise and address the chair.
2. Receive recognition of the chair.
3. Make the motion.
4. The motion is seconded.
5. Chair states the motion.
6. Discussion or debate by the assembly.
7. Chair puts the question to a vote.
8. Chair announces the vote and the result.

There are three types of motions:

1. Main motions
The method of bringing specific pieces of business to the floor for a vote.
2. Privileged motions (not debatable) *May be introduced during the discuss of the main motion*
 - a. To fix time and place to which to adjourn
 - b. To adjourn
 - c. To take recess
 - d. To rise to a question of privilege
 - e. To call for orders of the day
3. Subsidiary motions: *May modify or dispose of main motions*
 - a. To table
 - b. To call the previous question (needs a 2/3 vote)
 - c. To limit debate (needs a 2/3 vote)
 - d. To extend debate (needs a 2/3 vote)
 - e. To postpone definitely
 - f. To refer question to a committee
 - g. To amend
 - h. To postpone indefinitely

Required vote: Any motion which restricts the privileges of the members requires a two-third vote; all others, a majority vote.

Voting: Anyone may call for a rising vote or a ballot vote.

- Ask for a ballot vote if you feel that the members are more likely to express their real opinion if the vote is secret.
- Votes may also be taken by calling for the aye's and nay's.

Division: On a voice vote, when you think there is a question as to the result of the vote, you may call out "Division" or "I call for a division." This means you want a rising vote so that accurate count can be made.

General consent: When the chair knows that everyone is in favor of a motion she may say, "if there is no objection, we will dispense with ..." or "If there is no objection, we will adopt ..." This is called voting by general consent. If anyone calls "I object," the chair proceeds to take a vote.

To withdraw a motion: Before it is stated by the chair, the maker of a motion may withdraw it; after it is stated, she may withdraw it if no one objects.

Suspend the rules: When you wish to change or depart from adopted agenda or to take up a matter out of its proper order, you may say "I move to suspend the rules and take up...".

CHAIRMAN'S QUICK PARLIAMENTARY REVIEW

- Have the member state her motion before discussing it.
- When a motion requires a second, make sure to receive a second. A motion with no second should be ignored.
- Restate the motion clearly after it has been made and seconded. "It is moved and seconded that ..."
- Entertain only one main motion at a time.
- Give the maker of the motion the first chance to discuss it.
- Permit everyone a chance to speak to a motion before anyone speaks twice to it.
- When voting publicly, vote only when the chair's vote will change the result.
- When voting secretly, vote when the assembly votes.
- Give up the chairmanship only when your comments are vigorously for or against the motion. Then the president-elect (or other member) serves until disposal of the motion. Upon disposal of the motion, the temporary chairman asks the presiding officer to resume the chairmanship.