



Basic Parliamentary Procedures and Guidelines

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Document owner: Bylaws chair

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Purpose of Parliamentary Procedure:

1. One thing at a time
2. Courtesy to everyone
3. Rule of the majority
4. The rights of the minority

Voting:

1. Voice – aye or no
2. Rising vote – count hands or standing
3. Secret ballot- written vote
4. Roll call – secretary records each member's vote
5. Voting by consensus. Any objections? Seeing none, motion passes. Majority more than half.
2/3 majority used when members rights are limited.

Motions: Require a second motion & should be repeated before discussion. Long motions can be required to be written and presented to secretary. Once a motion is seconded any member can discuss the motion or ask questions of other members to determine how to vote. The discussion must be about the presented motion. After discussion is finished the motion is repeated and voted upon. The result of the voting is announced.

Amendments: To adjust or modify a motion is done during the discussion of the motion. You can add, subtract or substitute something to the motion. The amendment requires a second and is discussed before voting on. If the amendment passes, the motion is discussed as amended. If the amendment fails the motion is discussed as before. A secondary amendment can be presented during the discussion of the primary amendment. You can have only two amendments on a motion at a time. The voting order is: 1 st vote on the secondary amendment, 2nd the primary amendment and 3rd the main motion. Once a secondary or primary amendment is voted upon, additional amendments can be presented until the motion has been voted upon. A motion cannot be amended after it has been passed. If you want to change the motion after it has been passed, the motion must be reconsidered.

Refer to committee: This motion is a very useful tool for a chapter to use to make intelligent decisions in its operations. In the case when a motion is made and there is not enough information available to make an informed decision the motion can be referred to a committee. This can be completed by an existing committee or a special committee. The committee can be setup with time and place to meet, when to report and names of members on the committee. In time sensitive issues the committee can have a spending limit and the ability to act on their decisions.

Ending Discussion: Previous question - The motion to move the previous question will end debate on a motion. It requires a second. It immediately goes to a vote after a second and because it limits the right of members it requires a 2/3 vote. If it passes you immediately go to a vote on the motion. Many times during a meeting when a member feels there has been enough discussion they will call out, “ question”. This indicates that one member feels there has been enough discussion and that the chairman should call for a vote. It is the chairman’s decision to end debate. The chairman can call for a vote at any time if he feels there has been adequate debate.

Summary of Motions

Privileged Motions –Highest rank of motions.

Subsidiary Motions- Modify or help dispose of the main motion.

Incidental Motions – arise while another motion is being considered. Must be decided before action is taken on which the question they are related.

Classification	Kind	Second Required	Debatable	Amendable	Vote Required	Can Be Reconsider
Privileged	Adjourn	Yes	No	No	Majority	No
Privileged	Question of Privilege	No	No	No	No	No
Incidental	Point of Order	No	No	No	None	No
Incidental	Appeal	Yes	Yes	No	Majority	Yes
Incidental	Suspend the Rules	Yes	No	No	2/3	No
Incidental	Division of The House	No	No	No	None	No
Incidental	Parliamentary Inquire	No	No	No	None	No
Incidental	To Withdraw A Motion	No	No	No	Majority	Yes
Subsidiary	Lay On The Table	Yes	No	No	Majority	No
Subsidiary	Previous Question	Yes	No	No	2/3	Yes
Subsidiary	Postpone Definitely	Yes	Yes	Yes	Majority	Yes
Subsidiary	Limit Debate	Yes	No	No	2/3	Yes
Subsidiary	Refer to Committee	Yes	Yes	Yes	Majority	Yes
Subsidiary	Amend	Yes	Yes	Yes	Majority	Yes
Subsidiary	Postpone Indefinitely	Yes	Yes	No	Majority	Yes
Main	Main Motion	Yes	Yes	Yes	Majority	Yes
Other	Take Form The Table	Yes	No	No	Majority	No
Other	Reconsider	Yes	Yes	No	Majority	No
Other	Rescind	Yes	Yes	Yes	2/3	No