

PARLIAMENTARY PROCEDURE

- Step 1 Make a motion...
For business to be conducted in an orderly fashion and to prevent as much wasted time as possible, a member makes a motion or "puts on the floor" for consideration a topic.
- Step 2 Second a motion...
For a motion to be considered fully and seriously, another member need to agree with the motion. That member does so by stating "I second the motion" or just "second".
- Step 3 Discussion...
After a motion and a second takes place, discussion proceeds on the motion and its topic. During this time, no other topic may be considered until the discussion is over and the vote is called. Traditionally, no discussion is held unless there has been a motion and second, but this is left up to the chair and his/her discretion.
- Step 4 An Amendment to the motion...
An Amendment may be made to a motion by any member of the debating group. However, the Amendment must be accepted by the members who motioned and seconded. Only two Amendments may be made to any one motion.
- Step 5 A Substitute motion...
A substitute or alternative motion may be made after the initial motion has moved into discussion. However, the substitute motion must be seconded and is considered only when the original motion fails to pass.
- Step 6 Calling the question...
A member may "call the question" to end discussion and go into the vote. However, if another member objects to ending the discussion, a second is requested. Should a second not appear, discussion continues. But should a second appear a vote is taken to end debate. If the vote is in favor to end discussion, the main motion goes directly into a vote. If the vote is opposed, the discussion continues.

- Step 7 The Vote
- After discussion is finished, the motion is put to a vote.
- Ayes – in favor
- Nays – opposed
- Abstentions – refrained from making a “decision”
- Consensus – everybody agrees with no objections

Miscellaneous motions

1. Orders of the day
Should discussion meander off into a tangent, a member may state “orders of the day” and the discussion immediately should return to the original topic. The member need not wait to be called on, but should make the statement loud enough to be heard by the Chair and the other members.
2. Point of information/clarification/time/etc.
At any time during a discussion, a member may make a “point”, if necessary. The member needs to be recognized by the Chair before speaking. The chair will then answer the point or call it out of order.
3. Adjournment
Adjournment occurs at the end of a meeting or when a specified amount of time (decided beforehand) has elapsed. Three things may occur:
 - a. The Chair adjourns the meeting automatically.
 - b. Quorum is lost.
 - c. A motion and second is made to adjourn (discussion is out of order) and is put to a vote.
4. Notes on the Chair
 - a. The Chair decided if a motion or second is “in order” or “out of order”. He/she has the authority over discussion as well. No one may speak unless recognized by the Chair, with few exceptions.
 - b. The Chair also decides how the meeting will run, within reasonable guidelines.

RULES FOR MOTIONS AND PARLIAMENTARY PROCEDURE

Motions fall into four categories: privileged, incidental, subsidiary, and principal. These are listed in order of precedence, except for incidental motions that have no rank among themselves. The following list contains not all possible motions, but only the most common.

| <u>Motion</u> | <u>Needs Second?</u> | <u>Debatable</u> | <u>Required Vote</u> |
|--------------------------|----------------------|------------------|----------------------|
| Privileged Motions | | | |
| To adjourn | Yes | No | Majority |
| To recess | Yes | Yes | Majority |
| Personal Privilege | No | No | Chair |
| Incidental Motions | | | |
| Point of Order | No | No | Chair |
| Appeal Decision of Chair | Yes | Yes | Majority |
| Divide Question | Yes | No | Majority |
| Subsidiary Motions | | | |
| To Table | Yes | No | Majority |
| Close Debate | Yes | No | 2/3 |
| Amend Motion | Yes | Yes | Majority |
| Principal Motions | | | |
| Take From the Table | Yes | No | Majority |
| Main Motions | Yes | Yes | Majority |