What Every Leader and Member Needs to Know about Parliamentary Procedure

Jon Ericson
ORDER OF PRECEDENCE

PRIVILEGED MOTIONS
14.  Fix Time to which to Adjourn
13.  Adjourn
12.  Recess
11.  Raise a Question of Privilege
10.  Call for the Orders of the Day

SUBSIDIARY MOTIONS
9.  Lay on the Table
8.  Call for the Previous Question
7.  Limit or Extend Limits of Debate
6.  Postpone Definitely
5.  Refer to Committee
4.  Amend the Amendment
3.  Amend or Substitute
2.  Postpone Indefinitely

PRINCIPLE MOTIONS
1.  Main Motion [Resolution]
INCIDENTAL MOTIONS

- Appeal from the Decision of the Chair
- Suspend the Rules
- Object to Consideration
- Point of Order
- Parliamentary Inquiry
- Modify or Withdraw
- Divide a Motion
- Division of the Assembly
If someone moves to RECONSIDER

Did you vote on the prevailing side?
Is there a second?

It is moved and seconded to reconsider the vote on ____________________________?

Is there debate on the motion to reconsider?

When debate is over

The question is, Shall we reconsider the vote on ____________________________?

Those in favor of reconsideration say “Aye.”

Those opposed to reconsideration say “No.”

Takes majority vote for reconsider to pass.
I move that
not
I move that

not

I make the motion that
It is moved and seconded that . . .
not
It is moved and seconded that . . .

not

Any debate on that?
The maker of the motion requests permission to withdraw his motion.

If there is no objection the motion will be withdrawn.

(pause)

Hearing no objection, the motion is withdrawn.

If there is objection turn this card over.
There is objection.

The question is, Shall permission to withdraw the motion be granted?

Those *in favor of* withdrawing the motion say “Aye.”

Those *opposed to* withdrawing the motion say “No.”
There is a request to modify the motion by

If there is no objection the request to modify will be granted.

(Pause)

Hearing no objection, the motion is modified.

Or, if there is objection

There is objection.

If you wish, you may move to amend your motion.
GUIDELINES IN DIRECTING DEBATE

1. CALL ON MAKER FIRST

2. ALTERNATE BETWEEN PRO AND CON

3. CALL ON MEMBER WHO HAS NOT SPOKEN
I move we have a party Saturday night.
Primary & Secondary Amendments

and invite two guests

I move we have a party Saturday night.
Primary & Secondary Amendments

I move we have a party Saturday night.

and invite two guests

four
If someone moves to AMEND

Is there a second?

It is moved and seconded to amend by

Is there debate on the amendment?

Seeing no one wishing to speak, we will vote on the amendment.

Those in favor of the amendment say “Aye.”

Those opposed to the amendment say “No.”

The amendment is adopted.

Is there further debate on the main motion?

Takes a majority vote for the amendment to pass.
If someone moves to AMEND THE AMENDMENT

Is there a second?

It is moved and seconded to amend the amendment by

Is there debate on the amendment to the amendment?
Seeimg no one wishing to speak, we will vote on the secondary amendment.

Those in favor of the secondary amendment say “Aye.”
Those opposed to the secondary amendment say “No.”
The amendment is adopted.

Is there further debate on the motion to amend?

Takes a majority vote for the amendment to the amendment to pass.
If someone moves to AMEND

Is there a second?

It is moved and seconded to amend by

Is there debate on the amendment?

Seeing no one wishing to speak, we will vote on the amendment.

Those in favor of the amendment say “Aye.”

Those opposed to the amendment say “No.”

The amendment is adopted.

The amendment is rejected.

Is there further debate on the main motion?

Takes a majority vote for the amendment to pass.
I move we abolish the debate and drama programs
I move we abolish the debate and drama programs effective immediately
September 1, 2010

I move we abolish the debate and drama programs effective immediately.
I move that the faculty reps attend the IEA Convention
executive committee

I move that the faculty reps attend the IEA Convention
I move that the faculty reps attend the IEA Convention
Motion to Substitute

I move we have a party Saturday night.
Motion to Substitute

we have a bicycle ride, Sunday noon

I move we have a party Saturday night.
Motion to Substitute

we have a potluck dinner, Friday 4:00 p.m.

we have a bicycle ride, Sunday noon

I move we have a party Saturday night.
Is there a second?

It is moved and seconded to substitute by

Is there debate on the motion to substitute?

The question is, Shall the motion to Substitute replace the Main Motion as the main motion?

A vote “Aye” means you want the motion to Substitute to become the Main Motion. A vote “No” means you want to return to the Main Motion.

Those *in favor of* the motion to Substitute say “Aye.”

Those *opposed to* the motion to Substitute say “No.”

Takes majority vote for the substitute to pass.
I move we send Jon a bucket of flowers
I move we send Jon a bucket of flowers
General intent

*go on record about Jon*

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Specific Intent

*manure*

---

I move we send Jon a bucket of flowers
Those in favor of the motion
Those in favor of the motion
Those in favor of the motion strike insert closing debate
Those in favor of closing debate
not
Those in favor of closing debate
not
Those in favor of the motion
If someone moves to CLOSE DEBATE (Calls for the Previous Question)

Is there a second?

It is moved and seconded to close debate.

Those in favor of closing debate say “Aye.”

Those opposed to closing debate say “No.”

Takes 2/3 vote for the motion to close debate to pass.
IF THERE IS NO OBJECTION...
If someone moves to CLOSE DEBATE (Calls for the Previous Question) and you are sure it will pass

Is there a second?

It is moved and seconded to close debate.

If there is no objection, we will close debate.

(pause)

Hearing no objection, debate is closed

and we will now vote on . . .

If there is objection, turn this card over
Those opposed say no!
not
Those opposed \textcolor{green}{say no}

\textcolor{red}{not}

\textcolor{yellow}{Opposed?}
More than half
not
More than half

not

One more than half
Affect the outcome
not
Affect the outcome

not

Break a tie
Is there a second?

It is moved and seconded to suspend the rules in order to

The question is, Shall the rules be suspended?

Those *in favor* of suspending the rules say “Aye.”

Those *opposed to* suspending the rules say “No.”

Takes a 2/3 vote to suspend the rules
Is there a second?

There is an appeal from the decision of the chair.
The question is, Shall the decision of the chair be sustained?

Is there a debate? (Chair can state reasons for chair’s ruling)

When debate is over

The question is, Shall the decision of the chair be sustained?

A vote “Aye” means you support the decision of the chair.
A vote “No” means you support the appeal.

Those in favor of sustaining the decision of the chair say “Aye.”

Those opposed to sustaining the decision of the chair say “No.”

Takes a majority vote in the negative for the appeal to pass.
There is objection to the consideration of
Mr. _________________________ ʻs main motion.
Ms. __________________________ ʻs main motion.

The question is, shall M__ . _________________________ ʻs main motion be considered?

Those *in favor* of considering the main motion say “Aye.”

Those *opposed to* considering the main motion say “No.”

Takes a 2/3 vote in the negative for the objection to pass.
There is objection to the consideration of Resolution_____.

The question is, Shall Resolution ___________________ be considered?

Those *in favor of* considering Resolution_____ say “Aye.”

Those *opposed to* considering Resolution_____ say “No.”

Takes 2/3 vote in the negative for the objection to pass.