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# MOTIONS & MOCKTAILS

## PARLIAMENTARY PROCEDURE



# Parliamentary Procedure An Overview

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LAMBDA EPSILON OMEGA WORKSHOP  
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# Topics

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- Parliamentary Principles
- Quorum
- Minutes
- Agendas
- Standard Order of Business
- Duties of Basileus
- Classes of Motions
- Main Motions
  - Definition and characteristic
  - Improper motions
  - Members' responsibilities
- Rules of Debate

- How to process motions
- Subsidiary Motions
- Privileged Motions
- How to enforce the rules

# General Principles

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- All members have equal rights, privileges, and obligations
- Rules must be administered impartially
- The minority has rights which must be protected
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used



# General Principles

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- Only one question can be considered at a time
- Members may not make a motion or speak in debate until they have risen and been recognized by the chair
- No one may speak more than twice on the same question on the same day without permission from the assembly
- No member may speak a second time on the same question if anyone who has not spoken on the question wishes to do so

# General Principles

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- Members must not attack or question the motives of other members
- All remarks are addressed to the presiding officer
- The will of the majority prevails
- In voting, members have the right to know at all times what motion is before the assembly and what the effect an affirmative and negative will have



# Quorum

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- Minimum number of members who must be present at a meeting for business to be legally transacted.
- An organization, in its established rules, may define its own quorum
- In the absence of such a provision, the quorum is a majority of the entire membership

# Minutes

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- Official written record of the meeting's proceedings
- Legal public record of the meeting
- Written by the secretary
- Should be accurate
- Should be kept in a book or binder
- Records what is done; not what is said, not a transcript

# Minutes

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- **Purpose**

- To refresh the memory of the members who were present
- To inform those who were absent
- Serves as historical information of acts and accomplishments of the organization
- Serves as historical information for future officers.



# Minutes

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- **First Paragraph**

- Kind of meeting: regular, special, adjourned regular, or adjourned special
- Name of the assembly
- Date, time and place of the meeting
- The name of the presiding officer or if she/he is absent and the secretary is absent, the name of the person who substituted
- Statement whether the minutes of the previous meeting were approved

# Minutes

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- Include in the body of the minutes
  - All main motions or motions to bring a question again before the assembly, except those that are withdrawn.
  - The wording in which each motion was adopted or disposed of
    - ✦ Motion was debated and/or
    - ✦ Motion was amended
  - All secondary and incidental motions that were not lost or withdrawn
  - All notices of motions



# Minutes

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- Include in the body of minutes
  - All points of order and appeals, whether adopted or defeated
  - Reasons given by the chair for his/her ruling
  - Votes
    - ✦ If by voice vote, record whether motion was adopted or defeated
    - ✦ If by roll call, the name of those voting and how they voted, and those answering present. (If member fails to respond, the minutes should reflect that a quorum was present at the time of the vote)
    - ✦ If by ballot, the number of votes counted (tellers report)

# Minutes

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- Include in Closing Paragraph
  - The time of adjournment
  - Signature of person writing minutes
  - After final approval, the word “Approved” with the secretary’s initials and date



# Minutes

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- Approval

- Proposed minutes are only a draft and do not become the minutes until approved
- Unanimous consent or adopted motion
- Corrections may be made any time an error or material omission is found



# Standard Agenda

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- Call to order
- Reading and approval of minutes
- Reports of officers
- Report of standing committees
- Reports of ad hoc committees
- Unfinished business (if needed; should not be on the agenda if there is none)
- New business
- Announcements
- Adjournment

# Duties of the Presiding Officer

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- To call the meeting to order at the appointed time, having determined that a quorum is present
- To announce in proper sequence the business to come before the assembly
- To recognize members who are entitled to the floor
- To state and to put to a vote all questions that come before the assembly as motions and announce the vote (or call it out of order)
- To protect the assembly from dilatory motions

# Duties of Presiding Officer

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- To enforce the rules relating to debate and those relating to order and decorum
- To expedite the business
- To decide all questions of order, subject to appeal
- To respond to inquiries
- To declare the meeting adjourned when the assembly so votes, or at the a time prescribed

# Duties of Presiding Officer


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- Serves as ex-officio of all committees except Nominating
- Appoints committee chairs except those chairs who serve by virtue of their offices
- Appoints special committees as needed



# Classes of Motions

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- Main Motions
  - Subsidiary Motions
  - Privileged Motions
  - Incidental Motions
  - Motions that bring a question again before the assembly
- Secondary Motions
- 

# Main Motion

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- Introduces new subject or business before the assembly
- Can only be made when no other motion is pending
- Has the lowest rank of all motions



# Characteristics of Main Motion

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- Takes precedence over no other motions
- Applies to no other motion and can have all subsidiary motions applied to it
- Out of order when another member has the floor
- Requires a second
- Is debatable
- Can be amended
- Requires a majority vote
- Can be reconsidered

# Member's Responsibility in Making Motion

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- Member should determine that the motion is proper and in harmony with the purpose of the organization
- Member should determine whether the motion can be implemented
- Member should be able to explain the reason for making the motion, particularly if the subject is obscure or complicated

# Other Considerations

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- A member may **withdraw** his motion up to the time it is stated by the chair; after it has been stated by the chair it may be withdrawn by permission of the assembly
- Modifications accepted by the maker of the motion may be made before the motion is stated by the chair



# Improper Motions

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- Conflict with procedural rules contained in statutory law or bylaws of the organization
- Repeat the same question rejected on the same day
- Conflict with an already adopted motion
- Operate outside the scope or objects of the organization unless its introduction is authorized by a 2/3 vote

# Improper Motions

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- Conflict with motions held in committee or otherwise waiting action
- Duplicate motions that have been laid on the table
- Reflect unacceptable, discourteous language
- Appear incomplete, dilatory, incorrect, frivolous



# Handling Motions

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- A member rises and addresses the presiding officer
- The presiding officer recognizes the member
- The member states the motion (I move that.....)
- Another member seconds the motion
- The presiding officer restates the motion, thus placing it before the assembly for consideration

# Handling Motions

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- The assembly may discuss the motion if it is debatable and amend, if it is amendable
- The presiding officer restates the motion
- The presiding officer takes the vote
- The presiding officer announces the result



# Subsidiary Motions

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- Assist the assembly in perfecting or disposing of the main motion
- Order of Precedence (highest to lowest)
  - Lay on the Table
  - Previous Question\*
  - Limit or Extend Limits of Debate
  - Postpone to a Certain Time (Postpone Definitely)
  - Commit or refer\*
  - Amend\*
  - Postpone Indefinitely

# Amend

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- Amend modifies wording of a pending motion before the pending motion is adopted.
- Debate is limited to the amendment
- Amendment must be germane to the main motion
- Adoption of the amendment does not mean main motion is adopted. The main motion as amended can then be further debated.
- Forms of Amendments
  - Insert or Add Words
  - Strike Out Words
  - Strike and Insert Words
  - Substitute

# Amend

30

- Generally takes precedence over motions to which it is applied
- Is out of order when another has the floor
- Must be seconded
- Is debatable whenever the motion to which it is applied is debatable
- Is generally amendable
- Requires a majority vote
- Can be reconsidered

# Commit or Refer

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- If it is preferable that a motion be redrafted or studied further by a small group of people, the group may *commit* or *refer* the motion
  - Requires majority vote
  - Should identify the committee
  - May include instructions
  - The motion is debatable and amendable, but discussion is ***not*** open to the main motion itself



# Previous Question

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- Intended to stop all debate and prevent further amendments
- Can apply to the pending motion or total series of pending motions
- Is out of order if another member is speaking
- If seconded, moves to an immediate vote
- Requires a 2/3 vote
- Is not debatable
- Is not amendable

# Privileged Motions

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- Do not relate to pending business but deal with matters of immediate importance
- Not debatable
- Can interrupt the business of the assembly
- Precedence (highest to lowest)
  - Fix the Time to Which to Adjourn
  - Adjourn
  - Recess
  - Raise a Question of Privilege
  - Call for Orders of the Day\*

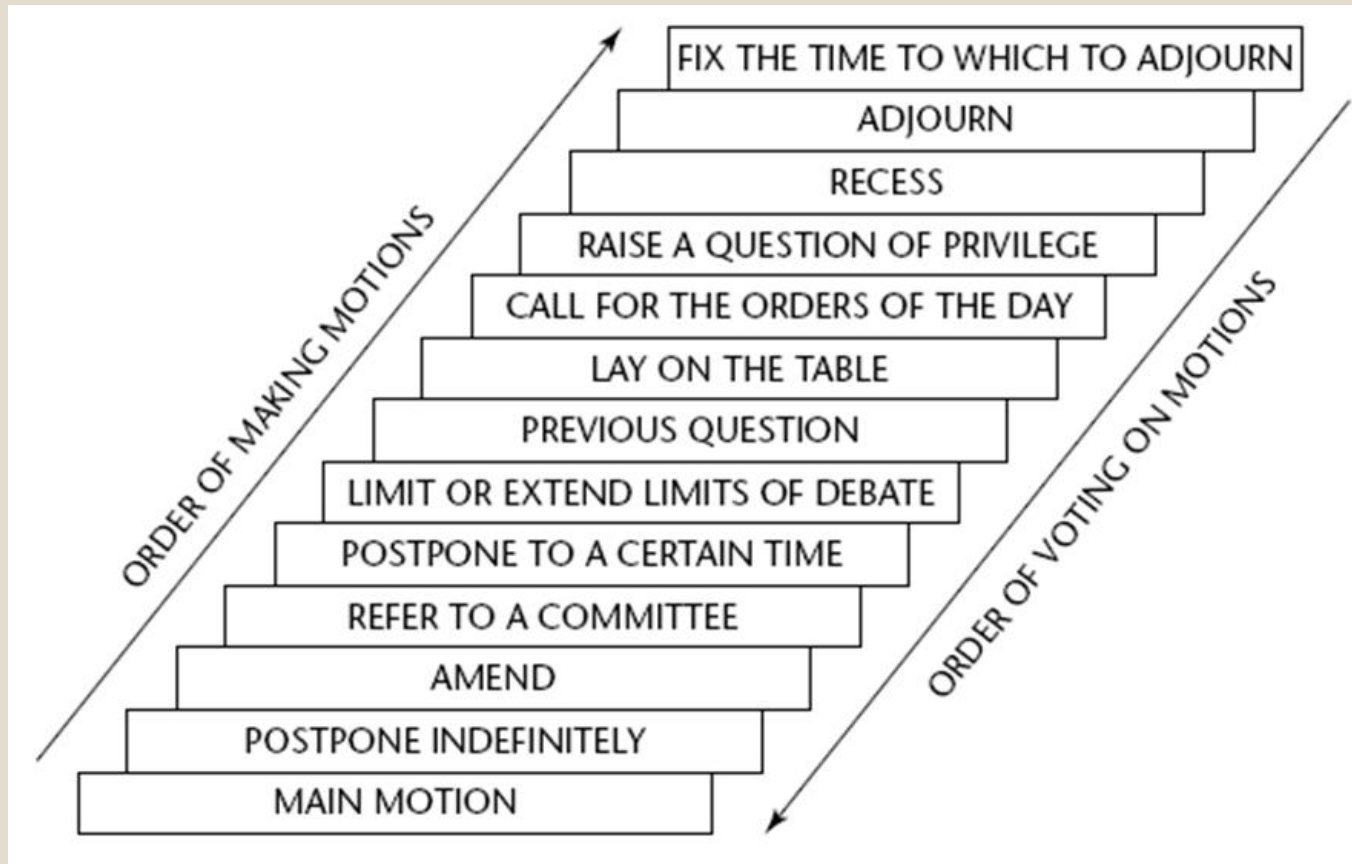
# Call for the orders of the day

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- Can be made when a member sees that the agenda is not being followed.
- May interrupt when another member is speaking.
- Does not require a second.
- Is not debatable.
- Is not amendable.
- Upon a call by a single member the orders of the day must be enforced, except that a 2/3 vote in the negative can set them aside

# Ranking of Motions

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# Rules of Debate

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- Members must follow the proper procedures for obtaining the floor
- The maker of the motion has the right to be assigned the floor first in debate
- Each member may speak twice on the same question on the same day
- No one can speak longer than permitted by the rules without permission of the assembly

# Rules of Debate

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- Debate must be germane
- Members must address their remarks to and through the Presiding Officer
- Members must maintain a courteous tone
- Members must never attack or make any allusion to another member's motives
- Members should avoid the use of other members' names

# Rules of Debate

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- The Presiding Officer cannot interrupt any person who has the floor unless the member has violated a rule or disorder arises
- The Presiding Officer cannot interrupt someone even if she knows more about the subject than the speaker
- The Presiding Officer cannot close debate if a member still requests to discuss the subject



# Rules of Debate

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- The presiding officer may participate in discussion, if she is a member of the society, as long as she relinquishes the chair during discussion of the entire motion for which she wishes to speak



# Request for Information (Point of Information)

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- Request directed to the chair, or through the chair, to another officer or member, for information relevant to the business at hand
- Request is not related to parliamentary procedure



# Parliamentary Inquiry

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- A member who wants to ask a question about the rules and how it applies to what is going on or to something they want to do, may make a Parliamentary Inquiry to the chair
- A second is not required
- The chair responds to the inquiry

# Point of Order

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- Any member may call the attention of the chair to a violation of the rules through the motion Point of Order
- The member stands up, interrupts the chair or a speaker if necessary, and without waiting to be recognized, calls out “Point of Order!”

# Point of Order

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- The chair says, “The member will state her point of order.”
- Upon hearing the member’s response,
  - the chair rules on the point of order, saying “The chair rules that the point of order is well taken.”
  - or “The chair rules that the point of order is not well taken.”



# Appeal

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- Any member who disagrees with a ruling by the chair, may Appeal it to the group as a whole
- A second is required
- It is generally debatable by the member if, unless it
  - Involves a motion that is not debatable;
  - Relates to indecorum
  - Relates to priority of business
- During debate each member may speak one time; however, the chair may speak twice—once to open debate and second to close debate
- The assembly decides whether the ruling of the chair will be sustained

# Resources



Robert's Rules of Order Newly Revised in Brief (2nd edition)

Robert's Rules of Order Newly Revised (11th edition)