# Parliamentary Procedures

The following are some parliamentary procedures wh ich are essentia l in conducting a meeti ng. More detailed ru les can be found in Robert's Ru les New ly Revised.

# Order Of Business

Every meeting should be controlled by an Order of Business. It may be whatever the Un ion itsel f determ ines or whatever the properly authorized officers may designate.

Norma ll y, it should include:

I . Call to Order: by the President (or Chair) 2. Reading and Approval of the Minutes:

can be presented orally or i n written form corrections should be called for

motion is needed for approva l

1. Reports: by officers and committees can be oral or written

no mot ion is needed to adopt treasurer's report un less it is audited

no motion is needed to adopt comm ittee reports unless recommend ations for action are made

1. Unfinished Business: unfinished business from last meeting is brought to floor for action. motion is requ ired to adopt
2. New Business: any items not previously up for action
3. Announcements:

oral or written

1. Adjournment:

president automatically adjourn s meeting at end of agenda

a motion can be made to adjourn before business is concluded but it must be voted on

# Robert's Rules of Order Motions Chart

*Based on Robert 's Rules of Order Newly Revised (J O'h Edi tion)*

The motions below are I isted in order of precedence. A motion can be introduced if it is higher on the chart than the pendin g motion.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| § | YOU WANT: | YOU SAY: | INTERRUPT? | 2"d? | DEBATE? | AMEND? | VOTE? |
| §21 | Close meeting | 1 move to adjou rn | No | Yes | No | No | Majority |
| §20 | Take break | Imove to recess for . . . | No | Yes | No | Yes | Majority |
| §1 9 | Register complaint | Irise to a question of privilege | Yes | No | No | No | None |
| § 1 8 | Make follow | Icall for the orders of | Yes | No | No | No | None |
|  | agenda | the day |  |  |  |  |  |
| § 1 7 | Lay aside temporarily | I move to lay the question on the table | No | Yes | No | No | Maj ority |
| § 16 | Close debate | Imove the previous question | No | Yes | No | No | 2/3 |
| §15 | Lim it or extend debate | Imove that debate be limited to . . . | No | Yes | No | Yes | 2/3 |
| § 1 4 | Postpone to a certain time | I move to postpone the motion to . . . | No | Yes | Yes | Yes | M aj ority |
| §13 | Refer to | Imove to refer the | No | Yes | Yes | Yes | Majority |
|  | comm ittee | motion to . . . |  |  |  |  |  |
| §1 2 | Modify wording of motion | Imove to amend the motion by . . . | No | Yes | Yes | Yes | Majority |
| § I I | Kill main motion | Imove that the motion be postponed | No | Yes | Yes | No | Majority |
|  |  | indefinitely |  |  |  |  |  |
| § 10 | Bring business | Imove that (or "to") . . | No | Yes | Yes | Yes | Majority |
|  | before assembly |  |  |  |  |  |  |
|  | (a main motion) |  |  |  |  |  |  |

Please see the links below for information regarding Robert's Rules of Order:

http://robertsru lesmadesimple.com/rrm s blog#.U8015fso5jo http://www .youtube.com/watch ?v=Tqs-RcphzdA

Incidenta l Motion s -no order of precedence. Arise incidentally and are decided immediately.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| § | YOU WANT: | YOU SAY: | INTERRUPT? | 2nd? | DEBATE? | AMEND? | VOTE? |
| §23 | Enforce rules | Point of Order | Yes | No | No | No | None |
| §24 | Submit matter to assembly | I appeal from the decision of the chair | Yes | Yes | Varies | No | Majority |
| §25 | Suspend rules | I move to suspend the rules | No | Yes | No | No | 2/3 |
| §26 | Avoid main motion  altogether | I obj ect to the  consideration of the question | Yes | No | No | No | 2/3 |
| §27 | Divide motion | 1 move to d ivide the q uestion | No | Yes | No | Yes | Majority |
| §29 | Demand a rising vote | Division | Yes | No | No | No | None |
| §33 | Par!iamentary law question | ParIiamentary inquiry | Yes | No | No | No | None |
| §33 | Request for information | Point of information | Yes | No | No | No | None |

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Motions that bring a question again before the Assembly

No order of precedence. Introduce on ly when nothing else is pending.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | YOUWANT: | YOU SAY: | INTERRUPT? | 2°d? | DEBATE? | AMEND? | VOTE? |
| §34 | Take matter from table | I move to take from the table . . . | No | Yes | No | No | Majority |
| §35 | Cancel previous action | I move to rescind . . . | No | Yes | Yes | Yes | 2/3 or Majority w/notice |
| §37 | Reconsider motion | I move to reconsider .  . . | No | Yes | Varies | No | Majority |

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