

Parliamentary Procedure

Notes directly from the video:
Driving the Language of Parliamentary Procedure
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7 MOTIONS:

- Main motion
- Amendment
- Amend to the Amendment
- Refer to Committee
- Postpone Definitely
- Lay on the Table
- Previous Question/Call the Question

All of these are motions and must be moved, seconded, and voted on.

Use these three questions when making/listening to a motion:

Q1: Is the motion amendable?

Q2: Is the motion debatable?

Q3: What kind of vote?

- Simple majority
- 2/3 majority
- Voice vote or Rising Count

Main Motion:

The subject the committee starts debating on directs the committee's attention.

Q1: Is the motion amendable? Yes

Q2: Is the motion debatable? Yes

Q3: What kind of vote? *Simple Majority*

Amendments:

Allows members to make changes to or modify a motion (by adding or subtracting).

Table only talks about the amendment, not the whole motion. Amendments allow the assembly to deal with small manageable chunks of the discussed motion, and helps keep the group focused.

Q1: Is the amendment amendable? Yes

Q2: Is the amendment debatable? Yes

Q3: What type of vote? *Simple Majority*

Side notes:

When debating each member should:

1. Repeat the motion (to keep the item of discussion clear to the assembly)
2. State their opinion and whatever facts they may have to offer
3. Tell assembly how to vote

If a member is not content with a voice vote they may call, "**Division of the House**" immediately after the voice vote. This automatically means the chair takes a rising count.

Amend to the Amendment:

The assembly may only change the portion of the amendment- NOT any other part of the motion.

Q1: Is the "Amendment to the Amendment" amendable? *NO*

Q2: Is the "Amendment to the Amendment" debatable? *Yes*

Q3: What type of vote? *Simple Majority*

Once the group has voted on the "Amendment to the Amendment" then the original amendment is re-open to discussion and voted on. Once the original Amendment is voted on then the assembly can talk about the main motion and vote on it.

Side Note:

- "**Point of Parliamentary Inquiry**"

An assembly member may speak up during any part of the meeting and say "Point of Parliamentary Inquiry." When a member says this it means they are asking what's going on. For example it is easy to get lost and not know whether the group is on a "Main Motion" or an "Amendment" in discussion. The chair then answers the member of the assembly. If he does not know then he asks the assigned parliamentarian of the assembly.

- The worst thing you can do for your constituents is get lost in a meeting and misrepresent them. Use the "Point of Parliamentary Inquiry" to clarify if you need to.

Refer to Committee:

When the assembly needs more information or research on a certain subject, the members can refer the motion to a committee.

In doing so the motion must include:

1. What committee the motion is being referred to
2. The date that the committee will report back to the assembly

Q1: Can you amend a "Refer to a Committee" amendable? *Yes. The assembly may change what committee has the motion and the date of when the committee reports back to the assembly.*

Q2: Is the "Refer to a Committee" debatable? *Yes. The assembly may discuss the committee to give the referral to and when the committee should report back to the assembly.*

Q3: What type of vote? *Simple Majority Vote*

Postpone Definitely:

If a member of the assembly wants to talk to their constituents or research the topic before the assembly votes then they may use this motion.

In the motion a definite time must be stated to bring back the motion to the table.

Q1: Is a "Postpone Definitely" amendable? *Yes. The assembly may amend when it comes back to the assembly.*

Q2: Is "Postpone Definitely" debatable? *Yes. Members may debate whether to pass or fail the motion; if it wastes time or saves time.*

Q3: What type of vote? *Simple Majority Vote*

Lay on the Table:

The assembly has more urgent or pertinent business to deal with immediately. This motion moves aside the motion currently being discussed and puts a new motion or item of business before the assembly.

An example of new items would be: a new main motion, a presentation is scheduled, or it's a time sensitive manner.

- If the motion is made the chair should ask the maker of the motion what the more important business is. The member then states their business. Then the motion may be seconded, and if seconded then voted on.
- If the motion is voted down then the assembly's discussion goes back to the motion the committee was debating on prior to the "Lay on the Table."
- When "Lay on the Table" is made there is NO time or date stated for the motion to be brought back into discussion. The motion just sits aside forever, unless: a member of the assembly moves to "Take from the Table."
- Instead of using "Lay on the Table" try using these motions first, because they are more effective: "Postpone the Motion" and "Refer to a Committee."

Q1: Is "Lay on the Table" amendable? *No*

Q2: Is "Lay on the Table" debatable? No

Q3: What type of vote? *Simple Majority*

The Previous Question:

There are two types of this motion. One is formal and the other is informal. The informal one is not used in the book of Robert's Rules.

Formal: A member makes a formal motion known as "The Previous Question."
"The Previous Question" means that the member wants to stop discussing and vote on the topic. If the motion is seconded then the assembly VOTES on stopping discussion to vote. There are two SEPARATE votes: the first vote is voting to vote, the second is actually voting on the motion that the assembly is debating.

Q1: Is the "Previous Question" amendable? No

Q2: Is the "Previous Question" debatable? No

Q3: What type of vote? **2/3 majority vote**

"Calling the Question"

This is the informal version of "The Previous Question."

A member may just yell out, when no one else is talking, "I call the Question."
This means that the member would like to stop debating and go straight to voting on the item. This motion has no formal power. If no one wants to discuss anymore then a vote on the item may be taken. If even one member wants to discuss the item still, then the discussion continues and no vote is taken. This motion also lets the chair and the other members of the assembly know that people are getting restless on this item.

PARLIAMENTARY PROCEDURE AT A GLANCE

Based on Roberts Rules of Order

*NOT AMENDABLE

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote Is Required?
*Adjourn the meeting	"I move the meeting be adjourned"	No	Yes	No	Majority
*Recess the meeting	"I move the meeting be recessed until ..."	No	Yes	No	Majority
*Complain about noise, room temperature, etc.	"point of privilege"	Yes	No	No	No Vote
*Suspend further consideration of something	"I move to table the motion"	No	Yes	No	Majority
End debate	"I move the previous question"	No	Yes	No	2/3 Vote
Postpone consideration of something	"I move this matter be postponed until ..."	No	Yes	Yes	Majority
Have something studied further	"I move this matter be referred to a committee"	No	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by ..."	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that ..."	No	Yes	Yes	Majority
"Object to a procedure or to a personal affront"	"Point of order"	Yes	No	No	No Vote -- Chair Decides
*Request information	"Point of information"	Yes	No	No	No Vote
*Ask for a vote by actual count to verify a voice vote	"I call for a division of the house"	No	No	No	No Vote
*Object to considering some undiplomatic matter	"I object to consideration of this ..."	Yes	No	No	2/3 Vote
*Take up a matter previously tabled	"I move to take from the table ..."	No	Yes	No	Majority
*Reconsider something already disposed of	"I move to reconsider the action relative to ..."	Yes	Yes	Yes	Majority
*Consider something out of its scheduled order	"I move to suspend the rules and consider ..."	No	Yes	No	2/3 Vote
*Vote on a ruling by the chair	"I appeal the chair's decision"	Yes	Yrs	Yes	Majority