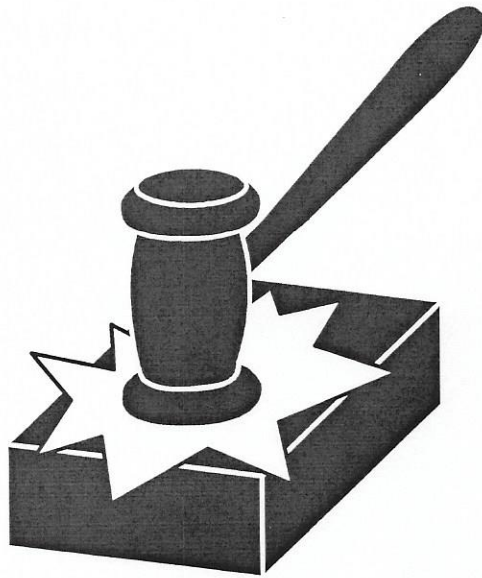


Parliamentary Procedure  
**AND**  
Local Chapter FBLA



"How to Implement the Use of  
Parliamentary Procedure in  
YOUR Local Chapter"

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## INTRODUCTION

My goal in compiling this manual is to heighten the role of parliamentary procedure in the local chapter meetings of FBLA. In their entirety these procedural rules are overwhelming and sometimes difficult to understand. Combining my knowledge of Robert's Rules of Order, Newly Revised (RONR) and my familiarity with the meetings of FBLA, I have incorporated the methods of the first with the needs of the second. This results in an informative guide to Elections, Committees, the Standard Order of Business, and ALL motions. In addition, there are definitions and references to RONR for more information on particular subjects.

The following pages are more than the basics, and if adhered to by your chapter, can expedite business - helping you to accomplish more and at the same time keep your meetings running smoothly and efficiently.

The methods provided in the following pages are not the only correct way to accomplish matters (for ex. the manner of selecting committee members) but have been selected (indicated by \*) and highlighted based on my experiences with individual FBLA chapters and the processes that worked best for them. So in conclusion, ALWAYS refer to RONR if you are looking for alternative methods, and more than likely you'll find an answer!

If you have any questions, whether on general parliamentary matters, or problems/questions arising from specific situations, feel free to write/email/ or phone me! I am here for you, and I want to help in any way I can! If I can't answer your question, I will find someone who can, and might be able to refer you to a professional parliamentarian in your area.

GOOD LUCK with your meetings throughout this year! Remember, the primary purpose of having and abiding by a parliamentary authority is to keep meetings running smoothly, handle as much business as possible, and accomplish MORE!! Have a wonderful year!

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## DEFINITIONS

These definitions should be useful in understanding the following reading, and are also general information that can be applied in local chapter meetings.

**Abstain** - to refrain from voting

**Adjourn** - to close a meeting officially

**Agenda** - items of business adopted to be the order of business for a session

**Assembly** - body of people who assemble

**Chair** - the presiding officer during a meeting; the station for the presiding officer

**Debate** - the discussion of the merits of the pending question

**Deliberative Assembly** - the kind of gathering to which parliamentary law is generally understood to apply

**Dilatory Motions** - a motion that seeks to obstruct or thwart the will of the assembly

**Meeting** - a single official gathering of an assembly to transact business for a length of time during which there is no cessation of proceedings, except perhaps a short recess

**Minutes** - written report of what is done in a meeting

**Order of the Day** - an item of business that is prescheduled to be taken up during a given session, day, or meeting, or at a given hour.

**Order of Business** - the schedule of the items of business to be included in a meeting

**Quorum** - the minimum number of members required to be present at a meeting in order to conduct business; the quorum should be specified in the bylaws.

**Recess** - a short break in the proceedings of a meeting

**Session** - a meeting or series of connected meetings devoted to a single order of business

**Unanimous Consent** - a method of voting that allows an assembly to take action without the formality of a vote, if no one objects. For example, (chair) "Without objection, the minutes are approved as read" PAUSE "Since there are no objections, the minutes are approved as read."

## ELECTION OF LOCAL OFFICERS

The minimum essential officers for the conduct of business in a deliberative assembly are a presiding officer and a secretary. Most FBLA chapters elect a President; Vice President; Secretary; and/or Treasurer. Other officers that can be useful are the Historian; Reporter; and/or Chaplain, etc. After the election of the President, he/she should appoint a Parliamentarian. This person should be someone who is knowledgeable of parliamentary procedure according to RONR.

### **Election Process**

NOMINATIONS: 5 Methods: 1)From the Floor\*; 2)By a Committee; 3)By Ballot;  
4)By Mail; 5)By Petition

1) From the Floor:

- If there is no Nominating Committee and nominations are to be from the floor, the chair calls for them by saying (for ex) "Nominations are now in order for the office of..."
- Members rise (although in small assemblies this formality is not necessary) and make their nomination. A second is NOT required.
- No member should nominate a 2nd person for a given office (if any objection is made) until every member wishing to nominate has had the chance to do so.
- Chair repeats the nomination and asks for any further nominations. This is repeated until all nominations have been made.
- Nominations are taken for the offices in the order in which the offices are listed in the bylaws.

Methods 2-5: see RONR pgs. 424-430

ELECTIONS: 3 Methods: 1)Ballot\*; 2)Viva Voce; 3)Roll Call

1) Ballot Election: (2 Processes)

- a) All offices are elected from a single ballot which contains the candidates for each office. (Least time consuming)
- b) Elections for a particular office occur immediately after nominations for that office. The ballots (usually blank slips of paper) are counted and the result is announced before moving on to nominations for the next office. (Allows greater flexibility for choosing officers because consideration can be given to the officers already elected)

BOTH Processes:

- "Write in votes" are acceptable.
- Balloting should be repeated (with all candidates remaining) until one candidate receives a MAJORITY vote. (Make sure bylaws do not conflict with this)

Methods 2 & 3: see RONR pgs.434-435

- For both Nominating & Electing Officers, it may be helpful if the presiding officer explains what is about to happen, to the members.

## COMMITTEES AND COMMITTEE MEMBER SELECTION

"A committee, as understood in parliamentary law, is a body of one or more persons, elected or appointed by (or by direction of) an assembly, to consider, investigate, or take action on certain matters or subjects, or to do all of these things."

### **Types of Committees**

There are two types of ordinary committees:

#### **Standing Committee -**

A committee that is established to perform a continuing function, and that remains in existence permanently. A new body of standing committee members is normally appointed at the beginning of the term of newly elected officers, and their term equals that of the officers.

A standing committee must be constituted by name (a) by a specific provision of the bylaws or (b) by a resolution which is in effect a special rule of order and therefore requires notice and a two-thirds vote for adoption.

#### **Special Committee -**

A committee that is appointed, as the need arises, to carry out a specified task, at the completion of which (on presentation of its final report to the assembly) it automatically ceases to exist.

### **Local Chapter Committees**

Committees are helpful in that they handle a specific aspect of business outside of a regular meeting. By brainstorming ideas, committees can sort through various perspectives, and report back to the assembly with their recommendation. This allows for more well-constructed and thought out ideas, plans, and goals, and in addition conserves time in meetings.

Standing committees can be established to handle (for ex) Membership Recruitment, Professional Division Membership Recruitment, and the March of Dimes. Special Committees can be appointed when there is need, to handle such matters as Fundraisers or the Induction Ceremony - any need that requires specific planning. If a Nominating Committee is desired, it is a special committee.

### **Member Selection**

5 Methods:

- 1) Election by Ballot; (see pg. 483)
- 2) Nominations from the Floor with Viva Voce Election; (see pgs. 483-485)
- 3) Nominations by the Chair; (see pg. 485)
- 4) Appointment by the Chair;\* (see pgs. 485-487)
- 5) Appointment by Adoption of a Motion Naming Members of a Committee\* (pg. 487)

For purposes of selecting members for a Standing Committee:  
**Appointment by the Chair** (usually the best method)

In the absence of special conditions, appointment of committees by the chair, or by the regular presiding officer, (in local chapters, the President) is usually the best method in large assemblies, and it is the ordinary procedure in many small societies as well. The President cannot assume such power, however, unless it is given by the bylaws or by action of the assembly in the individual case. A clause conferring on the President such power of appointment should exclude the Nominating Committee, if ever there is one. When the President appoints a committee, no vote is taken on the appointees. However, the chair must announce the names of the committee members to the assembly, (naming the chairman of the committee first) and until such announcement is made the committee cannot act.

For purposes of selecting members for a Special Committee:  
**Appointment by Adoption of a Motion Naming Members of a Committee**  
(usually the best method)  
(Sometimes **Appointment by the Chair** is equally applicable here as well)

The names of the proposed committee members can be included in the motion proposing to appoint the committee, either as it is originally offered or by way of an amendment. Or, if the motion to appoint the committee is adopted without prescribing the manner of appointment, a second motion can be made "That the committee be composed of Mr. X, Mr. Y, ..." In either case, the motion naming the committee members can specify the committee chairman or not as the assembly wishes.

## STANDARD ORDER OF BUSINESS

Call the Meeting to Order (NOT a part of the Order of Business)

The chair says, "The meeting will come to order."

### (1) Reading and Approval of Minutes

The chair usually directs the Secretary to read the minutes. Once read, the chair asks "Are there any corrections to the minutes?" PAUSE (If there are any - they are usually handled by unanimous consent) The chair then responds, "If there are no corrections (or "no further corrections"), the minutes are approved as read (or "approved as corrected.")

If for any reason there are minutes of other meetings in addition to the last preceding meeting that have not been read previously, the minutes are taken up in the order of date, the earlier minutes read first.

### (2) Reports of Officers, (Boards), and Standing Committees

In most societies, it is customary to only hear reports when new information has surfaced that the assembly needs to hear (or would be interested in hearing.)

Standing Committees listed in the bylaws are called upon in the order in which they are listed.

If an officer, in reporting, makes a recommendation, he should not himself move its implementation, but such a motion can be made by another member as soon as the officer has concluded his report. In the case of a committee report, on the other hand, the chairman or other reporting member should make any motion(s) necessary to bring the committee's recommendations before the assembly for consideration. A motion arising out of an officer's, a board's, or a committee's report is taken up immediately, since the object of the order of business is to give priority to the classes of business in the order listed.

### (3) Reports of Special Committees

The Special Committees that are to report are called on in the order in which they were appointed. Only those special committees that are prepared, or were instructed to report on matters referred to them, should be called on.

\*\*\*

**The next two headings will only be applicable depending on the amount of business that is introduced in a regular meeting and to what extent your chapter follows parliamentary procedure.**

\*\*\*

An *order of the day* is a particular subject, question, or item of business that is set in advance to be taken up during a given meeting or at a given hour, provided that no business having precedence over it interferes. If the next regular business session will be held within a quarterly time interval, an order of the day cannot be made beyond the end of the next session. Orders of the day are divided into the classes of *general orders* and *special orders*. A matter is made a special order to give it priority and insure its introduction over all but a few matters (those relating to adjournment or recess; questions of privilege; and special orders made before this special order was made.) Since the making of a special order has the effect of suspending any interfering rules, it requires a two-thirds vote. Any matter that is made an order of the day without being made a special order is a general order for the time named, and is made so by a majority vote.



An item of business can be made an order of the day in the following ways:

- While the question is pending, by moving the motion to Postpone to a Certain Time, the matter can be postponed to the specified time by a majority vote (in which case it is a general order); or, by a two thirds vote, it can be postponed to that time and made a special order.
- A question that has not been brought before the assembly can be made a special order for a future time by means of a main motion adopted by a two-thirds vote.
- An agenda adopted by a majority vote at the beginning of a session can assign a specific position to the item of business; the subject is then a general order unless it is scheduled (in the agenda) for a particular hour, in which case it is a special order for that hour.

(An agenda is adopted by a majority vote even if it contains special orders.)

#### **(4) Special Orders**

Under this heading, any applicable business is taken up in the following order:

- (a) Any unfinished special orders (that is, special orders that were not disposed of at the preceding meeting) taken in sequence beginning with the special order that was pending when that meeting adjourned if it adjourned while one was pending, and continuing with the remaining unfinished special orders in the order in which they were made.
- (b) Items of business that have been made special orders for the present meeting without being set for specific hours - taken in the order in which they were made.

#### **(5) Unfinished Business and General Orders**

The term *unfinished business*, in cases where the regular business meetings of an organization are not separated by more than a quarterly time interval, refers to questions that have come over from the previous meeting (other than special orders) as a result of that meeting's having adjourned without completing its order of business.

This heading includes items of business in the four categories that are listed below (in the order in which they are taken up.) Of these, the first three constitute "Unfinished Business," while the fourth consists of "General Orders."

- (a) The question that was pending when the previous meeting adjourned, if that meeting adjourned while a question other than a special order was pending.
- (b) Any questions that were unfinished business at the previous meeting but were not reached before it adjourned - taken in the order in which they were due to come up at that meeting as indicated under (a) and (c).
- (c) Any questions which, by postponement or otherwise, were set as general orders for the previous meeting, or for a particular hour during that meeting, but were not reached before it adjourned - taken in the order in which the general orders were made.
- (d) Matters that were postponed to, or otherwise made general orders for, the present meeting - taken in the order in which they were made.

The chair should not announce the heading of Unfinished Business and General Orders unless the minutes show that there is some business to come up under it. He should not ask, "Is there any unfinished business?" but should state the question on the first item of business that is due to come up under this heading.

\*\*\*

**The President should have a memorandum prepared before the meeting that lists:  
(in correct sequence)**

**Who is to report under headings (2) & (3)**

**AND**

**What business is to come up under headings (4) & (5).**

\*\*\*

## (6) New Business

After unfinished business and general orders have been disposed of, the chair asks, "Is there any new business?" Members can then introduce new items of business in the order in which they are able to obtain the floor when no question is pending.

### The Six Steps in Handling a Motion

Three Steps to Bring it Before the Assembly:

- 1 - A member makes (offers) the motion.
- 2 - Another member seconds the motion.
- 3 - The chair states the question on the motion.

Three Steps in Its Consideration:

- 4 - Debate on the question.
- 5 - Putting the question.
- 6 - Chair's announcement of the voting result.

Making a Motion

- (1) *Obtain the floor* - To obtain the floor, a member must rise and address the chair by title. If the member is entitled to the floor than the chair will recognize him (by name if appropriate). (Also can be acknowledged by a nod {informal} or with "The chair recognizes Mr. Smith." {formal}).
- (2) State the motion by saying "I move that..."

Seconding a Motion

- If someone wishes to consider a motion they say "I second the motion," "I support the motion," or "Second" without obtaining the floor (sometimes without rising.) In large assemblies, the seconder should stand and say his name and "Mr. President, I second the motion."
- If no member seconds the motion immediately the chair must ask "Is there a second to the motion?" If no answer, "The motion is not seconded." Then he immediately announces the next item of business.
- Seconding a motion does not mean you necessarily favor it, just that you agree the motion should come before the assembly.

Stating the Question

- After a motion has been made and seconded, the chair formally places it before the assembly by stating the question (that is he states the exact motion and indicates that it is open for debate.) The motion is then said to be *pending*. Example of form: "It is moved and seconded that..." Chair turns toward maker, if that member makes no claim for the floor, and after a pause no one else does, the chair may ask, "Are you ready for the question?"

Debate

- Immediately after stating the question, the chair should turn toward the maker of the motion, and if he wishes to be assigned the floor, recognize him first, no matter how many members have stood and addressed the chair (as long as they haven't been recognized.)
- A member wishing to speak, must rise and address the chair and wait to be recognized. After being assigned the floor, members must keep their remarks centered on the motion being debated, and avoid making personal references or attacks during debate.
- Each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has *exhausted* his right to debate that question for that day.

- Without permission of the assembly, no one can speak longer than the time allotted by the rules of the body (or if no rule exists - 10 minutes.)
- Presiding officer should not enter into the discussion unless disorder arises.

#### Putting the Question

- When debate appears to have closed, the chair asks "Are you ready for the question?" If no one rises to claim the floor, the chair proceeds to put the question (put it to a vote.) In putting the question, the chair should stand (except in small boards or committees.)
- The vote is normally taken by **voice** (or 'viva voce'), sometimes is taken by **rising**, or in small boards, committees, or other very small assemblies - by a **show of hands**.
- In putting the question by any of these methods, the chair calls first for the affirmative vote; then for the negative vote (**no matter how unanimous it appears**.)
- The chair *should not* call for abstentions.

#### Methods of Voting

- Voice Vote - regular method of voting when there is no requirement for more than a majority. Usual terminology when calling for affirmative and negative is 'Aye' and 'No' respectively.
- Rising Vote - (a simple rising vote is where each side is not counted) used <sup>1)</sup>principally in cases where a voice vote has been taken with an inconclusive result, and <sup>2)</sup>as the normal method of voting on motions requiring a 2/3's vote for adoption. If the vote is inconclusive, the chair can order the vote be counted.
- Show of Hands - can be used <sup>1)</sup>as an alternative to a voice vote in small boards, committees, and in some small assemblies, or <sup>2)</sup>as a verification for an inconclusive voice vote. However should be limited to use in situations where every member can clearly see every other member present.

#### Announcement of the Voting Result

- Right after the vote is finished, the chair (who is still standing) announces, to the best of his judgement, the result.
- A member has the right to change his vote up until the time when the result is announced. After that special permission from the assembly is required.

#### Content of Complete Announcement

- 1 - In reporting the vote, the chair should state which side "has it." If a majority is sought, either the ayes or nos; if 2/3's vote was taken, whether there were 2/3's in the affirmative. If the vote was counted, the chair should give the final count before announcing the prevailing side.
- 2 - Tell whether motion is adopted or lost.
- 3 - Statement indicating effect of vote (if necessary.)
- 4 - (Where applicable) Announcement of next item of business, or (after secondary motions) stating the question on the next motion that consequently comes up for a vote.
- The chair votes only if the vote is by ballot, or if his vote will affect the outcome (and in both of these cases he can abstain.) This could mean voting to break a tie - causing a motion to be adopted; or causing a tie and, as a result - defeating the motion. Also he can vote to make 2/3's or can be the vote that prevents it.

## OPTIONAL ADDITIONAL HEADINGS

### **Opening Ceremonies** (after Call to Order)

Invocation; (which if offered, should be offered first) Pledge of Allegiance; FBLA Pledge; Creed; and/or any other appropriate exercises desired.

**Roll Call** (if applicable, usually follows any Opening Ceremonies)

### **Program** (Speaker; Film; etc)

The Program *usually* occurs before the meeting adjourns (after New Business), but it can, by special rule of practice, be received before the minutes are read; or by suspending the rules, it can be proceeded to at any time during the meeting.

# MOTIONS

## **Main Motion**

- Original Main Motion (O.M.M.)
- Incidental Main Motion (I.M.M.)

## **SECONDARY MOTIONS**

(Subsidiary and Privileged Motions are Listed from Lowest to Highest Ranking)

## **Subsidiary Motions**

- Postpone Indefinitely
- Amend
- Commit/ Refer
- Postpone to a Certain Time
- Limit or Extend Limits of Debate
- Previous Question
- Lay on the Table

## **Privileged Motions**

- Call for the Orders of the Day
- Raise a Question of Privilege
- Recess
- Adjourn
- Fix Time to Which to Adjourn

## **Incidental Motions**

- Point of Order
- Appeal
- Suspend the Rules
- Objection to the Consideration of a Question
- Division of a Question
- Consideration by Paragraph or Seriatim
- Division of the Assembly
- Motions Relating to Methods of Voting and the Polls
- Motions Relating to Nominations
- Requests and Inquiries
  - Parliamentary Inquiry
  - Point of Information
  - Request for Permission (or Leave) to Withdraw or Modify a Motion
  - Request to Read Papers
  - Request to be Excused from a Duty
  - Request for Any Other Privilege

## **Motions That Bring a Question Again Before the Assembly**

- Take from the Table
- Rescind (Repeal; Annul) & Amend Something Previously Adopted
- Discharge a Committee
- Reconsider

## Description of Classes and Individual Motions

1 - Main Motion - brings business before the assembly and can only be made when no other motion is pending. Ranks lowest in order of precedence. There are Original Main Motions and Incidental Main Motions (different than Incidental Motions) which differ mainly in the nature of their *subject* matter.

2 - SUBSIDIARY MOTIONS - assist the assembly in treating or disposing of a main motion (and sometimes other motions.) They are in order from lowest rank to highest rank, which is the chronological order in which they would be moved if all of them became pending at one time.

- A member can propose to dispose of an embarrassing main motion without bringing it to a direct vote, by moving to Postpone Indefinitely.
- A proposal to change a main motion's wording to clarify, modify, or make more acceptable, before the main motion is voted on can be introduced by moving to Amend.
- If it is more reasonable to turn a motion over to a committee for redrafting (than to have the assembly attempt to Amend) than this action can be proposed by moving to Commit the main question or Refer it to a committee.
- If the assembly might prefer to consider the main motion later in the same meeting or at another meeting, this can be proposed by moving to Postpone. Also known as Postpone Definitely or Postpone to a Certain Time.)
- All modifications of the normal limits of debate on a pending motion (either in limiting, extending, or both) are proposed by means of the motion to Limit or Extend Limits of Debate.
- If it is desired to close debate and amendment of a pending motion so that it will come to an immediate vote, this can be proposed by moving the Previous Question.
- If the assembly want to temporarily lay aside the motion without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides, this can be proposed by the motion to Lay on the Table.

3 - PRIVILEGED MOTIONS - do not relate to pending business, but have to do with special matters of immediate and over-riding importance which, without debate, should be allowed to interrupt the consideration of anything else. Listed from the lowest ranking to the highest ranking:

- If the order of business is not being followed, or if consideration of a question has been set for the present time and is now in order but the matter is not being taken up, a single member can make a Call for the Orders of the Day, requiring a schedule to be enforced (unless the assembly decides by a 2/3's vote to set the orders of the day aside.)
- If a pressing situation is affecting a right or privilege of the assembly or a member, (noise, etc.) a member can Raise a Question of Privilege, which permits him to interrupt business to state an urgent request/motion. If the matter is complicated, the chair must make a ruling as to whether it is entered as a Question of Privilege, and whether it requires consideration before business is resumed.

- A short intermission in a meeting, even while business is pending, can be proposed by moving to Recess for a specified length of time.
- A member can propose to close the meeting by moving to Adjourn. This can happen even while business is pending (provided the time for the next meeting has been set.) In this case, all unfinished business is carried over to the next meeting.
- Under certain conditions while business is pending, the assembly may wish to fix the date, time, place, etc. for another meeting (or for a meeting before the next regular meeting.) In the above cases, the motion to Fix the Time to Which to Adjourn can be made, even while a matter is pending. (Highest ranking of all motions)

4 - INCIDENTAL MOTIONS - relate to pending business or business otherwise at hand. As a class, Incidental motions deal with questions of procedure arising out of:

<sup>1</sup>commonly, another pending motion; but also <sup>2</sup>another motion or item of business that it is desired to introduce, that has been made but has not yet been stated by the chair, or that has just been pending. (Do NOT have an order of precedence)

- Any member who thinks he sees a breach of order may make a Point of Order; the effect of which is to require the chair to make a ruling on the question involved.
- Immediately after the chair has made a ruling on a question involving parliamentary procedure affecting the proceedings, any member who finds fault may make an Appeal, (*requires a second*) which submits the matter to a vote.
- If something wished to be accomplished would be in violation of a rule, it can be proposed to Suspend the Rules, to permit the action to be carried out.
- If a member opposes even the discussion of a main motion, he can raise an Objection to the Consideration of the Question, (*must be done before debate begins or a Subsidiary motion is made*) and the assembly would need to vote 2/3's against the matter, for it to be dropped.
- If a pending main motion (*or an amendment to it*) could be divided into 2 or more parts, which the assembly could vote separately on, a motion for the Division of a Question is appropriate.
- If the main motion is in the form of a resolution or document containing several paragraphs on the *same* issue, a motion for Consideration by Paragraph or Seriatim, could be made so that each paragraph could be opened separately to amendment before the vote on the entire document occurs.
- If a member doubts the accuracy of the chair's announcement of a voice vote, he can demand a Division of the Assembly, requiring a rising vote to be taken.
- Under the heading of Motions Relating to Methods of Voting and the Polls, a member may move that a vote be taken <sup>1</sup>by ballot, <sup>2</sup>by roll call, or <sup>3</sup>by a counted, rising vote, (especially if a Division is inconclusive and the chair does not order a count) and can also make a motion that the polls be closed or reopened during a ballot vote or election.
- If the bylaws do not prescribe how nominations are to be made, a member can move, while the election is pending, <sup>1</sup>to specify one of various methods by which the candidates shall be nominated, <sup>2</sup>to close nominations, and <sup>3</sup>to reopen them; these are the Motions Relating to Nominations.

- There are 6 types of Requests and Inquiries which a member can make in connection with business that someone desires to introduce, or that is pending, or has just been pending:

1 - Parliamentary Inquiry - a request for the chair's *opinion* on a matter of parliamentary procedure as it relates to the business at hand. (not a ruling)

2 - Point of Information - an inquiry as to facts affecting the business at hand; directed to the chair, or through the chair to a member

3 - Request for Permission (or Leave) to Withdraw or Modify a Motion (after it has been stated by the chair)

4 - Request to Read Papers

5 - Request to be Excused from a Duty

6 - Request for any Other Privilege

(1 & 2 are responded to by the chair, or by a member at the direction of the chair.

The assembly grants 3 through 6.)

#### 5 - MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY -

four motions that are usually made when no business is pending and are related to (but do not violate) the following principles of parliamentary law:

<sup>1)</sup>During the meeting or session in which the assembly has decided a question, the same or substantially the same question cannot be brought up again, except through special procedures which imply an unusual circumstance.

<sup>2)</sup>While a question is temporarily disposed of, but is not finally settled, no similar or conflicting motion whose adoption would restrict the assembly in action on the first question can be introduced.

<sup>3)</sup>To change what the assembly has adopted requires something more (in the way of a vote or previous notice to members) than was necessary to adopt it in the first place.

#### In No Regards To Rank:

- If it is desired to resume consideration of a main motion which lies on the table, it can be proposed by means of the motion to Take From the Table, that the motion or series become pending again.
- If it is desired to strike out an entire main motion, resolution, rule, paragraph, etc. that has been adopted, such action can be proposed by means of the motion to Rescind (Repeal; Annul.) ALSO: if only modification is desired, it can be proposed by the motion to Amend Something Previously Adopted.
- If it is desired to take a matter assigned to a committee, and bring it back to the assembly so it can be acted upon or dropped, this can be done by means of the motion to Discharge a Committee.
- If in the same session that a motion has been voted on, new information makes it appear that a different result might reflect the true will of the assembly, a member who voted with the prevailing side can propose to Reconsider the vote; meaning he can move that the question come before the assembly again as if it had not previously been considered.



## **Eight Standard Descriptive Characteristics of Motions**

- 1 - Over what motions, if any, it takes precedence (that is, what motions can be pending without causing this motion to be out of order); also, to what motions it yields (that is, what motions can be made and considered while this motion is pending.)
- 2 - To what motions or to what type of situation it is applicable; also, what motions, particularly Subsidiary motions, are applicable to it, if any.
- 3 - Whether it is in order when another has the floor, and if so, whether it can interrupt a speaker.
- 4 - Whether it requires a second.
- 5 - Whether it is debatable (that is, whether debate on its merits is permitted while it is immediately pending.)
- 6 - Whether it is amendable.
- 7 - What vote is required for its adoption.
- 8 - Whether it can be reconsidered.

# Main Motion

- 1) Takes precedence over nothing
  - Yields to all subsidiary, privileged, and applicable incidental motions.
- 2) Can be applied to no other motion.
  - All subsidiary motions can be applied to it (OBJECTION TO THE CONSIDERATION OF A QUESTION can only be applied to O.M.M.)
- 3) Is out of order when another has the floor.
- 4) Must be seconded.
- 5) Is debatable.
- 6) Is amendable.
- 7) Majority vote (Except a) when bylaws say different, b) when suspending a rule of order or parliamentary right, c) when adoption would have the effect of charging something already adopted.)
- 8) Can be reconsidered.

# Postpone Indefinitely

- 1) Takes precedence over main motion only.  
-- Yields to all other subsidiary, privileged, & all applicable incidental motions.
- 2) Can only be applied to a main motion.  
(therefore only when the main motion is immediately pending)  
-- Motions to LIMIT OR EXTEND LIMITS ON DEBATE and for the PREVIOUS QUESTION can be applied to it. It cannot be committed. It can be postponed definitely and laid on the table only when a main question is (it accompanies the main motion.)
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is debatable. (Debate can go fully into the merits of the main question.)
- 6) Is not amendable.
- 7) Requires a majority vote.
- 8) An affirmative vote can be reconsidered. A negative vote cannot.

# Amend

- 1) When applied to a main motion, it takes precedence over the main motion and (sub) POSTPONE INDEFINITELY. -- Yields to all other subsidiary motion, privileged motions, and all incidental motions except DIVISION OF THE (Main) QUES. and CONSIDERATION OF THE (Main) QUES. BY PARAGRAPH OR SERIATIM.  
When applied to other than main motions, it takes precedence over the motion that it proposes to amend; -- yields to any other motions that would take precedence over the motion to be amended (except that if applied to an amendment, it would not yield to a DIVISION OF THE AMENDMENT or a motion for CONSIDERATION OF THE AMENDMENT BY PARAGRAPH OR SERIATIM); also yields to motions to LIMIT OR EXTEND LIMITS OF DEBATE or for the PREVIOUS QUESTION when they are applied to it, and yields to motions incidental to itself.
- 2) Can be applied to any O.M.M. and almost any I.M.M. Can be applied to itself (a primary amendment)- making it a secondary amendment. -- Motions to LIMIT OR EXTEND LIMITS OF DEBATE and for the PREVIOUS QUESTION can be applied to an amendment. A DIVISION OF THE QUESTION is applicable as well (but it is usually not useful). The motion for CONSIDERATION OF THE QUESTION BY PARAGRAPH OR SERIATIM can also be applied to it. The motion to AMEND cannot have motions to COMMIT, POSTPONE DEFINITELY, or LAY ON THE TABLE applied to it alone, but when a primary amendment or a primary and a secondary amendment are pending, the main question can be committed, postponed, or laid on the table, and the amendments then undergo the same process with the main question. AMEND cannot be POSPONED INDEFINITELY.
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is debatable whenever the motion to which it is applied is debatable (and vice versa.) Cannot extend to merits of main question.
- 6) Is generally amendable. A primary amendment can be amended. A secondary amendment cannot.
- 7) Always requires a majority vote.
- 8) Can be reconsidered.

# Commit / Refer

- 1) Takes precedence over the main motion, (subs) POSTPONE INDEFINITELY, AMEND, and over (inc) DIVISION OF A QUESTION and CONSIDERATION BY PARAGRAPH OR SERIATIM. It also takes precedence over a debatable appeal (**or a point of order referred by the chair to the judgement of the assembly that is debatable when so referred.**) = {"} -- Yields to (subs) POSTPONE DEFINITELY, LIMIT OR EXTEND LIMITS OF DEBATE, PREVIOUS QUESTION, LAY ON THE TABLE, & all privileged motions, and to all other applicable incidental motions.
- 2) Can be applied to main motions, with any amendments that may be pending; can be applied to ORDERS OF THE DAY or QUESTIONS OF PRIVILEGE while they are actually pending as main motions; can be applied to debatable appeals {" }; can be applied to nonadhering debatable appeals separately, without affecting the status of any other questions that may be pending. Cannot be applied to the motion to RECONSIDER alone, that is, it cannot be applied to a motion to reconsider a main ques., but if a main ques. is committed while a motion to reconsider an amendment is pending, such a motion to RECONSIDER goes to the committee with the main ques. It cannot be applied to any subsidiary motion, except that its application to a main question also affects any motions to AMEND that may be pending. It cannot be moved after the adoption of a motion to close debate on the main question at a definite hour or to limit the total time allowed for debate; but it remains in order if only a limitation on the length of speeches is in force. -- Motions to AMEND, to LIMIT OR EXTEND LIMITS OF DEBATE, and for the PREVIOUS QUESTION can be applied to it without affecting the main question. The motion to COMMIT cannot be definitely postponed or laid on the table alone. It cannot be postponed indefinitely.
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is debatable. - Cannot extend to merits of main question.
- 6) Is amendable (in certain cases.) - To consider informally is not amendable.
- 7) Requires a majority vote.
- 8) Can be reconsidered if the committee has not begun consideration of the question.

# Postpone to a Certain Time

## (Postpone Definitely; Postpone)

- 1) Takes precedence over the main motion; over (subs) POSTPONE INDEFINITELY, AMEND, and COMMIT; and over (inc) DIVISION OF THE QUESTION and CONSIDERATION OF THE QUESTION BY PARAGRAPH OR SERIATIM. It also takes precedence over a debatable appeal {"} under either of the following conditions: a) if the appeal does not adhere to the main question; or b) if no other motions except those named above are pending or involved in the appeal or question of order. It takes precedence over a debatable motion to RECONSIDER when it is in order to apply it to that motion. -- It yields to (subs) LIMIT OR EXTEND LIMITS OF DEBATE, for the PREVIOUS QUESTION, or to LAY ON THE TABLE; to all privileged motions, & to all applicable incidental motions.
- 2) Can be applied to main motions, with any motions to POSTPONE INDEFINITELY, AMEND, or COMMIT that may be pending; can be thus applied to *orders of the day* or *questions of privilege* while they are actually pending as main motions; can be applied to debatable appeals {"}; can be applied to an immediately pending, debatable motion to RECONSIDER. --The motions AMEND, LIMIT OR EXTEND LIMITS OF DEBATE, & PREVIOUS QUESTION can be applied to it without affecting the main question. The motion to POSTPONE cannot be laid on the table alone, but when it is pending the main question can be laid on the table, carrying to the table also the motion to POSTPONE. It cannot be postponed indefinitely or committed.
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is debatable, but may not go into the merits of the main question any more than necessary.
- 6) Is amendable as to the time to which the main question is to be postponed, and as to making the postponed question a *special order*.
- 7) Requires a majority vote in its simple and usual form. If it makes the question a *special order*, the motion to POSTPONE then requires a two-thirds vote.
- 8) Can be reconsidered.

# Limit or Extend Limits of Debate

- 1) Takes precedence over all debatable motions. -- Yields to motions for the (subs) PREVIOUS QUESTION and to LAY ON THE TABLE; to all privileged motions; and to all applicable incidental motions.
- 2) Can be applied to any immediately pending debatable motion, (cannot be applied when an undebatable motion is immediately pending) to an entire series of pending debatable motions, or to any consecutive part of such a series beginning with the immediately pending question. -- Motions to AMEND and (for the purpose of stopping amendment) the motion for the PREVIOUS QUESTION can be applied to it without affecting the main question. The motion to LIMIT OR EXTEND LIMITS OF DEBATE cannot be laid on the table alone, but when it is pending the main question can be laid on the table, carrying to the table also the motion to LIMIT OR EXTEND LIMITS OF DEBATE.
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is amendable, but any amendment (like the motion) is undebatable.
- 7) Requires a two-thirds vote -- ( because it suspends the rules.)
- 8) Can be reconsidered, without debate, at any time before the order limiting or extending limits of debate is exhausted. If the order has been partially carried out, only the unexecuted part can be subject to reconsideration.

# Previous Question

- 1) Takes precedence over all debatable or amendable motions to which it is applied, and over (sub) LIMIT OR EXTEND LIMITS OF DEBATE. Yields to (sub) LAY ON THE TABLE, all privileged motions, and to all applicable incidental motions.
- 2) Can be applied to any immediately pending debatable or amendable motion; to an entire series of pending debatable or amendable motions; and to any consecutive part of such a series beginning with the immediately pending question. It supersedes any earlier order for the closing of debate at a future time and can be applied while such an order is in effect. -- No subsidiary motion can be applied to it, except that when it is pending the main question can be laid on the table, carrying also to the table all adhering motions, including the motion for the PREVIOUS QUESTION.
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is not amendable. (Except a process similar to amendment is allowed to establish whether the motion is qualified, and if so, in what way.)
- 7) Requires a two thirds vote.
- 8) Can be reconsidered before any vote has been taken under the order of the PREVIOUS QUESTION, but it cannot be reconsidered after the order has been partly executed (any part of a series has been voted on.)



# Lay on the Table

- 1) Takes precedence over all subsidiary motions, and over any incidental motions that are pending when it is made. -- Yields to all privileged motions, and to motions that are incidental to itself.
- 2) Can be applied to main motions (o.m.m. & i.m.m.), with any subsidiary motions that may be pending (however cannot be applied to any subsidiary motion alone), can be separately applied to debatable appeals that do not adhere to the main question (""), can be applied to adhering appeals only by laying the main question on the table; can be applied to an immediately pending motion to RECONSIDER, whenever LAY ON THE TABLE would be applicable if the motions to be reconsidered were immediately pending, and in such a case, it carries to the table also the motion to be reconsidered. -- No subsidiary motion can be applied to it.
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is not debatable. It is proper for, and the chair can ask, the maker of the motion to state his reason.
- 6) Is not amendable.
- 7) Requires a majority vote.
- 8) Cannot be reconsidered.

# Call for the Orders of the Day

- 1) Takes precedence over all motions except a) other privileged motions and b) a motion to SUSPEND THE RULES that relates to the priority of business- although it can interrupt a pending question only if the neglect of a special order is involved. -- Yields to all other privileged motions, and to any applicable incidental motions that may arise and that must be disposed of before it is disposed of. Except when a special order must be taken up, this call also yields to a motion to RECONSIDER or to the calling up of a motion to RECONSIDER that has been made previously.
- 2) Is not applied to any motion, but is applicable as follows: a) when the agenda, program, or order of business is being varied from; b) when a general order that is in order at the time is not being taken up; or c) when the time for considering a special order has arrived or passed and it is not being taken up. -- No subsidiary motion can be applied to this call.
- 3) If in order at the time, is in order when another has the floor, even if it interrupts a person speaking.
- 4) Does not require a second.
- 5) Is not debatable.
- 6) Is not amendable.
- 7) Upon a call by a single member the orders of the day must be enforced, except that a two-thirds vote can set them aside.
- 8) Cannot be reconsidered.

# Raise a Question of Privilege

- 1) Takes precedence over all other motions except the three higher-ranking privileged motions to RECESS, to ADJOURN, and to FIX THE TIME TO WHICH TO ADJOURN. -- Yields to these three motions, and to any applicable incidental motions that may arise and that must be disposed of before it is disposed of.
- 2) Cannot be applied to any other motion, and no subsidiary motion can be applied to it.
- 3) Is in order when another has the floor if warranted by the urgency of the situation. (In such cases, the raising of a question of privilege is in order after another has been assigned the floor and before he has begun to speak; it should not interrupt a member who is actually speaking unless the object of the question of privilege would otherwise be defeated. The raising of a question of privilege cannot interrupt voting or verifying a vote.
- 4) Does not require a second, as relates to raising the question of privilege; that is, no second is required at any step in the process unless (after the chair has directed the member to state his question of privilege) the member states it in the form of a motion; such a motion must be seconded.
- 5) Is not debatable; that is, there can be no debate as to admitting the request or motion that has been raised as a question of privilege. (But a motion that is pending after having been admitted as a question of privilege is debatable.)
- 6) Is not amendable; that is the motion to AMEND is not applicable to the process of raising a question of privilege. ( see 5 )
- 7) Is ruled upon by the chair. No vote on the question 's admissibility is taken unless the chair's ruling is appealed.
- 8) The chair's ruling as to admitting the request or motion that has been raised as a question of privileged cannot be reconsidered.

# Recess

- 1) Takes precedence over all subsidiary and incidental motions, and over all privileged motions except those to ADJOURN and to FIX THE TIME TO WHICH TO ADJOURN. -- Yields to the privileged motions to ADJOURN and to FIX THE TIME TO WHICH TO ADJOURN; also yields to any applicable incidental motions that may arise and that must be disposed of before the motion to RECESS is voted on.
- 2) Is not applied to any motion. -- AMEND can be applied to it. The PREVIOUS QUESTION can also be applied to it to prevent amendments being moved. No other subsidiary motion can be applied to it.
- 3) Is out of order when another has the floor.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is amendable as to the length of the recess; any such amendment is undebatable.
- 7) Requires a majority vote.
- 8) Cannot be reconsidered.

# Adjourn

- 1) Takes precedence over all motions except the privileged motion to FIX THE TIME TO WHICH TO ADJOURN; but it is not in order while the assembly is engaged in voting or verifying a vote, or before the result of a vote has been announced by the chair, except that, in the case of a vote taken by ballot, a motion to ADJOURN is in order after the ballots have been collected by the tellers and before the result has been announced.  
-- Yields to the privileged motion to FIX THE TIME TO WHICH TO ADJOURN. It also yields to any applicable incidental motions that may arise and that must be disposed of before the motion to ADJOURN is voted on; but an incidental motion that can wait should not be entertained after a motion to ADJOURN has been made.
- 2) Is not applied to any motion, and no motion can be applied to it.
- 3) Is out of order when another has the floor.
- 4) Must be seconded.
- 5) Is not debatable (however there are several parliamentary steps that can be taken.)
- 6) Is not amendable.
- 7) Requires a majority vote.
- 8) Cannot be reconsidered (however there are times it is renewable.)

# Fix the Time to Which to Adjourn

- 1) Takes precedence over all other motions -- Yields to nothing, except that, while it is pending: (a) certain incidental motions, such as a POINT OF ORDER, may arise and can be disposed of; and (b) the motion to RECONSIDER can be made, but not considered.
- 2) Is not applied to any motion. -- Motions to AMEND can be applied to it. The PREVIOUS QUESTION can also be moved on it to prevent amendments (seldom is this useful.)
- 3) Is out of order.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is amendable as to the date, hour, or place; such amendments are undebatable.
- 7) Requires a majority vote.
- 8) Can be reconsidered.

# Point of Order

- 1) Takes precedence over any pending question out of which it may arise. -- Yields to all privileged motions and to a motion to lay the main question on the table. It does not yield to any other subsidiary motion so long as it is handled in the normal manner--that is, by being ruled upon by the chair without debate. Consequently, under this normal procedure: (a) If a point of order which adheres to pending question(s) is raised while any one of the 6 lower-ranking subsidiary motions is immediately pending, no other subsidiary motion except LAY ON THE TABLE can be made until the point of order is disposed of; but in such a case LAY ON THE TABLE or any privileged motion can be moved and must be considered before the point of order is ruled upon. (b) If a point of order which does not adhere to pending question(s) is raised while *any* subsidiary motion is immediately pending, *no* subsidiary motion can be made until the point of order is disposed of, but any privileged motion can be moved and must be considered first. (c) With reference to either of the above cases, on the other hand, if a motion to LAY ON THE TABLE or a privileged motion is *pending* and a point of order arises out of the parliamentary situation existing then, the point of order is disposed of first, although it can be interrupted by a still higher-ranking privileged motion. If chair refers the point of order to the assembly it also yields to (subs) LIMIT OR EXTEND LIMITS OF DEBATE and for the PREVIOUS QUESTION and also to the motions to COMMIT and POSTPONE DEFINITELY, and to incidental motions arising out of itself.
- 2) Can be applied to any breach of the assembly's rules -- When handled by the chair, the main question can be laid on the table while the point of order is pending, and the point of order goes to the table as well.
- 3) Is in order when another has the floor, and is allowed to interrupt a speaker, as long as there is a genuine reason for its attention at that time.
- 4) Does not require a second.
- 5) Is not debatable (but a member may explain his point and the chair can permit other knowledgeable members to explain as well.) If the chair submits the point to a vote of the assembly, the rules governing its debatability are the same as for an APPEAL.
- 6) Is not amendable.
- 7) Is normally ruled upon by the chair. No vote is taken unless the chair is in doubt or his ruling is appealed.
- 8) Cannot be reconsidered.

# Appeal

- 1) Takes precedence over any question pending at the time the chair makes a ruling from which the appeal is made. -- Yields to privileged motions & to incid. motions arising out of itself. If debatable, also yields to the (subs) to LIMIT OR EXTEND LIMITS OF DEBATE and PREVIOUS QUESTION and to motions to COMMIT, POSTPONE DEFINITELY, and LAY ON THE TABLE. If it is undebatable & adheres to pending question(s), it doesn't yield to any sub. motion except to LAY ON THE TABLE; and if it is undebatable & doesn't adhere, yields to no sub. motion.
- 2) Can be applied to any ruling by the presiding officer except (a) if it is dilatory or (b) if a point of order is raised while an appeal is pending, there is no appeal from the chair's decision on this point of order. -- Rules governing the applicability of subsidiary motions to *debatable appeals* are as follows: A motion to LIMIT OR EXTEND LIMITS OF DEBATE or for the PREVIOUS QUESTION can be applied to it without affecting any other question. Also: (a) When a *debatable* appeal *does not adhere* to pending question(s), such a debatable appeal can have any of the subsidiary motions applied to it except POSTPONE INDEFINITELY and AMEND. (b) But when a *debatable* appeal *adheres* to pending question(s), as in the case of an appeal from a ruling that an amendment is not germane--the subsidiary motions, except the motions affecting debate, cannot be applied to the appeal alone. However they can be applied to the main question, and if the latter is committed, postponed, or laid on the table, the appeal goes with this main question. / In the case of *undebatable* appeals: (a) When an *undebatable* appeal *does not adhere* to pending question(s), no subsidiary motion can be applied to it; however (b) When an *undebatable* appeal *adheres* to pending question(s), no subsidiary motion can be applied to it alone; but the main question can be laid on the table, and the appeal then goes to the table with the main question and all adhering motions.
- 3) Is in order when another has the floor, but the appeal must be made at the time of the ruling. If any debate or business has intervened, it is too late to appeal.
- 4) Must be seconded.
- 5) Is debatable, unless it (a) relates to indecorum or a transgression of the rules of speaking; (b) relates to the priority of business; or (c) is made while the immediately pending question is undebatable. No member is allowed to speak more than once except the presiding officer.
- 6) Is not amendable.
- 7) A majority or a tie vote sustains the decision of the chair.
- 8) Can be reconsidered.



# Suspend the Rules

- 1) Can be made at any time that no question is pending. When business is pending, SUSPEND THE RULES takes precedence over any motion, if it is for a purpose connected with that motion. -- Yields to the motion to LAY ON THE TABLE and to all privileged motions -- except that if it relates to the priority of business it doesn't yield to a CALL FOR THE ORDERS OF THE DAY. It also yields to incidental motions arising out of itself.
- 2) Can be applied to any rule of the assembly except bylaws (or rules contained in a constitution or corporate charter). -- No subsidiary motion can be applied to SUSPEND THE RULES.
- 3) Is out of order when another has the floor.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is not amendable.
- 7) Usually requires a two-thirds vote. In any case, no rule protecting a minority of a particular size can be suspended in the face of a negative vote as large as the minority protected by the rule.
- 8) Cannot be reconsidered (can be renewed though.)

# Objection to the Consideration of a Question

- 1) Takes precedence over original main motions (and over an *unstated* subsidiary motion, except LAY ON THE TABLE), but the objection can be raised only before there has been any debate, or any subsidiary motion has been stated by the chair; thereafter consideration of the main question has begun and it is too late to object. -- Yields to the motion to LAY ON THE TABLE, to all privileged motions, and to incidental motions arising out of itself.
- 2) Can be applied to original main motions and to petitions and communications that are not from a superior body. It cannot be applied to incidental main motions. -- No subsidiary motion can be applied to it alone, but while it is pending the main question can be laid on the table, and the objection then goes to the table with the main question.
- 3) Is in order when another has the floor, until consideration of the question has begun (meaning before any debate & before any subsidiary motion has been stated by the chair.)
- 4) Does not require a second.
- 5) Is not debatable.
- 6) Is not amendable.
- 7) A two-thirds vote *against consideration* is required to sustain the objection.
- 8) A negative vote--that is, a vote sustaining the objection--can be reconsidered, but not an affirmative vote.

# Division of a Question

- 1) Takes precedence over the main motion and over the subsidiary motion to POSTPONE INDEFINITELY. If applied to an amendment, it also takes precedence over that amendment; but a motion to divide the main question cannot be made while an amendment to the main question is pending. -- Yields to all subsidiary motions except POSTPONE INDEFINITELY, AMEND, and LIMIT OR EXTEND LIMITS OF DEBATE; to all privileged motions; and to all applicable incidental motions.
- 2) Can be applied to main motions and their amendments, if they are susceptible to division. -- No subsidiary motion can be applied to it alone except AMEND and (for the purpose of stopping its amendment) the PREVIOUS QUESTION; but while it is pending the main question can be committed, postponed, or laid on the table, and it then undergoes the same process with the main question.
- 3) Is out of order when another has the floor.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is amendable.
- 7) Requires a majority vote.
- 8) Cannot be reconsidered.

# Consideration by Paragraph or Seriatim

- 1) Takes precedence over the main motion and over the subsidiary motion to POSTPONE INDEFINITELY. If applied to an amendment, it also takes precedence over that amendment; but it cannot be applied to the main question while an amendment to the main question is pending. -- Yields to all subsidiary motions except POSTPONE INDEFINITELY, AMEND, and LIMIT OR EXTEND LIMITS OF DEBATE; to all privileged motions, and to all applicable incidental motions.
- 2) Can be applied to main motions and amendments of such length and structure that the method is appropriate. -- No subsidiary motion can be applied to it alone except AMEND and (for the purpose of stopping its amendment) the PREVIOUS QUESTION; but while it is pending the main question can be committed, postponed, or laid on the table, and it then undergoes the same process with the main question.
- 3) Is out of order when another has the floor.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is amendable.
- 7) Requires a majority vote.
- 8) Cannot be reconsidered. (Once decided, it is too late to move the DIVISION OF A QUESTION.)

# Division of the Assembly

- 1) Takes precedence over any motion on which a vote is being taken or has just been taken; within the interval immediately following such a vote, it can be called for until, but not after the *chair has stated the question* on another motion. -- Does not yield to any motion.
- 2) Can be applied to any motion on which the assembly is called upon to vote by voice or by a show of hands. -- No subsidiary motion can be applied to it.
- 3) Is in order without obtaining the floor, when another has the floor and at any time after the question has been put, even after the vote has been announced.
- 4) Does not require a second.
- 5) Is not debatable.
- 6) Is not amendable.
- 7) Does not require a majority vote, since a single member can demand a division.
- 8) Cannot be reconsidered.

# Motions Relating to Methods of Voting and the Polls

- 1) Take precedence over the motion being voted on or to be voted on; when applied to a vote which has just been taken, can be moved until, but not after, the question on another motion has been *stated*. They can be moved while an order for the PREVIOUS QUESTION is in effect on the votes to which they apply. -- Yields to the privileged motions, and to a motion to LAY ON THE TABLE moved while the question to which they are applied is pending. It is not in order to move that the same question be voted on again under one of the other forms.
- 2) Can be applied to any motion on which the assembly is called upon to vote. -- No subsidiary motion can be applied to them except AMEND.
- 3) Are out of order when another has the floor.
- 4) Must be seconded.
- 5) Are not debatable.
- 6) Are amendable.
- 7) Require a majority vote, except a motion to close the polls, which requires a two-thirds vote.
- 8) Can be reconsidered, except a motion to close the polls or an affirmative vote on a motion to reopen the polls. (In the latter cases the same effect can be obtained by renewal or by the opposite motion.)

# Motions Relating to Nominations

- 1) Take precedence over the pending election for which nominations are to be made. (If a member is seeking the floor to make a nomination, however, the motion to close nominations is out of order.) -- They yield to the privileged motions, and to the motion to LAY ON THE TABLE.
- 2) Apply to any pending election. -- No subsidiary motion except AMEND can be applied to them.
- 3) Are out of order when another has the floor.
- 4) Must be seconded.
- 5) Are not debatable.
- 6) Are amendable.
- 7) Require a majority vote, except a motion to close nominations, which requires a two-thirds vote because (a) its adoption deprives members of a basic right - to nominate; and (b) the assembly must be protected against attempted abuse of the power to close nominations by a temporary majority.
- 8) Can be reconsidered, except the motion to close nominations, or an affirmative vote on a motion to reopen nominations. (In the latter cases the same effect can be obtained by renewal or by the opposite motion.)

# Requests and Inquiries

- 1) Take precedence over any motion with whose purpose they are connected, and can also be made at any time when no question is pending. -- A motion on a request that is pending yields to all privileged motions and to other incidental motions. A motion on a REQUEST TO BE EXCUSED FROM A DUTY also yields to all subsidiary motions except POSTPONE INDEFINITELY.
- 2) Can be applied in reference to any motion or parliamentary situation out of which they arise. -- No subsidiary motion can be applied to any of them except a REQUEST TO BE EXCUSED FROM A DUTY, to which any subsidiary motion except POSTPONE INDEFINITELY can be applied.
- 3) Are in order when another has the floor if they require immediate attention.
- 4) A PARLIAMENTARY INQUIRY and a POINT OF INFORMATION do not require a second. The other requests do not require a second, except when moved formally *by the maker of the request*. A motion to *grant* the request of another member does not require a second, since two members already wish the question to come up - the maker of the request and the maker of the motion.
- 5) Are not debatable, except a REQUEST TO BE EXCUSED FROM A DUTY.
- 6) Are not amendable, except a REQUEST TO BE EXCUSEF FROM A DUTY.
- 7) No vote is taken on a PALIAMENTARY INQUIRY and a POINT OF INFORMATION. The other requests require a majority vote in order to be granted, and are frequently settled by unanimous consent. When it is too late for renewal, unanimous consent is *required* to grant permission to withdraw a motion to RECONSIDER, or to withdraw previous notice of a proposed motion requiring such notice.
- 8) A PARLIAMENTARY INQUIRY and a POINT OF INFORMATION are not subject to reconsideration. The vote on a request FOR PERMISSION TO MODIFY A MOTION, TO READ PAPERS, and FOR ANY OTHER PRIVILEGE can be reconsidered. On a request FOR PERMISSION TO WITHDRAW A MOTION, and on one TO BE EXCUSED FROM A DUTY where the requester has learned of the action, only a negative vote can be reconsidered.



# Take from the Table

- 1) Takes precedence over no pending motion, and therefore cannot be moved while any other question is pending; but, subject to the conditions indicated in the next sentence, it takes precedence over a main motion that has been made and has not yet been stated by the chair. Unless it is moved under a suspension of the rules it must be moved at a time when no program or rule interferes, and while business of the class to which the subject question belongs, unfinished business, general orders, or new business is in order; and it cannot interrupt a series of motions connected with taking up a single item of business. -- Yields to privileged and incidental motions but not to subsidiary ones.
- 2) Can be applied to any question or series of *adhering* motions that lies on the table. This motion is not in order, however, until some business or interrupting matter has been transacted or dealt with since the question was laid on the table; and if it is moved and voted down, the motion to TAKE FROM THE TABLE cannot be renewed until some further business has been transacted. -- No subsidiary motion can be applied to the motion to TAKE FROM THE TABLE.
- 3) Is out of order when another has the floor; but a member can claim preference in being recognized for the purpose of making this motion ahead of a new main motion, or he can claim the floor for such a purpose after a new main motion has been made but before the new motion has been stated by the chair.
- 4) Must be seconded.
- 5) Is not debatable.
- 6) Is not amendable.
- 7) Requires a majority vote.
- 8) Cannot be reconsidered - since, if it is adopted, the question can be laid on the table again as soon as there has been progress in debate or business, and since, if it is voted down, it can be renewed each time that any business has been transacted.

# Rescind;

## Amend Something Previously Adopted

- 1) Take precedence of nothing, and can therefore be moved only when no other motion is pending. *Previous notice* of intent to offer one of these motions at the next meeting can be given while another question is pending, however - provided that it does not interrupt a speaker. - These motions yield to subsidiary, privileged, and incidental motions.
- 2) Can be applied to any main motion *which has been adopted* (including questions of privilege and orders of the day) and to an affirmative result on an appeal (that is, to a vote which has sustained the chair's decision) - provided that none of the action involved has been carried out in a way which it is too late to undo, and provided that the question cannot be reached by calling up a motion to RECONSIDER that has already been made.  
-- All of the subsidiary motions can be applied to the motions to RESCIND and to AMEND SOMETHING PREVIOUSLY ADOPTED.
- 3) Are out of order when another has the floor; but previous notice of intent to offer one of these motions at the next meeting can be given after another member has been assigned the floor, provided that he has not begun to speak.
- 4) Must be seconded.
- 5) Are debatable; debate can go into the merits of the question which it is proposed to rescind or amend.
- 6) Are amendable, by the processes of primary and secondary amendment in any of the forms, as applicable to the particular case. Thus, a motion to RESCIND can be amended, for example, to become a motion to strike out only a part of what it was proposed to rescind.
- 7) In an assembly, except when applied to a constitution, bylaws, or special rules of order, require (a) a two-thirds vote, or (b) a majority vote when notice of intent to make the motion, has been given at the previous meeting or in the call of the present meeting, or (c) a vote of a majority of the entire membership - (whichever is most practical to obtain.) A motion to RESCIND or AMEND provisions of a constitution or bylaws is subject to the requirements for amendment as contained in the constitution or bylaws. If the bylaws contain no provision relating to amendment, a motion to RESCIND or AMEND applied to a constitution or to bylaws requires previous notice as described above *and* a two-thirds vote, or, without notice, a vote of a majority of the entire membership.
- 8) A negative vote on these motions can be reconsidered, but an affirmative vote cannot.

# Discharge a Committee

- 1) Takes precedence of nothing, and therefore can be moved only when no other question is pending. -- Yields to all subsidiary, privileged, and incidental motions.
- 2) Can be applied to any main motion, or any other matter, which has been referred to a committee and which the committee has not yet finally reported to the assembly. -- All of the subsidiary motions can be applied to it.
- 3) Is out of order when another has the floor; but *previous notice* of intent to offer this motion at the next meeting can be given after another member has been assigned the floor, provided that he has not begun to speak.
- 4) Must be seconded.
- 5) Is debatable; debate can go into the merits of the merits of the question in the hands of the committee.
- 6) Is amendable.
- 7) Since the motion would change action already taken by the assembly, it requires (a) a two-thirds vote, or (b) a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or (c) a vote of a majority of the entire membership - whichever is most practical to obtain.
- 8) A negative vote on this motion can be reconsidered, but not an affirmative vote.

# Reconsider

- 1) (a) With respect to *making* the motion, takes precedence over any other motion whatever -- yields to nothing. The making of this motion is in order when any other question is pending, and also after the assembly has voted to adjourn, if the member rose and addressed the chair before the chair declared the meeting adjourned. Even while an order for the PREVIOUS QUESTION is in effect on a motion which is immediately pending, until the chair actually begins to take the vote, the making of a motion to RECONSIDER an earlier vote on another question is in order. (b) With respect to its *consideration*, has only the same rank as that of the motion to be reconsidered, although it has the right of way in preference to any new motion of equal rank until such a motion has been stated by the chair as pending.
- 2) Can be applied to the vote on any motion except: (a) a motion which can be renewed within a reasonable time; (b) an affirmative vote which has been partially carried out; (c) an affirmative vote in the nature of a contract when the party to the contract has been notified; (d) any vote which has caused something impossible to undo; (e) a vote on a motion to RECONSIDER; or (f) when practically the same result can be achieved by some other parliamentary motion. In the case of subsidiary and incidental motions that adhered to a main motion, however, RECONSIDER can be applied only in such a way that the reconsideration takes place while the main motion to which they adhered is pending - either before the main motion is voted on or when it is being reconsidered at the same time. The same is true where one subsidiary or incidental motion adhered to another. (ex. primary and secondary amendments ) -- The motion to LAY ON THE TABLE can be applied to RECONSIDER. POSTPONE, LIMIT OR EXTEND LIMITS OF DEBATE, and PREVIOUS QUESTION can be applied to it when it is debatable. (only subs that can be applied to it) When a motion to RECONSIDER is postponed or laid on the table, all adhering questions are also postponed or go to the table.
- 3) Is in order (with respect to *making*) even after another person has been assigned the floor, so long as he has not begun to speak. The *calling up* of the motion is out of order when another has the floor.
- 4) Must be seconded at the time it is *made*. (The seconder does not have to be on the prevailing side.)
- 5) Is debatable in all cases in which the motion proposed to be reconsidered is debatable, and when debatable, opens to debate the merits of the question whose reconsideration is proposed. When the motion proposed is, for whatever reason, undebatable, so is RECONSIDER.
- 6) Is not amendable.
- 7) Requires only a majority vote, *regardless of the vote necessary to adopt the motion to be reconsidered*.
- 8) Cannot be reconsidered. If it is voted on and lost, it cannot be renewed except by unanimous consent. Likewise, no question can be reconsidered twice unless substantially amended.