In conjunction with the Los Angeles City Attorney's Office presents...
THE BASIC RULES OF PARLIAMENTARY PROCEDURE FOR NEIGHBORHOOD COUNCILS
WHY DO WE USE PARLIAMENTARY PROCEDURE?

Parliamentary Procedure or “Robert’s Rules of Order” is a set of rules for conducting meetings. It allows for everyone to be heard, express their opinion, and for decisions to be made without disruption or confusion.

It is important to use Robert’s Rules or some formal meeting structure to ensure that your meetings are run democratically, allow for flexibility, protect the rights of all participants, and are conducted fairly.
UNDERLYING PRINCIPLES

The underlying principles behind parliamentary procedure are:

ORDER - the body considers one item at a time

EQUALITY - all participants are equal under the law or rule

JUSTICE - showing courtesy to all and partiality to none

RIGHT OF THE MINORITY - dissenting views must be heard

RIGHT OF THE MAJORITY - the majority rules

All Board Members Should Know the Basic Rules...
**WHERE TO START...**

1. **Begin with an Agenda:**

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<th>I. CALL TO ORDER</th>
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<td>XI. ADJOURNMENTS</td>
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2. **Secure a QUORUM of BOARD MEMBERS** – the number of members your bylaws state MUST be present to conduct business at your meetings before the meeting is scheduled.

   NO QUORUM PRESENT, NO DECISIONS MADE

3. **POST ALL BOARD MEETINGS** in accordance with the Brown Act and do your outreach.

   *Sample agenda*
A MOTION is a proposal that the Board TAKE ACTION on an issue. All Board members should know the basic procedures.

Board members can:

PRESENT motions (by making a proposal),

SECOND motions (express support for a motion)

DEBATE motions (give opinions of motions)

VOTE on motions (participate in the final decision on the motion)
GENERAL TYPES OF MOTIONS...

1 Main Motion – introduces subjects to the group provided no other motion is under consideration.

2 Subsidiary Motion – changes or affects how the main motion is phrased before it is voted on.

3 Privileged Motion – are of an urgent nature and are not related to the current business being discussed.
# Questions Related to Motions

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<tr>
<th>Question</th>
<th>Answer</th>
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<td>When can I make a motion?</td>
<td>A motion is IN ORDER when it pertains to the subject currently under discussion.</td>
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<td>Do I need a second for my motion?</td>
<td>Yes. A SECOND indicates that more than one person is interested in presuming a particular course of action.</td>
</tr>
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<td>Can my motion be amended?</td>
<td>Yes. Motions can be AMENDED by striking out, inserting, or changing words within the motion before the final vote is taken.</td>
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<td>Can my motion be debated?</td>
<td>Yes. Motions can be DEBATED before the final vote is taken.</td>
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<tr>
<td>Can my motion be reconsidered?</td>
<td>All Neighborhood Council bylaws should have a provision that allows for the reconsideration of a Board decision.</td>
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**GENERAL TYPES OF MOTIONS**

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<td>CALL MEETING TO ORDER</td>
<td>&quot;I call this meeting to order...&quot;</td>
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<tr>
<td>ADJOURN A MEETING</td>
<td>&quot;I move to adjourn the meeting...&quot;</td>
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<td>CALL AN INTERMISSION</td>
<td>&quot;I move that we recess for (amount of time)...&quot;</td>
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<td>TEMPORARILY SUSPEND A DECISION ON AN ITEM</td>
<td>&quot;I move to table the motion...&quot;</td>
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<td>INITIATE A DEBATE</td>
<td>&quot;I wish to discuss the motion on the table...&quot;</td>
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<td>END A DEBATE OR AMENDMENTS</td>
<td>&quot;I move that the previous question...&quot;</td>
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<td>POSTPONE DISCUSSION ON AN ITEM FOR A TIME</td>
<td>&quot;I move to postpone the discussion until...&quot;</td>
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<tr>
<td>AMEND A MOTION</td>
<td>&quot;I move to amend the motion by...&quot;</td>
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<tr>
<td>INTRODUCE BUSINESS</td>
<td>&quot;I move that...&quot;</td>
</tr>
<tr>
<td>COMPLAIN ABOUT HEAT, NOISE, ETC...</td>
<td>&quot;I rise to a question of privilege...&quot;</td>
</tr>
<tr>
<td>GIVE CLOSER STUDY OF AN ITEM</td>
<td>&quot;I move that we refer the matter to committee...&quot;</td>
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</table>

<table>
<thead>
<tr>
<th>TO DO THIS:</th>
<th>SAY THIS:</th>
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<tbody>
<tr>
<td>PROTEST A BREACH OF RULES OF CONDUCT</td>
<td>&quot;I rise to a point of order...&quot;</td>
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<tr>
<td>VOTE ON A RULING OF THE CHAIR</td>
<td>&quot;I appeal from the Chair's decision...&quot;</td>
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<tr>
<td>SUSPEND RULES TEMPORARILY</td>
<td>&quot;I move to suspend the rules so that...&quot;</td>
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<tr>
<td>AVOID CONSIDERATION OF AN IMPROPER MATTER</td>
<td>&quot;I object to consideration of this motion.&quot;</td>
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<tr>
<td>VERIFY A VOICE VOTE BY HAVING MEMBERS STAND</td>
<td>&quot;I call for a division.&quot; or &quot;Division.&quot;</td>
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<td>REQUEST INFORMATION</td>
<td>&quot;Point of Information.&quot;</td>
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<tr>
<td>TAKE UP A MATTER PREVIOUSLY TABLED</td>
<td>&quot;I move to take from the table...&quot;</td>
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<tr>
<td>RECONSIDER A HASTY MOTION</td>
<td>&quot;I move reconsider the vote on...&quot;</td>
</tr>
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</table>
HOW TO PRESENT A MOTION...

Obtain the floor – wait until the last speaker has finished, address the Chair, allow the Chair to recognize you.

Make your motion – speak clearly and concisely, state your motion, use one of the phrases provided on the previous page, avoid personalities and stay on the subject.

Expand your motion – be prepared to explain your motion, amend it based on feedback from the Board or other stakeholders (if allowed), and restate the motion with revisions before the vote is taken.

Vote on your motion!
VOTING ON A NEIGHBORHOOD COUNCIL BOARD

Although parliamentary procedure allows for several methods of voting, the Brown Act, which all Neighborhood Council boards are subject to, requires that all decisions be made in the open. That means that voting should be conducted by VOICE or by ROLL CALL of the members present.

Neighborhood Council boards should NOT vote by proxy or secret ballot.
FOR MORE INFORMATION...

on Robert's Rules of Order or Parliamentary Procedure please consult the following volumes:


**Rules of Order**, by James E. Davis – approximately $25.00

**Parliamentary Procedure at a Glance: Group Leadership Manual for Chairmanship and Floor Leadership**, by Ossie Garfield Jones, Garfield Jones approximately $10.00

**Robert's Rules in Plain English**, by Doris P. Zimmerman

approximately $10.00

**Modern Parliamentary Procedure**, by Ray E. Keesey

approximately $20.00
WHY DO WE HAVE TO USE PARLIAMENTARY PROCEDURE?
Members and leaders must know parliamentary procedure so they will know how to act in meetings. Many members consider knowledge of parliamentary procedure a requirement of the presiding officer alone. However, the more members who are familiar with correct meeting procedures the more smoothly a meeting can be conducted. As an example: If you were on a baseball team and didn't know the rules, how could you play?

WHAT IS PARLIAMENTARY PROCEDURE?
Parliamentary Procedure is a set of rules for meetings. Rules are needed for meetings just as members of a club, pack, troop, or any other organization has rules to make decisions.

WHAT IS PARLIAMENTARY PROCEDURE USED FOR?
The object of parliamentary law is to expedite the business of an assembly in an orderly manner and to protect the rights of the members.

To assist the Chairperson there is a gavel. The gavel is used to call the meeting to order (one rap), to obtain attention, and to adjourn (one rap).
**PRINCIPLES**

The underlying principles of parliamentary procedure are:

- **Order:** consider one thing at a time.
- **Equality:** all are equal before the law or rule.
- **Justice:** showing courtesy to all, partiality to none.
- **Right of the minority:** dissenting views must be heard.
- **Will of the majority:** the majority must rule.

**PURPOSE OR OBJECTIVE**

Parliamentary rules are actually the "rules" of the game for democracy and evolved through centuries of experience.

The purpose of Parliamentary rules is:

1. To expedite business,
2. To maintain order,
3. To ensure justice,
4. To provide equal treatment for all members,
5. To help an organization to accomplish the purpose for which it was formed, and
6. To help the progress of a meeting.

No one has the right to do anything during the meeting that prevents others from seeing or hearing the presiding officer or speaker.

- No one has the right to converse, move about or stand except to address the presiding officer.
- No member may pass between the Chairperson and the member who is speaking.
- When several members rise to claim the floor simultaneously, the Chairperson recognizes one; the others should be seated immediately.
- Anyone who stands waiting until a speaker finishes is out of order. Therefore, this individual is not automatically entitled to the floor, should someone else rise and be the first to address the chair.
- When two members address the Chairperson simultaneously, the Chairperson recognizes one and then calls upon the other as soon as possible.
- Questions from one member to another are addressed through the chair rather than to one another.
**PROCESSING A MOTION**

It is the responsibility of every member to have a basic knowledge of proper procedure to assist the Chairperson in achieving the will of the assembly.

**Definition of A Motion:** a formal proposal upon which certain action can be taken. A motion is the means by which all business is introduced in an assembly.

**Process of A Motion:** a main motion introduces Business.

- Eight steps are necessary to obtain action on a main motion. Two steps involve obtaining the floor - securing the right to speak. Six steps involve actual handling of the main motion.

**A. The Member**

1. Rises, Addresses the Chairperson ("Madam President, Mr. President, Chairperson...")
2. Awaits Recognition
3. Makes Motion ("I move that... I move to... I move we...")
4. A Second Means that another member interested in this motion agrees to vote on the motion.

**B. Chairperson**

1. Restates the Question ("The Motion is now in order, debatable, and amendable...")
2. Asks (or Calls) for the Question ("Are you ready for the question? The debate has ended and it is time to vote.")
3. Takes the Vote (Puts the Question "All those in favor of...states motion', say Aye." "Those opposed, say No.")
4. Announces the Vote of the prevailing side ("The Ayes have it, motion carried and we will..." "The Nos have it, motion is lost.")
5. The Chairperson then states: "The next item of business is..."

**RULES OF DEBATE**

A. It is the responsibility of the Chairperson to enforce the rules.

B. Debate must be limited to the merits of the immediately pending question (germane - pertaining to the subject at hand).

C. The maker of a debatable motion is always entitled to the floor first for the purpose of debate as soon as the Chairperson states the question of the makers' motion.

D. Speakers must address their remarks to the Chairperson, be courteous, and avoid personal conflicts.

E. The maker of a motion may not speak against it, but can vote against it.
F. Each member has the right to speak twice on the same question (motion) on the same day (except Appeal of the Chair), but cannot make a second speech on the same question as long as any member who has not spoken on that question desires the floor.

G. No one can speak longer than ten minutes at a time without permission of the assembly. (If bylaws or standing rules allow a different timeframe, abide by them.)

H. If a member who has the floor for debate allows another member to make an explanation, the time is charged to the one who has the floor.

I. Calling out the "Question" does not stop debate. One must "Move the Previous Question" or "Move to stop debate." (A 2/3 vote is required for adoption.)

**MOTION TO AMEND**

Definition: The motion to Amend is a motion to change the wording, and within certain limits, the meaning of a pending motion before it is acted upon. It requires a second, is debatable, and requires only a majority vote.

A. An amendment must be germane (pertaining to the subject at hand), closely related to, or in some way involves the question raised by the motion to which it is applied. An amendment cannot introduce a new subject.

B. There are two types of amendments:
   1. A primary amendment is an amendment to the main motion.
   2. A secondary amendment is an amendment to the primary amendment.
   3. An amendment to the third degree is not permitted.

C. Only one primary amendment and one secondary amendment are permitted at a time, but any number of each be offered in succession, provided they do not again raise a question already decided.

D. There are four (4) basic processes of an amendment ("I move that we buy a coin box."). They are **Inserting, adding, striking out and substituting**. For example:
   1. "I move to amend the motion by inserting the word 'silver' before the word 'box'."
   2. "I move to amend the motion by adding, "at a cost not to exceed $10.00'."
   3. "I move to amend the motion by striking out 'silver'." "I move to amend the motion by striking out 'silver' and inserting 'blue'."
   4. "I move to amend the motion by substituting the following: 'that
we buy a used coin box and a small filing cabinet."

**SAMPLE MEETING AGENDA**

**Call to Order**

The presiding officer (Chairperson) stand quietly for a few seconds, taps the gavel once, waits a moment, then says: "The regular meeting of the ______ will come to order."

**Opening Ceremonies**

The call to order may be followed by a religious or patriotic exercise, or by other opening ceremonies:

- "Please rise." pause
- "The invocation will be given by ________. Please remain standing for the Pledge of Allegiance to the Flag of the United States of America, led by _________.
- (Invocation and Grace are given before the Pledge of Allegiance, and the inspiration is after the pledge.)

**Welcome and Introductions**

The Chairperson welcomes members and guests, introduces guests at the head table, and may introduce those of rank in the audience.

**Roll Call - Quorum**

The secretary may do this. If taken orally, the names are usually recorded in the minutes. The Chairperson announces that a quorum is present.

**Minutes**

The Secretary will read the minutes of the previous meeting. (Sits while the report is given.)

Are there any corrections? (Pause)
If not, they are approved as read.
If there are corrections:
  ⇒ Are there further corrections? Pause (if so, continue to let them be known.)
- If not, the minutes are approved as corrected.

**Correspondence**

The secretary may read official correspondence, first stating from whom it was received, and if possible, condensing the information.
Treasurer's Report

- "May we have the treasurer's financial report?" (Sits while the report is given.)
- "Are there any questions? (Questions are directed through the chair to the treasurer.)
- "The report will be placed on file."

The treasurer's report is NEVER adopted. It is the auditors' report that is adopted.

- "Are there any bills?" (The treasurer reads the bills and may move that they be paid, or any member may make the motion. A second is required.)

Other Reports

The Chairperson sits while reports are given. The Chairperson stands while putting any question to a vote.

Officers

If an officer makes a recommendation in the report, the officer should not move that it be adopted; another member should make the motion.

Standing Committees

The Chairperson checks in advance and calls on, in the order listed in the bylaws, only those who have reports to make. The Chairperson, or reporting members, moves the adoption of motion or resolutions to implement recommendations of the committee. No second is required, unless it is a committee of one.

Special Committees

Only those prepared, or instructed, to report should be called on (in order of their appointment). Some reports are given for information only. If there are recommendations, the same procedure is used as that of a standing committee.

Unfinished Business

The Chairperson always announces the next business in order.

- New business is now in order.
- Is there any new business?
Program

The program can be presented before or after the business meeting, depending on the situation.

The Chairperson calls on the program Chairperson to present the program. The Chairperson does not turn the meeting over to anyone. (The Chair presents who will introduce our program this morning, afternoon, or evening)

The Chairperson is always in control of the meeting.

Further Business

- "Is there further business?" (Additional business is permissible, but members should be encouraged to bring new business at the proper time.

Announcements

The Chairperson makes his announcements first, and then asks for other announcements.

Closing and Adjournment

An invitation may be extended to guests to return; a closing thought may be given.

The meeting may be adjourned by general consent, or by a motion and vote of the assembly.

- (The Presiding Officer [Chairperson] leaves the position [standing at lectern, podium, etc.] to verify the meeting has concluded.)
- "Is there any further business to come before the assembly? ... Pause...
- "Hearing none the meeting will be adjourned ... Pause...
- "Hearing none, the meeting is adjourned."
- Rap the gavel once.
- The Chairperson then moves from the place of presiding.
PROCEDURE FOR HANDLING A MAIN MOTION

I. Obtaining and assigning the floor
   A. A member rises when no one else has the floor and addresses the chair,
      "Mr. Madam President," "Mr. Madam Chairman," or by other proper title.
   1. In a large assembly, the member gives his name and identification.
   2. The member remains standing and awaits recognition by the chair.
   B. The chair recognizes the member by announcing his name or title, or in a
      small assembly, by nodding to him.

II. How the motion is brought before the assembly
   A. The member makes the motion: "I move that (or "to")..." and resumes his seat.
   B. Another member, without rising, seconds the motion: "I second the motion" or "I
      second it." or, even, "Second.

III. Consideration of the motion
   A. Members can debate the motion.
      1. Before speaking in debate, members obtain the floor as in I above.
      2. The maker of the motion has first right to the floor if he claims it promptly.
      3. All remarks must be addressed to the chair.
      4. Debate must be confined to the merits of the motion.
      5. Debate can be closed only by order of the assembly (2/3 vote) or by
         the chair if no one seeks the floor for further debate.
   B. The chair puts the question (gives it to vote).
      1. The chair asks: "Are you ready for the question?" If no one then rises
         to claim the floor, the chair proceeds to put the question.
      2. The chair says: "The question is on the adoption of the motion that (or
         "to")... Those in favor of the motion, say Aye. (Pause for response) Those
         opposed, say No." (Pause for response)
   C. The chair announces the result of the vote.
      1. "The ayes have it, the motion is adopted, and... (indicating the effect
         of the vote or ordering its execution.)"
      2. "The nays have it and the motion is lost.

THE CHAIR AND A SAMPLE ORDER OF BUSINESS

Call to Order
  "The presiding officer, after determining that a quorum is present, rises, calls or signals for
  quiet, and says, "The meeting will come to order."

Opening Ceremonies (religious, patriotic, ritualistic, etc., optional)
  "Please rise and remain standing for the invocation, which will be given by..., and the
  Pledge of Allegiance to the Flag of the United States of America, which will be led by...."
  (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of
  the United States of America are given in that order.)

Roll Call (if customary)
  "The Secretary will call the roll of officers (or "will call the roll")."

Reading and Approval of Minutes
  "The Secretary will read the minutes." (The presiding officer sits down.)
  "Except in the smallest of meetings, the secretary stands to read the minutes.
  "Are there any corrections to the minutes?" (Pause)
  "If there are no corrections, the minutes stand (or "are") approved as read.
  "With corrections: if there is no objection, the Secretary will make the correction(s)
  ... If there are no further corrections, the minutes stand (or "are") approved as corrected.

Reports of Officers, Boards, and Standing Committees
  "The next business is hearing reports of the officers, boards, and standing
  committees.
  Officers and standing committees are called on in the order they are listed in the bylaws.
  The chair usually calls on only those who have reports to make.

In calling on the secretary: "Is there any correspondence?"
In calling on the treasurer: "May we have the Treasurer's report?"
A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.
"The question is on the adoption of the Auditor's report. Those in favor of the motion, say
Aye. Those opposed say No. The ayes have it and the Auditor's report is adopted."
An officer should not vote the implementation of a recommendation in his report; another
member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting
member of a committee, "on behalf of (or "by direction of") the board (or "the committee"),
moves the adoption of the necessary motion to implement any recommendations the board
or committee makes.

A motion arising out of an officer's, board's, or committee's report is taken up immediately.
Reports of Special Committees (announced only if there are such committees appointed or
instructed to report)
"The next business in order is hearing reports of special committees. The committee
appointed to... will now report.
Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "on behalf of (or "by direction of") the committee,
moves the adoption of motions or resolutions in the report.
Special Orders (announced only if there are such items)
Unfinished special orders from the previous meeting and items made special orders for this
meeting and not set for specific hours are taken up under this heading. Matters set by
the bylaws for a particular meeting may be taken up.
"The next business in order is the consideration of special orders. At the previous meeting,
the motion relating to... was postponed to this meeting and made a special order. The question
is on the adoption of the motion that... Are you ready for the question?"
"The Secretary will read from the bylaws Article _______ Section ____ concerning the
election of a Nominated Committee.

Unfinished Business and General Order (announced only if there are such items)
Any questions previously introduced and not finished or any postponed to the present
meeting are under this heading.
"Under Unfinished Business and General Orders, the first item of business is the motion
relating to... that was pending when the previous meeting adjourned. The question is on the
adoption of the motion that... Are you ready for the question?"
"The next item of business is the motion relating to... that was postponed to this meeting.
The question is on the adoption of the motion that... Are you ready for the question?"

New Business
"Is there any new business?"
"Is there any further new business?"

Announcements
"The chair has the following announcements... Are there other announcements?"

Program
  "The chair does not "turn the meeting over" but announces "The Program Committe will
  now present the program or... will introduce our speaker."

Adjournment
"Is there any further business?" (Pause) Since there is no further business, the meeting is
adjourned." (or)
"A motion to adjourn is in order.
In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and
the meeting is adjourned." (A single rap of the gavel may be used.)
### PERTINENT FACTS

A main motion brings business before the assembly.

A subsidiary motion assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A privileged motion deals with special matters of immediate importance. It does not relate to the pending business.

An incidental motion is related to the parliamentary situation in such a way that it must be decided before business can proceed.

A voice vote is the most commonly used form of voting. A raised vote is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a raised vote or a single member can call for a division of the assembly.

A show of hands is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a raised vote in very small assemblies if no member objects.

A count can be ordered by the chair or by a majority vote of the assembly. Unanimous consent is a vote of silent agreement without a single objection.

A ballot or roll call vote can be ordered by a majority. The result of vote is announced by the chair, who may declare the motion decided one way or the other.

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

- **Take from the Table**
- **Rescind or Amend Something Previously Adopted**
- **Discharge a Committee**
- **Reconsider**

**An incidental main motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority of entire membership.**

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by unanimous consent or a majority vote of the assembly.

Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and can be made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which a business meeting is held.

### BASIC PARLIAMENTARY INFORMATION

**Prepared by the Education Committee**

**National Association of Parliamentarians**

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### RANKING MOTIONS

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and one or more motions of higher rank than themselves.

### PRIVILEGED MOTIONS

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<th>Form of Motion</th>
<th>Interrupt</th>
<th>Second</th>
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<th>Amend</th>
<th>Vote</th>
<th>Recognize</th>
</tr>
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<tr>
<td><strong>Main Motions</strong></td>
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<tr>
<td><strong>Take from the Table</strong></td>
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<tr>
<td><strong>Rescind or Amend Something</strong></td>
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<td>A</td>
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<td>R</td>
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<td><strong>Discharge a Committee</strong></td>
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<td>D</td>
<td>A</td>
<td></td>
<td>R</td>
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<tr>
<td><strong>Reconsider</strong></td>
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<td>D</td>
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<td>M</td>
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</tbody>
</table>

**Call for the Order of the day**

- **For**
  - M
  - R

**Recess**

- **Raise a Question of Privilege**
  - R

**SUBSIDIARY MOTIONS**

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<tr>
<th>Form of Motion</th>
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<th>Amend</th>
<th>Vote</th>
<th>Recognize</th>
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<tr>
<td><strong>Main Motions</strong></td>
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<td><strong>Lay on the Table</strong></td>
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<td>M</td>
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<tr>
<td><strong>Previous Question</strong></td>
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<td><strong>Close Debate</strong></td>
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<tr>
<td><strong>Limit or Extend</strong></td>
<td>S</td>
<td>A</td>
<td>2/3</td>
<td>R</td>
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<td><strong>Postpone to a Certain Time</strong></td>
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<td>D</td>
<td>A</td>
<td>M</td>
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<tr>
<td><strong>Commit or Refer</strong></td>
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<tr>
<td><strong>Postpone (Indefinitely)</strong></td>
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<td>M</td>
<td>R</td>
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### MEANING OF SYMBOLS

A. - Can be amended.

B. - Is debatable.

C. - Is in order when another has the floor.

D. - Requires a majority vote (i.e., more than half the votes cast).

E. - The motion may be reconsidered.

F. - Requires a second.

G. - Requires a 2/3 vote (i.e., at least two-thirds of the affirmative as in the negative.)

H. - Usually no vote is taken. The chair decides.

I. - A main motion when no other motion is pending.

J. - No vote is taken. The chair responds.


### PROCEDURE FOR HANDLING A MAIN MOTION

I. Obtaining and assigning the floor

A. Members rise and addresses chair

B. Chair recognizes member

II. How the motion is brought before the assembly

A. Member makes motion

B. Another member seconds motion

C. Chair states motion

III. Consideration of the motion

A. Members debate motion

B. Chair puts question and members vote

C. Chair announces result of vote

See next page for sample dialogue of proper procedures.

### PROCESSES OF AMENDING

1. To insert or to add (a word, consecutive words, or a paragraph)

2. To strike out (a word, consecutive words, or a paragraph)

3. To strike out and insert (which applies to words) or to substitute (which is not applied to anything less than a complete paragraph of one or more sentences.

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