

# BASIC PARLIAMENTARY PROCEDURE

## How Is Business Brought Before The Assembly?

To get business before the assembly a member must make a motion. A main motion is a formal proposal for consideration and action. Since only one subject can be considered at a time, no main motion can be made while another motion is before the assembly.

## Main Motions That Are Not In Order

- ✓ Conflicts with the corporate charter, constitution or bylaws of a society.
- ✓ Presents substantially the same question as previously rejected during the same session.
- ✓ Presents essentially the same question as one that was temporarily disposed of but is still in the control of the assembly.
- ✓ Proposes action outside the scope of the society's objects (unless by a 2/3 vote the assembly authorizes its introduction).

## Steps in Processing Main Motions

**Step 1:** Member rises and addresses the chair when nothing is pending. "Mr. President." Or "Madame President."

**Step 2:** Chair recognizes member by nodding at the member or stating his name. "Mr. Williams."

**Step 3:** Member states his/her motion. "I move that we have a canned food drive."

**Step 4:** Another member seconds the motion (without recognition). "Second."

**Step 5:** Chair states the motion and places it before the assembly for discussion. "It is moved and seconded that we have a canned food drive. Is there any discussion?"

**Step 6:** Members have the right to get recognition and debate the motion. During debate subsidiary motions (i.e. amendments) may be introduced to help the assembly make a final decision.

**Step 7:** When discussion is finished the Chair puts the question to a vote. "The question is on the adoption of the motion that we have a canned food drive. Those in favor, say AYE." (Pause.) "Those opposed, say NO." (Pause.)

**Step 8:** Chair announces the results of the vote. "The AYES (NOES) have it; the motion is adopted (lost); we will (not) have a canned food drive; the next business in order is ..."

## Processes of Amending

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

### Phrasing:

"I move to amend the motion by inserting the word consecutive before the word terms."

"I move to add the words at a cost not to exceed \$100."

"I move to amend by adding the following paragraph..."

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

### Phrasing:

"I move to amend by striking out the word every."

"I move to strike out the third paragraph."

3. To strike out and insert (words) or to substitute (paragraph or entire main motion).

### Phrasing:

"I move to strike out the word monthly and insert the word annually."

"I move to substitute for the pending main motion the following..."

## ✓ Voting

✓ **Unanimous Consent** – no member objects to a proposal that meets with general approval; a vote of silent agreement.

✓ **Voice Vote** – regular method of voting on any motion that does not require more than a majority vote; most common form of voting.

✓ **Rising Vote** – method used when a two-thirds vote is required for adoption; is also used when a member calls for a division of the assembly.

✓ **Show of Hands** – an alternative method for a rising vote; used in small boards, committees, or very small assemblies.

✓ **Voting Cards** – an alternative method for a voice vote, rising vote, or show of hands; cards must be issued during the credentialing process.

✓ **Counted Vote** – can be ordered by the chair when it appears a voice vote is unclear and it can be ordered by a majority vote of the assembly.

✓ **Ballot or Roll Call Vote** – can be ordered by a majority vote of the assembly and is required if specified in bylaws.