

Parliamentary Procedures Review



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National Association of the Deaf

2010 Biennial Conference

Philadelphia, PA

Tuesday, July 6, 2008

Recess



A *recess* is a short intermission in the assembly's proceedings, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.

This motion requires a second, is amendable and a majority vote.

Example:

Member: "I move to recess for fifteen minutes"

Lay on the Table



Lay on the Table is a subsidiary motion to enable the assembly to lay the pending question aside temporarily *when something of immediate urgency has arisen* in such a way that its consideration can be *resumed at the will of a majority within of 90 days*.

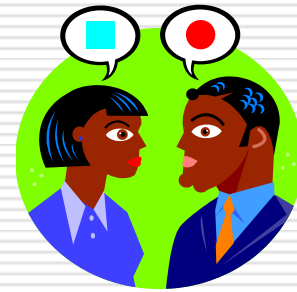
It is commonly misused in place of the motion to *Postpone to a Certain Time*.

This motion requires a second and a majority vote.

Example:

Member: "I move to lay the motion on the table."

Close Debate



Close Debate (Previous Question) is a subsidiary motion used to bring the assembly to an immediate vote on one or more pending questions.

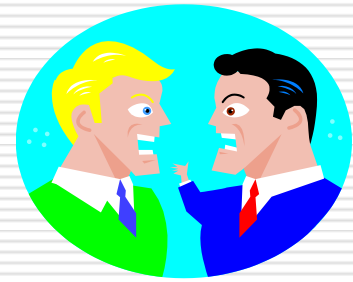
A motion such as *"I call for the question"* or *"I move we vote now"* is simply a motion to close debate made in nonstandard form, and it is subject to all the rules of *"Close Debate"*.

This motion requires a second and a two-thirds (2/3) vote.

Example:

Member: "I move to close debate."

Limit / Extend Debate



Limit or Extend Limits of Debate is a subsidiary motion which an assembly can exercise special control over debate on a pending question.

The motion can limit debate by reducing the number or length of speeches permitted. It also can extend the limits of debate by allowing more and longer speeches than under the regular rules.

This motion requires a second, is amendable and a two-thirds (2/3) vote.

Example:

Member: "I move to extend the debate for 10 more minutes."

Postpone to Certain Time



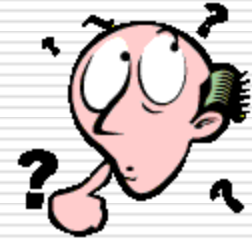
Postpone to a Certain Time is a subsidiary motion by which action on pending question can be put off (until the expiration of 90 days) to a definite day, meeting, or hour, or after a certain event.

This motion requires a second, is debatable, is amendable and a majority vote.

Example:

Member: "I move to postpone this motion until tomorrow morning at 10:00 AM."

Refer



Refer is a subsidiary motion and is generally used to send a pending question to a small group of selected persons – a committee – so that the question may be carefully investigated and put into better condition for the assembly to consider.

This motion requires a second, is debatable, is amendable and a majority vote.

Example:

Member: "I move to refer this motion to the Finance Committee."

Amend

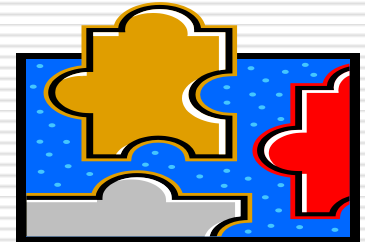


Amend is a subsidiary motion to modify the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is acted upon.

An amendment must always be *germane* – that is, closely related to or having bearing on the subject of the motion to be amended.

This motion requires a second, is debatable, is amendable and a majority vote.

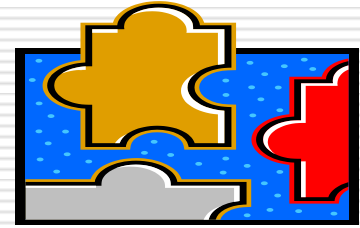
Forms of Amendments



- Insert
- Add
- Strike Out
- Strike Out & Insert

Forms of Amendments

Insert



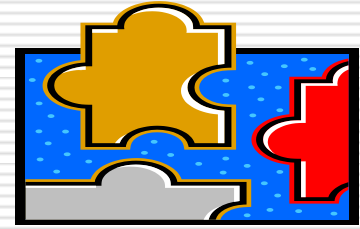
MAIN MOTION: I move that we purchase a flag.

I move to amend the motion by *inserting* the word "American" before the word "flag".

AMENDED MOTION: That we purchase an American flag.

Forms of Amendments

Add



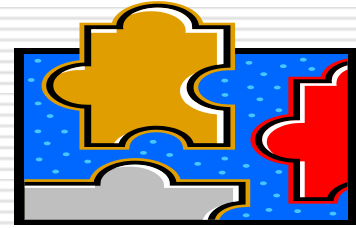
MAIN MOTION: I move that we purchase an American flag.

I move to amend the motion by *adding* "from the Army and Navy store."

AMENDED MOTION: That we purchase an American flag from the Army and Navy store.

Forms of Amendments

Strike Out



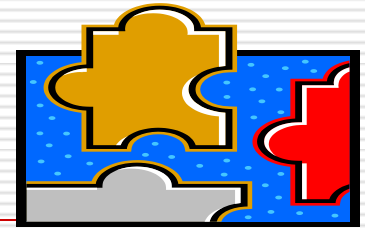
MAIN MOTION: I move that we purchase an American flag from the Army and Navy store.

I move to amend the motion by *striking out* "Army and Navy" from between the words "the" and "store".

AMENDED MOTION: That we purchase an American flag from the store.

Forms of Amendments

Strike Out & Insert

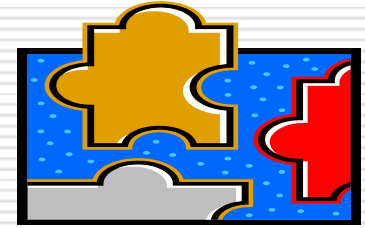


MAIN MOTION: I move that we purchase an American flag from the Army and Navy store.

I move to amend the motion by *striking out* "Army and Navy" and *inserting* the words "Disabled Veterans" between the words "the" and "store".

AMENDED MOTION: That we purchase an American flag from the Disabled Veterans store.

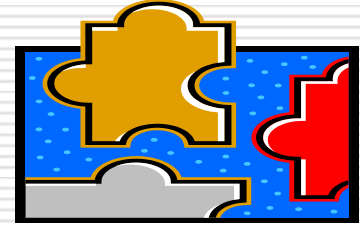
Limitations on Amendments



Amendments may be offered in two degrees or ranks. They are as follows;

1. First degree or primary amendment
2. Second degree or secondary amendment

Limitations on Amendments

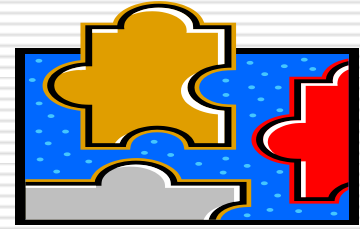


MAIN MOTION: I move that we purchase a flag.

PRIMARY AMENDMENT: I move to amend the motion by inserting the word "American" before the word "flag".

SECONDARY AMENDMENT: I move that we amend the motion by adding "from the Army and Navy store" (Out of order)

Limitations on Amendments



MAIN MOTION: I move that we purchase a flag.

PRIMARY AMENDMENT: I move to amend the motion by inserting the word "American" before the word "flag".

SECONDARY AMENDMENT: I move that we amend the motion by striking out "American" and inserting the word "Canadian".

Take from the Table



Take from the Table is a motion to make pending again before the assembly or series of adhering motions that previously has been laid on the table.

There is a time limit on a motion that has been laid on the table. It can be taken from the table during the same session, or if the next regular business session will be held within a quarterly time interval (90 days), otherwise the motion dies.

This motion requires a second and a majority vote.

Example:

Member: "I move to take the motion relating to from the table."

Rescind



Rescind is a motion by which a previous action or order can be cancelled. The effect of *Rescind* is to strike out an entire main motion, resolution, rule, bylaw, section, or paragraph that has been adopted at some previous time.

This motion requires a second, is debatable, amendable and a two-thirds (2/3) vote.

Example:

Member: "I move to rescind the motion relating to that was adopted at the May meeting."

Reconsider



Reconsider – a motion of American origin – enables a majority in an assembly, within limited time and without notice, to bring back for further consideration a motion which has already been voted on.

The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take account added information or a changed situation that has developed since the taking of the vote.

Reconsider



Continued.....

The motion to *Reconsider* has the following unique characteristics;

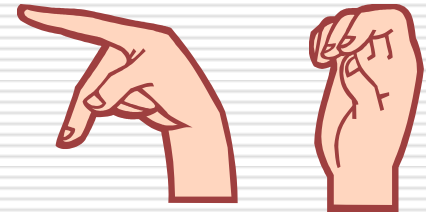
- It can be made only by a member who voted with the prevailing side.
- The making of this motion is subject to time limits;
1) in a session of one-day regular meeting, and;
2) in a convention or session of more than one day.

This motion requires a second, is debatable and a majority vote.

Example:

Member: "I move to reconsider the motion relating to that was adopted earlier at this meeting."

Point of Order



It is a motion to use if you feel the Chair is failing to operate within the rules.

Example:

Member: "Point of Order"

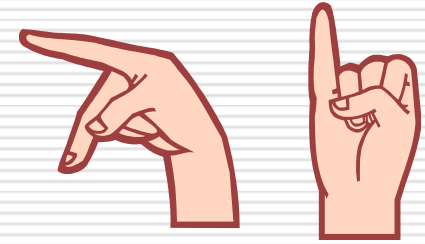
Chair: "What is your point?"

Member: "The amendment just made is out of order. The motion already has two amendments."

Chair: "Your point is well taken and the amendment is ruled out of order."

Note: The question of order must be raised promptly at the time the breach occurs.

Point of Information



It is a motion used to obtain additional information on the subject being considered.

Example:

Member: "Point of Information"

Chair: "What is your point?"

Member: "What is the amount of the laptop computer for the Secretary?"

Note: The inquiry must always be put in the form of a question.

Withdraw a Motion



A request for permission to withdraw a motion, or a motion to grant such permission, can be made at any time before voting on the question has begun.

Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it without asking the consent of anyone.

Example:

Member: "I withdraw the motion."

Withdraw a Motion



Continued.....

After a motion has been stated by the chair, it belongs to the meeting as a whole, and the maker must request the assembly's permission to withdraw his own motion.

It requires a second and a majority vote.

Example:

Member: "I move to withdraw the motion."

Conclusion



“The future depends on what we do in the present.”

-- Mahatma Gandhi

Best wishes and good luck!!!

For more information, contact
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