

APPENDIX A - 2

Parliamentary Procedure Quick Guide*

Fundamentals of Parliamentary Procedure

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. Each Proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit
--the organization or board.
7. The purpose is to facilitate action, not to obstruct it.

Motions and Purposes:

1. A **Privileged Motion** is a main motion that is so important that it must be dealt with immediately.
 - a. To set time & place of next meeting
 - b. To adjourn
 - c. To recess
 - d. To rise to a Question of Privilege
2. An **Incidental Motion** rises incidentally out of the business and is, in general, concerned with rights and privileges of members.
 - a. To rise to a Point of Order
 - b. To rise to a Parliamentary Inquiry
 - c. To appeal from the decision of the Chair
 - d. To suspend the rules
 - e. To withdraw the motion
 - f. To call for a Division of the question (Decided by the Chair)
 - g. To object to the Consideration of the Motion -- two-thirds vote
3. A **Subsidiary Motion** is a method of modifying, changing or disposing of the main motion.
 - a. To lay on the table
 - b. To close debate or limit debate (call for the Previous Question)
-- two-thirds
 - c. To postpone to a certain day
 - d. To refer
 - e. To amend
 - f. To postpone indefinitely
4. A **Main Motion** brings a question before the board for consideration
 - a. General Main Motions
 - b. Specific Main Motions
 1. To reconsider
 2. To rescind -- two-thirds
 3. To take from the table
 4. To accept, modify or reject committee reports, recommendations or resolutions.

The motions in the above list are arranged in the order of the precedence or rank. Setting of time and place of the next meeting has the highest rank, while a main motion has the lowest rank. Incidental motions have no order of precedence among themselves. No two Main Motions may be pending at the same time. Two-thirds refers to the vote required: all others must have a majority.

Seven Steps in Dealing with a Motion

1. A member makes a motion.
2. Another member seconds the motion. (If a Main or Subsidiary Motion or an Incidental Motion to suspend the rules or a privileged motion to set the time & place of the next meeting, to adjourn or to recess.)
3. The Board Chair states the motion
4. The Board debates the motion. (If a Main Motion or a Subsidiary Motion to refer, to amend or to postpone indefinitely, or a privileged motion to set the time & place of the next meeting, or to adjourn.)
5. The Board Chair restates the motion before the vote
6. The Board votes on the motion and the Clerk records the vote.
7. The Board Chair announces the results of the voting.

***For more complete information refer to: *Roberts Rules of Order*.**