

INFORMATION ON RULES OF ORDER

use for reference during meetings

The Order of Business

A typical order of business includes:

- Call to order
- Roll call (or determine quorum)
- Reading and approval of minutes
- Reports of officers and standing and special committees
- Unfinished business
- New business
- Adjournment

Possible additions: invocation or ceremony, communications, announcements, a speaker, pass the gavel, etc.

Typical language used by chair

"I call this meeting to order."

"Will the secretary, Joe Davis, please call the roll?"

"We have a quorum. Will the secretary please read the minutes of the last meeting?"

"Are there any corrections to the minutes?"

"If there are no (further) corrections, the minutes stand approved (as read / as corrected)."

"We'll now move to officers' reports. Will the treasurer, Maria Johnson, please submit her report?"

"Are there any questions concerning the treasurer's report?" (If none) "Thank you, Maria. Will the vice-president, Jack Holmes, please give his report?"

"We'll now move on to unfinished business. At the last meeting Janice Ryan of the Office Operations Committee moved that... is there discussion?"

"The meeting is now open for new business."

"The chair recognizes Nidia Arroyo." (or simply, "Nidia?")

"It has been moved and seconded that... Is there any discussion?"

"We will now vote on the motion that... All in favor say 'Aye.' All opposed say 'Nay.' The motion is carried."

"If there's no objection, the meeting is hereby adjourned." (Or, "Is there a motion to adjourn?")

Types of motions

Main motions introduce new business before the group. They take the form of proposing actions. Example: "I move that we reduce our first-year dues for new members."

Motions that bring a question again before the assembly provide ways to readdress a motion considered earlier, but in the same meeting. Example: "I move we reconsider the motion, that we reduce the first year dues for new members."

Subsidiary motions propose various ways of dealing with a main motion that's on the floor. Example: "I move that we refer this motion to committee."

Privileged motions deal with issues requiring immediate attention but not related to the motion on the floor. Example: "I move that we recess until 7:00 pm this evening so that members may attend the dinner program."

Incidental motions deal with procedural matters that must be resolved before the meeting continues. Example: "Point of order. We do not have a quorum."

Handling a main motion

- Member asks for and gets recognition from the chair.
- Member says, "I move that..." Another member seconds motion, or chair asks, "Is there a second?"
- Chair states motion and asks for discussion.
- Members ask to be recognized and enter into debate. Maker of motion has first right to floor. Debate only on merits of motion, addressed only to chair.
- Debate is closed when no members seek floor, or when previous question is moved seconded, and voted.
- Chair puts question to vote.
- Chair announces result of vote.

While a main motion is pending no other main motions may be introduced. Privileged, subsidiary and incidental motions are permitted in order of rank.

What minutes must include

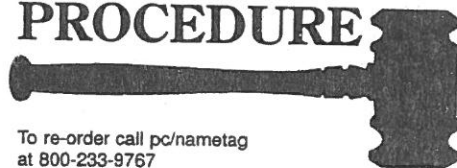
- The kind of meeting being held: regular, special (e.g., annual), adjourned
- The name of your organization
- The time, date and place of the meeting
- The names of the secretary and presiding officer serving at that meeting
- For small gatherings, the names of all members present and a list of those absent for large gatherings, the number present and the number absent
- Approval of the previous minutes, and any corrections
- Summaries of reports (separate paragraph for each)
- Exact final wordings of all main motions, with the names of movers
- The results of votes on main motions – when votes are counted or taken by ballot, the numbers of votes on both sides are usually included
- Motions that have been tabled or postponed
- Points of order raised and appeals made, with the chair's ruling on each
- Announcements
- The time of adjournment
- The signature of the acting secretary

Types of votes

- Voice vote—most often used.
- Rising vote—members stand to be counted.
- Show of hands—used in smaller groups instead of voice or rising votes, if no member objects.
- General (or unanimous) consent—members vote by remaining silent when asked for objections.
- Ballot or roll call—must be done when majority orders it.

BASICS OF PARLIAMENTARY PROCEDURE

To re-order call pc/nametag
at 800-233-9767
90-PSHEE-Motion Reference Sheets



MOTION CHART

Use for reference during meetings

RANKING MOTIONS from highest to lowest	Can interrupt speaker	Need second	Can be debated	Can be amended	Vote required
<i>Privileged motions</i>					
Fix the time to which to adjourn	N	Y	N	Y	Majority
Adjourn	N	Y	N	N	Majority
Take a recess	N	Y	N	Y	Majority
Raise a question of privilege	Y	N	N	N	Chair rules
Call for the orders of the day	Y	N	N	N	Chair rules
<i>Subsidiary motions</i> <i>(when main motion is pending)</i>					
Lay on the table	N	Y	N	N	Majority
Previous question	N	Y	N	N	2/3
Limit/Extend debate	N	Y	N	Y	2/3
Postpone definitely	N	Y	Y	Y	Majority
Commit or refer	N	Y	Y	Y	Majority
Amend	N	Y	Y	Y	Majority
Postpone indefinitely	N	Y	Y	N	Majority
Main motions	N	Y	Y	Y	Majority
<i>Motions that bring a question again before the assembly (same rank as main motions)</i>					
Take from the table	N	Y	N	N	Majority
Rescind or amend something previously adopted	N	Y	Y	Y	*
Discharge a committee	N	Y	Y	Y	Majority
Reconsider	N	Y	Y	N	*
NON-RANKING MOTIONS Incidental motions (procedural)					
Appeal the decision of the chair	Y	Y	Y	N	Majority
Consideration by paragraph or seriatim	N	Y	N	Y	Majority
Division of a question	N	Y	N	Y	Majority
Division of the assembly	Y	N	N	N	None
Objection to the consideration of a question	*	N	N	N	2/3
Parliamentary inquiry	Y	N	N	N	None
Point of information	Y	N	N	N	None
Point of order	Y	N	N	N	Chair rules
Request permission to withdraw a motion	*	*	N	N	Majority
Suspend the rules	N	Y	N	N	2/3

* See Robert's Rules of Order Newly Revised for special rules.