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# **Parliamentary Procedure: Making Motions**

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# Introduction to Parliamentary Procedure

- Why It's Used
  - It provides an effective process for democratic operation
  - Ensures protection of rights of members
  - Flexible enough to be tailored to all types of groups
- Robert's Rules of Order, Newly Revised (RONR)
  - Currently in its 11<sup>th</sup> edition
  - Used by an overwhelming majority of groups and organizations
- RONR defines the procedures based on
  - Organization framework (Type of Assembly, Rules)
  - Mechanism for use (Meetings)
  - Participants (Members, Presiding Officer/Chair, etc.)
  - Decisions made (Motions)

# Framework for Parliamentary Procedure

## As Defined in RONR

- Deliberative Assembly
  - E.g. Organizational Assembly, Legislative Body, Board
- Rules
  - Laws/Ordinances
  - Governing Documents (e.g. Corporate Charter, Bylaws, Etc.)
  - Rules of Order (e.g. RONR, Special Rules of Order)
  - Standing Rules

# Mechanism Using Parliamentary Procedure- Meetings

- Meetings are conducted per an Order of Business
- Standard business meetings typically include
  - Reading of minutes from previous meeting
  - Reports of officers and standing committees
  - Reports of special committees
  - Special orders
  - Unfinished business / general orders
  - New business
- Agenda includes specific items in the Order of Business
  - May also include other subjects (e.g. programs, announcements)

# Participants in Meetings

- Members
  - Have right to attend meetings, make motions, debate and vote
  - May have responsibilities spelled out in Governing documents
- Presiding Officer/Chair (a.k.a. President, Chairperson, etc.)
  - Announces the business which comes before the group
  - Recognizes members entitled to the floor
  - States/puts forward/announces vote on all accepted motions
  - Enforces rules related to debate/decorum
  - Expedites business in manner compatible with member rights
  - Decides all questions of order, subject to appeal
  - Responds to inquiries pertaining to parliamentary procedure
- Officers / Committee Chairpersons

# Decisions Made in a Meeting-Motions

- Motion: A formal proposal by a member, in a meeting, that the assembly take certain action
- How most motions are processed
  - **Making/stating the motion**
  - **Debating the motion**
  - **Voting on the motion**
- The basis for all motions is the “Main Motion”
  - They bring business before the assembly
  - All other motions are essentially variations

# Six Steps for Handling a Motion

- Member makes a motion
- Another member seconds the motion
- Chair states the motion
- Chair calls for debate
- Chair puts the motion to a vote
- Chair announces results/effect of the vote

(Process ends when Chair announces next item of business)


# Example-Key Steps toward Processing a Motion

- Mr. Allen: “Mr. President.”
- Chair: “The Chair recognizes Mr. Allen”.
- Mr. Allen: “I move that the Council purchase a computer.”
- Ms. Baker: “Second.”
- Chair: “It is moved and seconded that the Council purchase a computer.”
- (Chair turns to Mr. Allen to see if he wishes to debate the motion, if not...)
- Chair: “Is there any debate?”
- Ms. Baker: “Mr. President.”
- Chair: “The Chair recognizes Ms. Baker.”
- Ms. Baker: “Mr. President, I speak in favor of/in opposition to the motion [debates]....”
- Chair: “Is there any further debate?” (Assume none.)
- Chair: “The question is on the motion that the Council purchase a computer. Those in favor of the motion say aye. [Pause.] Those opposed, say no. [Pause.] The ayes/noes have it and the motion is adopted/lost. The Council will/will not purchase a computer.”
- Chair: “The next item of business is...” or “Is there any further business?”



# Example-Key Steps toward Processing a Motion

## Undeatable Motions

- Mr. Allen: “Mr. President.”
  - Chair: “The Chair recognizes Mr. Allen”.
  - Mr. Allen: “I move that the pending motion be laid on the table.”
  - Ms. Baker: “Second.”
  - Chair: “It is moved and seconded to lay the pending motion on the table.”
  - (Chair turns to Mr. Allen to see if he wishes to debate the motion, if not...)
  - Chair: “Is there any debate?”
  - Ms. Baker: “Mr. President.”
  - Chair: “The Chair recognizes Ms. Baker.”
  - Ms. Baker: “Mr. President, I speak in favor of/in opposition to the motion [debates]....”
  - Chair: “Is there any further debate?” (Assume none.)
  - Chair: “The question is on the motion that the pending motion be laid on the table. Those in favor of the motion say aye. [Pause.] Those opposed, say no. [Pause.] The ayes/noes have it and the motion is adopted/lost. The pending motion is/is not laid on the table.”
  - Chair: “The next item of business is...” or “Is there any further business?”
- 

# Question

- During the meeting, a member suggests that the Council may want to schedule a public forum on the first Saturday in October to provide information on what it provides for the community. Another member immediately responds by saying “I so move”. How should the Chair rule on this?
- Answer--  
The Chair should ask the member to formally propose the exact motion to be considered.

# Rules Associated with Main Motions

- Motion must be in order at the time it is presented
  - In accordance with the order of business
  - When no other business (e.g. another main motion) is pending
  - When no motion of higher “rank” is being considered
- Motion cannot conflict with
  - Law, charter, constitution, bylaws, or rules of organization
  - Another motion still in force or not yet disposed
- Motion cannot be the same as
  - A motion previously rejected at that meeting
  - A motion not yet disposed

# Rules Associated with Debate

- The maker of the motion is entitled to speak first
  - Presiding Officer/Chair should give that person such an opportunity
- Debate must be confined to the merits of the pending motion
- The Presiding Officer may not interfere with proper debate
  - May not interrupt a speaker following rules for debate
  - May not stop debate on own authority (assembly must approve)
- Each member is entitled to two speeches per motion
  - Not entitled to speak second time until all others have had chance to speak
  - Each speech can be no longer than 10 minutes
- The Presiding Officer/Chair should not enter into debate
  - They must leave the Chair in order to do so

# Motions - “The 13 Ranking Motions”

## Main, Subsidiary, and Privileged Motions

- Fix the Time to Which to Adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for the Orders of the Day
- Lay on the Table
- Previous Question
- Limit or Extend Limits of Debate
- Postpone to a Certain Time
- Commit (or Refer)
- Amend
- Postpone Indefinitely
- Main Motion

# Subsidiary Motions

- Fix the Time to Which to Adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for the Orders of the Day
- **Lay on the Table**
- **Previous Question**
- **Limit or Extend Limits of Debate**
- **Postpone to a Certain time**
- **Commit (or Refer)**
- **Amend**
- **Postpone Indefinitely**
- Main Motion

# Question

- The nature of debate is indicating that the current motion on the floor could be potentially embarrassing to the organization if adopted. In order to properly “kill” the motion, what motion should a member of the group make?
  - A. A motion to “Table” (Lay the motion on the table)?
  - B. Postpone the motion indefinitely?
- Answer: B---
  - “Postpone Indefinitely” is the motion specifically geared to “kill” a motion.
  - “Lay the motion on the table” is intended to temporarily set aside a motion to allow more urgent business to be addressed...it should rarely be used.

# Postpone Indefinitely

- Purpose

- To kill the main motion without directly considering it
- Useful for disposing of motions whose consideration or adoption would result in very undesirable consequences

- Example

- Chair: “The question is on the adoption of the motion that the Association officially endorse Mr. Smith for the U.S. Senate. Is there any debate?”
- Mr. Clark: “Madame Chairman.”
- Chair: “The Chair recognizes Mr. Clark.”
- Mr. Clark: “I move that the pending motion be postponed indefinitely.” (Second)
- Chair: “It is moved and seconded that the motion to endorse Mr. Smith for the U.S. Senate be postponed indefinitely. Is there any debate?”
- [Debate on the merits of the main motion and the motion to postpone indefinitely]

- Key aspects

- Adoption removes main motion from consideration for remaining of meeting



# Amend

- Purpose

- Modify the wording of a motion, and to an extent its meaning, before acted upon
- Adoption of a motion to amend does not mean the main motion has been adopted

- Example

- Chair: “The question is on the adoption of the motion that the Council allocate \$500 for the purchase of office supplies required by the administrative staff. Is there any debate?”
- Ms. Evans: “Mr. Chairman.”
- Chair: “The Chair recognizes Ms. Evans.”
- Ms. Evans: “I move that the motion be amended by striking out “\$500” and inserting “\$200.” (Second)
- Chair: “It is moved and seconded that the motion be amended by striking out “\$500” and inserting “\$200.” If the amendment is adopted, the amended motion will read “that the council allocate \$200 for the purchase of office supplies required by the administrative staff”. The question is on striking out “\$500” and inserting “\$200.” Is there any debate?”
- [Debate centers on the merits of the amending the main motion]

# Amend

- Example (Continued)

- Chair: “Is there any further debate?” [If none...]
- Chair: “The question is on striking out “\$500” and inserting “\$200.” If the amendment is adopted, the amended motion will read “that the council allocate \$200 for the purchase of office supplies required by the administrative staff”. Those in favor of striking out “\$500” and inserting “\$200”, say aye.” [Pause] “Those opposed, say no.” [Pause]

[If amendment is adopted]

- Chair: “The ayes have it, and the amendment is adopted. The question is now on the main motion as amended, that the council allocate \$200 for the purchase of office supplies required by the administrative staff. Is there any debate?”

[If amendment is lost]

- Chair: “The noes have it, and the amendment is lost. The question is now on the motion that the council allocate \$500 for the purchase of office supplies required by the administrative staff. Is there any debate?”

# Amend

- Key Aspects
  - Can be applied to
    - Main Motion
    - Other motions which lend themselves to be modified
  - Amendments can propose to:
    - Insert or add words or sentences / paragraphs
    - Strike out words or sentences / paragraphs
    - Strike out and insert words or sentences / substitute paragraphs
  - Amendment must be germane to the motion being amended

# Amend

- Key Aspects (Continued)
  - Once amended, the amended motion is acted upon
    - The motion can be further amended
    - The added or deleted words cannot be removed or added back by themselves
      - Can be removed or added back along with other words
      - As long as the additional words involved make the matter a different one
  - A proposed amendment can itself be amended
    - BUT---a proposed amendment to an amendment cannot be amended

# Commit or Refer

- Purpose

- Send a motion to a relatively small group of selected persons
- Enables more detailed consideration before returning the motion to the assembly

- Example

- Member (after obtaining the floor): “I move that the motion be referred to a committee of three, with the members to be appointed by the President.” (Second)
- Chair: “It is moved and seconded that the motion be referred to a committee of three, with the members to be appointed by the President. Is there any debate?”
- [Debate centers on the merits of the referring the main motion to a committee]

# Commit or Refer

- Key Aspects

- To address outside the current session, can go to a standing or special committee
  - For standing committee, name of committee must be included
  - For special committee, must include the number of members, method of selection (unless cited specifically in the high level rules)
    - May include the names of the members
- Motion may include instructions to the committee (how operates, when to report)
- Report may result in recommendations to amend the main motion

# Postpone to a Certain Time

- Purpose

- To put off action on a pending question, within limits, to a definite day, meeting, hour, or after a specific event
- Enables consideration of the motion at a more convenient time

- Example

- Member (after obtaining the floor): “I move that the motion be postponed until after the assembly receives the report of the Finance Committee.” (Second)
- Chair: “It is moved and seconded that the motion be postponed until after the assembly receives the Finance Committee report. Is there any debate?”
- [Debate centers on the merits of the postponing consideration of the motion]

# Postpone to a Certain Time

- Key Aspects

- When next regular business session held quarterly or sooner
  - Motion cannot be postponed beyond the next meeting
  - To do so requires a special rule of order
- When the time for a postponed motion has arrived, it may be postponed again
- Cannot postpone a class of items, but can postpone them individually
- Postponing a motion to the next meeting makes it a general order for that meeting
  - Can make the motion a special order (immediately after committee reports)
  - Requires two-thirds vote to do so



# Limit or Extend Limits of Debate

- Purpose

- Can reduce or extend the number/length of speeches allowed
- Can establish a time at which debate is closed

- Example

- Member (after obtaining the floor): “I move that debate on this motion be limited to 10 minutes.” (Second)
- Chair: “It is moved and seconded debate on this motion be limited to 10 minutes. The motion to limit or extend debate is not debatable, but can be amended. Are there any amendments?”

[If none, the Chair restates the motion, then takes the vote]

- Key aspects

- Motion requires two-thirds vote for adoption
- Chair will call for a rising vote or show of hands

# Question

- Following extended debate, a member “Calls for the Question.”

May the Chair immediately halt the debate?

- Answer: No.....the Chair must determine that the assembly agrees with the decision.

The Chair can state the motion for the Previous Question and call for a rising vote or, for small groups, a show of hands.

The Chair may also seek to determine if the Previous Question can be adopted by Unanimous Consent.  
(i.e. “Is there any objection to stopping debate?”)

# Previous Question

- Purpose

- Brings the assembly to an immediate vote on one or more pending questions

- Example

- Member (after obtaining the floor): “I move the previous question.” (Second)
- Chair: “The Previous Question is moved. The question is on the demand for the previous question on the motion pertaining to .... Those in favor of moving the previous question will rise [*or* raise your hand]...be seated [*or* Thank you]. Those opposed, will rise [*or* raise your hands]...be seated [*or* Thank you].”

[If adopted]

- Chair: “There are two thirds in the affirmative and the previous question has been adopted on the motion pertaining to.....”

[If lost]

- Chair: “There are less than two thirds in the affirmative and the motion on the previous question is lost.”

# Previous Question

- Key aspects

- It closes debate on/amendment of the pending question(s), and prevents making of other main and subsidiary motions (except for “Lay on the Table”)
- Requires two-thirds vote for adoption
- If adopted, the Chair then restates the motion to be voted on and calls for the vote
- Previous Question can also be moved on a series of consecutive pending motions

# Lay on the Table

- Purpose

- Temporarily lay the pending question aside, to address a matter of greater urgency
- Not for use to kill a motion or postpone a motion for lack of an urgent matter

- Example

- Member (after obtaining the floor): “I move to lay the motion on the table [for a stated reason].” (Second)
- Chair: “It is moved and seconded to lay the pending motion on the table. The question is on the motion to lay the pending motion on the table. Those in favor of the motion say aye. Those opposed, say no.

[If adopted]

- Chair: “The ayes have it and the motion is adopted. The pending question(s) is (are) laid on the table.”

[If lost]

- Chair: “The noes have it and the motion is lost. The question is on the motion that [restates the immediately pending question]. Is there any debate?”

# Lay on the Table

- Key Aspects

- Places pending question/everything adhering on the Table (in care of the Secretary)
- When next regular business session held quarterly or sooner
  - Motion on the table remains there until next meeting
  - If not taken up by then, motion disappears
- Cannot lay a class of items on the table, but can lay them on the table individually
- Motion on the table can be taken from the table by a majority vote
  - As soon as the interrupting business is disposed
  - Whenever no motion is pending, but must be in same business class as motion on table, unfinished business, general orders, or new business

# Question

True or False - Which reasons for laying the pending motion on the table are valid?

- The Mayor appears and wishes to speak to the assembly.
  - True
- Discussion on the current motion is taking a considerable amount of time, and probably requires some outside discussion before effectively dealing with it.
  - False....correct motion is to postpone to a future time.
- The time for adjournment is rapidly approaching, and a subject which must be addressed at this meeting is next on the agenda.
  - Technically true...
  - Postponing the current motion until after the next item of business is perhaps more appropriate...
  - But, if time is of the essence, laying the motion on the table is OK

# Subsidiary Motions

## Handling Characteristics

	In Order when another has floor?	Second?	Debate?	Amend?	Vote?	Reconsider?
• Fix the Time to Which to Adjourn						
• Adjourn						
• Recess						
• Raise a Question of Privilege						
• Call for the Orders of the Day						
• <b>Lay on the Table</b>	No	Yes	No	No	Majority	Negative Only
• <b>Previous Question</b>	No	Yes	No	No	2/3	Yes**
• <b>Limit or Extend Limits of Debate</b>	No	Yes	No	Yes	2/3	Yes
• <b>Postpone to a Certain Time</b>	No	Yes	Yes	Yes	Majority	Yes
• <b>Commit (or Refer)</b>	No	Yes	Yes	Yes	Majority	Yes
• <b>Amend</b>	No	Yes	Yes	Yes*	Majority	Yes
• <b>Postpone Indefinitely</b>	No	Yes	Yes	No	Majority	Affirmative Only
• <b>Main Motion</b>	No	Yes	Yes	Yes	Majority	Yes

\*Cannot amend an amendment to an amendment

\*\*If passed, only before following vote is taken



# Privileged Motions

- **Fix the Time to Which to Adjourn**
- **Adjourn**
- **Recess**
- **Raise a Question of Privilege**
- **Call for the Orders of the Day**
- Lay on the Table
- Previous Question
- Limit or Extend Limits of Debate
- Postpone to a Certain time
- Commit (or Refer)
- Amend
- Postpone Indefinitely
- Main Motion

# Call for the Orders of the Day

- Purpose

- To force the assembly to conform to its agenda or program

- Example

- Member “Mr. Chairman, I call for the orders of the day.”
- Chair: “The orders of the day are called for. According to the agenda, we should be addressing the matter of...We will now address that matter as pending business.”

- Key aspects

- Single member may call for the orders of the day to enforce the agenda or program
- The Chair may do so on their initiative
- The Chair may request or another member may move to set aside the orders
  - Requires a two third vote in order to do so

# Raise a Question of Privilege

- Purpose

- To allow the assembly, by a request or main motion, to address a right or rights of the assembly or any of its members

- Example

- Member: “Mr. Chairman, I rise to a question of privilege affecting the assembly.”
  - [Alternatively, the member could rise to a question of personal privilege.]
- Chair: “The member will state his question.”
- Member: “I request on behalf of the membership that action is taken to turn down the heat in this room, as it is becoming difficult for members of the assembly to concentrate on the business at hand.”
- Chair: “I ask Ms. Steele to contact the front desk for assistance in having the heat in the meeting room turned down.”

- Key aspects

- Is in order based on the urgency of the arising matter
- Is used in order to enable an assembly to go into executive session
  - Such a form is treated as a main motion and is debated and voted upon

# Recess

- Purpose

- To permit a short intermission in the assembly's proceedings, which does not close the meeting

- Example

- Member (after obtaining the floor): “I move the meeting recess for 10 minutes.”  
(Second)
- Chair: “It is moved and seconded that the meeting be recessed for ten minutes. This motion is not debatable, but is amendable. Are there any amendments?  
[If none, the Chair puts the motion to a vote.]

- Key aspects

- Motion is undebatable, but can be amended as to the period of recess
- After recess, business resumes at exactly the point in which it was interrupted

# Adjourn

- Purpose
  - To close the meeting
- Example
  - Member (after obtaining the floor): “I move to adjourn.” (Second)
  - Chair: “It is moved and seconded to adjourn.”
  - Chair: “The question is on the adopting of the motion to adjourn. Those in favor of the motion, say aye. [Pause] Those opposed, say no. [Pause] The ayes have it and the meeting is adjourned.”
- Key Aspects
  - If unqualified, is not debatable or amendable
  - It is treated as a Main Motion if there are any qualifications as to when adjournment takes place, or if it is moved before a previously agreed upon adjournment time
  - At the end of order of business, the Chair can simply ask if there is any further business and, if none is offered, declare the meeting adjourned

# Privileged Motions

## Handling Characteristics

	In Order when another has floor?	Second?	Debate?	Amend?	Vote?	Reconsider?
• <b>Fix Time to Which to Adjourn</b>	No	Yes	No	Yes	Majority	Yes
• <b>Adjourn</b>	No	Yes	No	No	Majority	No
• <b>Recess</b>	No	Yes	No	Yes	Majority	No
• <b>Raise a Question of Privilege</b>	Yes	No****	No	No	Chair Rules	No
• <b>Call for the Orders of the Day</b>	Yes	No	No	No	Chair Acts *****	No
• Lay on the Table	No	Yes	No	No	Majority	Negative Only
• Previous Question	No	Yes	No	No	2/3	Yes***
• Limit or Extend Limits of Debate	No	Yes	Yes*	Yes	2/3	Yes
• Postpone to a Certain time	No	Yes	Yes*	Yes	Majority	Yes
• Commit (or Refer)	No	Yes	Yes*	Yes	Majority	Yes
• Amend	No	Yes	Yes*	Yes**	Majority	Yes
• Postpone Indefinitely	No	Yes	Yes	No	Majority	Affirmative Only
• Main Motion	No	Yes	Yes	Yes	Majority	Yes

\* Cannot debate merits of main motion

\*\*\*If passed, only before following vote is taken

\*\*\*\*\* If moved, requires 2/3 vote to avoid following the orders of the day

\*\*Cannot amend an amendment to an amendment

\*\*\*\* Must be seconded if question is in form of a motion

# Other Motions of Interest

- Selected Incidental Motions
  - Point of Order
  - Appeal
  - Suspend the Rules
  - Parliamentary Inquiry
  - Request for Information
- Selected “Bring-Back” Motions
  - Take from the Table
  - Rescind; Amend Something Previously Adopted
  - Reconsider

# Point of Order

- Purpose

- To call to attention of the Chair a breach in enforcing the rules of the assembly

- Example

- Member: “I rise to a point of order.”
- Chair: “The member will state their point.”
- Member: “The motion being made is new business, and we are currently in unfinished business.”

[If the point is valid]

- Chair: “The point is well taken; the motion is out of order and can only be made once the meeting is considering new business.”

[If the point is not valid]

- Chair: “The point is not well taken; the motion is related to the subject which is being discussed, and therefore is in order.



# Point of Order

- **Key Aspects**

- Can be made by a single member
- Can be applied to any breach in the assembly's rules
- Must be made at the time the breach occurs
  - Exception: in a case where violation is perpetual (e.g. conflicts with an adopted motion)
- Requires the Chair to make a ruling on the question involved
  - The Chair may refer the point to the assembly

# Appeal

- Purpose

- Require the Chair to submit a matter of parliamentary procedure for a vote

- Example

- Member: “I appeal from the decision of the Chair” (Second)
- Chair: “The decision of the Chair is appealed from.”

[Chair debates, provides rationale for their decision]

[Each member has the opportunity to debate one time]

[Chair speaks again, addressing members’ comments made as appropriate]

- Chair: “The question is “Shall the decision of the Chair be sustained?” Those in favor of sustaining the decision say aye.” [Pause] “Those opposed to sustaining the decision, say no.” [Pause]
- [If sustained] Chair: “The ayes have it, and the Chair’s decision is sustained.”
- [If not sustained] Chair: “The noes have it, and the Chair’s decision is not sustained.”

# Appeal

- Key Aspects

- Is only applicable for a ruling by the Chair
  - Chair's opinions or announcements of voting results are not appealable
- Is applicable to almost all rulings
  - Exception: on any ruling where two reasonable opinions are impossible
- Appeals are typically debatable
  - Exception: indecorum, business priority, immediately pending question undebatable
- In case of a tie vote, the Chair's ruling is sustained

# Suspend the Rules

- Purpose

- To enable the assembly to take action which would violate a rule that applies

- Example

- Member (after obtaining the floor): “Madame Chairman, I move that we suspend the rules which interfere with taking up the matter of a proposed addition to the budget, which is new business.” (Second)
- Chair: “It is moved to suspend the rules which interfere with taking up the matter of a proposed addition to the budget.”
- Chair: The question is on the motion to suspend the rules which interfere with taking up the matter of a proposed addition to the budget. Those in favor of the motion will rise (or raise your hand). Be seated (or, Thank you). Those opposed will rise (or raise your hand). Be seated (or, Thank you).”
- Chair [If adopted]: “There are two thirds in the affirmative, and the rules are suspended for the purpose of taking up the matter of a proposed addition to the budget. The question is on the matter of the addition of \$1000 for administrative supplies to the budget. Is there any debate?”
- Chair [If lost]: “There are less than two thirds in the affirmative, and the motion is lost.”

# Suspend the Rules

- Key Aspects

- Motion pertains to suspending one or more rules of Parliamentary Authority, Special Rules of Order, or Standing Rules of the Assembly
  - Parliamentary Authority, Special Rules of Order require 2/3 vote to suspend
  - Standing Rules of the Assembly require majority vote to suspend
- Motion must include the purpose for which to suspend the rules
  - Actual rules to be suspended do not have to be identified
- Rules which cannot be suspended include bylaws, fundamental principle of parliamentary law, or rules protecting basic right of individuals
- Rules for established agenda only suspended for specific item taken out of order
  - Once item addressed, Chair returns to previous point of the agenda

# Parliamentary Inquiry

- Purpose

- To obtain from the Chair information on a matter of parliamentary law or the rules of the organization bearing on the business at hand

- Example

- Member: “Madame Chairman, I rise to a parliamentary inquiry.”
- Chair: “The member will state the inquiry.”
- Member: “Would it be in order at this time to consider the motion on the budget?”  
[Chair then offers their opinion]

- Key Aspects

- The Chair’s response is an opinion, not a ruling, and is not subject to appeal
- Member can make the request by rising and without obtaining the floor
- Once the request is made, the Chair responds accordingly

# Request For Information

- Purpose

- To request information relevant to the business at hand, but not related to parliamentary procedure

- Example

- Member: “Madame Chairman, I have a request for information.”
- Chair: “The member will state his request.”
- Member: “This motion calls for a substantial expenditure of funds. Will the Treasurer state the current balance as of today?”
- Chair: “Will the Treasurer respond to the request?”

- Key Aspects

- May be directed to the Chair or through the Chair to another officer or member
- Member can make the request by rising and without obtaining the floor
- Once the request is made, the Chair responds accordingly

# Take From the Table

- Purpose

- To make a motion which is on the table the pending motion before the assembly

- Example

- Member (after obtaining the floor): “Madame Chairman, I move to take from the table the motion pertaining to the Association allocating \$500 for the purchase of office supplies required by the administrative staff.” (Second)
- Chair: It is moved and seconded to take from the table the motion pertaining to the Association allocating \$500 for the purchase of office supplies required by the administrative staff. The question is on the motion to take from the table the motion pertaining to the Association allocating \$500 for the purchase of office supplies required by the administrative staff. Those in favor of the motion, say aye. [Pause] Those opposed, say no.” [Pause]

[If adopted]

- Chair: “The ayes have it, and the motion is adopted. The motion in question is taken from the table. The question is on the motion that the Association allocate \$500 for the purchase of office supplies required by the administrative staff.”

[If lost]

- Chair: “The noes have it, and the motion is lost.”



# Take From the Table

- Key Aspects

- Anyone can make after addressing the business for which it was laid on the table
- Time limits on taking a motion from the table
  - Same session in which the motion was laid on the table
  - Next session if held within a quarterly time interval
  - If not taken from the table within time limits, it dies
- Original motion (and everything adhering) is exactly as it was beforehand
- Motions on the table have right of way over new business
- Motions taken from the table must be of the same business class as in the current place in the meeting, or can be taken during unfinished business/general orders, or new business

# Rescind/Amend Something Previously Adopted

- Purpose

- To enable the assembly to change an action previously taken
  - Rescind strikes out entire main motion or rule adopted previously
  - Amend Something Previously Adopted changes part of the text or substitutes full text

- Example (Rescind)

- Member (After obtaining the floor): “Mr. Chairman, I move to rescind the motion “that the Association allocate \$500 for the purchase of office supplies required by the administrative staff”, adopted at the previous meeting.” (Second)

- Example (Amend Something Previously Adopted)

- Member (After obtaining the floor): “Mr. Chairman, I move to amend the motion “that the Association allocate \$500 for the purchase of office supplies required by the administrative staff”, adopted at the previous meeting, by striking out “\$500” and inserting “\$200”. (Second)

- Key Aspects

- Can be applied to adopted main motion(s) which has continuing force and effect
- Can be moved only when no other motion is pending

# Rescind/Amend Something Previously Adopted

- Key Aspects (continued)
  - Requirements for adoption
    - Two-thirds vote
    - Majority vote when notice of intent to make the motion has been given
      - At previous meeting within a quarterly time interval or in call of the present meeting
      - Notice must state complete substance of the proposed change
    - A vote of a majority of the entire membership
  - No time limit to make these motions after adoption of measure in question
  - Can be moved by any member, regardless of how he voted on the original question
  - Motion is not in order when
    - Motion to Reconsider the question has moved and can be called up
    - Something has been approved that is impossible to undo
    - Resignation, election, expulsion has been acted upon/person affected present or notified

# Reconsider

- Purpose

- Enables majority to bring back a motion which has already (recently) been voted on
  - Does so within a limited time and without notice
- Permits correction of hasty, ill-advised, or erroneous action
- Allows taking into account new information or a changed situation since the vote

- Example

- Member (after obtaining the floor): “Mr. Chairman, I move to reconsider the motion relating to Association allocating \$500 for the purchase of office supplies required by the administrative staff. I voted for/against the motion.” (Second)

- Key Aspects

- Can be made only by a member who voted with the prevailing side
- Requires only a majority vote for adoption
- Making of this motion is subject to time limits
  - One day session, made only on same day vote to be reconsidered was taken
- To make motion, takes precedence over any other motion and yields to nothing
- To “call up”, has same rank as that of the motion to be reconsidered

# Reconsider

- Key Aspects (continued)
  - Cannot be applied to an adopted main motion which
    - The provisions have been partly carried out
    - Involves a contract when the party to it has been notified of the vote
    - Caused something to be done that it is impossible to undo
  - Is debatable, opens to debate the merits of the adopted main motion
  - The effect of the adoption of the motion to Reconsider
    - Immediately places the originally adopted main motion again before the assembly
    - Does so in exact position it occupied the moment before it was voted on originally
  - Making motion suspends actions required by originally adopted main motion
    - Until motion to Reconsider has been voted on and
    - If adopted, until reconsideration is completed, or
    - If not taken up, the suspension terminates as follows:
      - Adjournment of the next regular session (if held within quarterly period)
    - If motion is lost, actions previously suspended come into full force

# Other Motions of Interest

## Handling Characteristics

	In Order when another has floor?	Second?	Debate?	Amend?	Vote?	Reconsider?
Point of Order	Yes	No	No	No	Chair Rules*	No
Appeal	Yes**	Yes	Yes	No		Yes
Suspend the Rules	No	Yes	No	No	2/3	No
Parliamentary Inquiry	Yes	No	No	No	Chair Responds	--
Request for Information	Yes	No	No	No	Vote Not Taken	No
Take From the Table	No	Yes	No	No	Majority	No
Rescind/Amend Something Previously Adopted	No	Yes	Yes	Yes	***	Negative
Reconsider	****	Yes	*****	No	Majority	No

\* Can be referred to the members, in which is handled as an appeal

\*\* Yes, after ruling to be appealed is made

\*\*\* 2/3, majority with notice, of majority of entire membership

\*\*\*\* When another has been assigned the floor, but not after they have begun to speak

\*\*\*\*\* Yes if motion to be reconsidered is debatable, otherwise, no

# Final Thoughts

- Parliamentary Procedure is intended to be a tool set
  - Intended to help meetings run efficiently and democratically
  - Many “tools” included in the RONR “tool box”
  - Some tools are useful for some groups, but not others
- The goal is to have a successful meeting
  - “Use what you need”
  - “Keep it simple”

***Any questions?***