



National Association of Parliamentarian Membership Exam SSCCC-GA Exam Tutorial – November 14, 2015

Common Phrases:

Germane - bearing on whether the pending motion should be adopted

Quorum – more than ½

Previous Notice – Alerts the voting members of a motion at next meeting.

Impartiality – perceived fair treatment

Acclamation – If only one candidate, chair declares the candidate elected (unless by ballot).

Minutes:

The Secretary will read the minutes.

(If the minutes of the previous meeting have been distributed.)

Are there any corrections to the minutes?

If there are no corrections the minutes will be approved.

Reports:

May we have the Treasurer's Report?

(Where are the recommendations placed in a report?)

Unfinished Business:

The first item of business is the motion on ...

The next item of business is ...

New Business:

Is there any new business?

Adjournment:

Is there any further business?

Since there is no further business, this meeting is adjourned.

Handling a Motion:

I move that ... (a formal proposal)

Second (Agrees with motion?)

It is moved and seconded that ...

(Or, the chair rules that the motion is not in order.)
Are you ready for the question? (Who speaks first?)
Is there any further debate? (Only the merits of the motion.)
The question is on the adoption of the motion that ...
Those in favor of the motion, say 'aye'. (Majority vs 2/3 definition vs a tie?)
Those opposed say, 'no'
The 'ayes' have it, and the motion is adopted
The next item of business is ... Or, Is there any further new business?
(The 'noes' have it and the motion is lost.
The next item of business is ... Or, Is there any further new business?)
 (Majority for election, if not reached – retake vote.)

MOTIONS:

Limit or Extend Limits of Debate:

I move that debate on the pending amendment, each member be limited to (number of speeches or number of minutes).
I move that at XX am/pm debate be closed and the question on the motion be put to a vote.

Previous Question:

I move the previous question.
(I call the question. I move we vote now.)
 ('Question' without recognition never in order.)

Amendments:

I move to insert the words '...' before the words '...'.
I move to add the words '...'.
I move to strike out the words '...'.
I move to strike out the words '...' and insert the words '...'.

Postpone to a Certain Time:

I move to postpone the motion until XX am/pm.
I move to postpone the motion until the next meeting. (And no further.)

Refer: (Standing vs Special Committee)

I move that the motion be referred to the XYZ Standing Committee and the committee be instructed to report at the next meeting. (By bylaw or motion)

I move to refer the motion to a committee of __ members; the chair to be Mr. __;

The other members to be __, __, and __; to instruct the committee to do __, and report at the __ meeting.

Reconsider:

I move to reconsider the vote on the motion relating to ... I vote on the prevailing side.

Rescind:

I move to rescind the motion relating to the ...

Amend something Previously Adopted:

I move to amend the motion previously adopted by inserting/adding/striking etc.

Unanimous Consent:

Is there any objection to ...

The chairs hear no objection, and the motion is adopted.

(I object. Follow the 6 steps to handling a motion.)

Voting:

Division

Division has been called for. (So do what?)

Those in favor of the motion, will rise. Please be seated.

Those opposed will rise. Please be seated.

Result:

The affirmative has it, and the motion is adopted.

The negative has it, and the motion is lost.

Taken by Hand:

The question is on the adoption of the motion to ...

Those in favor of the motion will raise their hand. Lower hands.

Those opposed to the motion will raise their hand. Lower hands.

Counted:

I move that the vote be counted.

Those in favor of the motion will rise and remain standing until counted. Be seated.

Those opposed to the motion will rise and remain standing until counted. Be seated.

There are XX in the affirmative and YY in the negative.

The affirmative has it and the motion is adopted.

(The negative has it and the motion is lost.)

*I move that the vote be taken by ballot.
Have all voted who wish to do so?
Since no one else wishes to vote, the polls are closed.*

Nominations from the floor:

*Nominations are now in order for the office of President.
I nominate _ (Is a Second needed?)
Are there further nominations. If not, nominations are closed.*

Nominations Committee:

*Mr. President, the Nominating Committee submits the following nominations: For President, Ms. __, for VP, Mr. __, etc.
For President, Ms. __ is nominated by the Nominating Committee.
Are there further nominations for President?*

Point of Order:

*Point of Order.
The member will state her Point of Order.
The chair rules that the Point of Order is well taken/not well taken.
I appeal from the decision of the chair. (Debate limits?)
Shall the decision of the chair be sustained?*

Suspend the Rules:

*I move to suspend the rules and allow the Treasurer's Report now.
(Vote to violate Rules of Order or Standing Rules, but nothing higher.)*

Parliamentary Inquiry:

*A Parliamentary Inquiry, please.
The member will state his inquiry.*

Ranking Order of Rules (Low Cost Books Renew Student Careers)

1. Law
2. Corporate Charter – incorporation
3. Bylaws or Constitution – defines the organization
4. Rules of Order (Special Rules of Order; Parliamentary Authority
5. Standing Rules – administrative details
6. Customs

**Motions mentioned in the first 11 Chapters of RONR *In Brief*
Covered in the NAP Membership Examination**

Motion	Debatable	Amendable	Vote
1. Main Motion	Y	Y	M
2. Amend	Y	Y	M
3. Limit/Extend Limits of Debate	N	Y	2/3
4. Previous Question	N	N	2/3
5. Postpone to Certain Time	Y	Y	M
6. Refer to a Committee	Y	Y	M
7. Reconsider the Vote	Y	N	M
8. Rescind/Amend Something Previously Adopted	Y	Y	2/3
9. Election	N	N	M
10. Unanimous Consents	N	N	-
11. Point of Order	N	N	Ch
12. Appeal	Y	N	M*
13. Suspend the Rules	N	N	2/3
14. Parliamentary Inquiry	N	N	Ch