

# The Majority Rules, But Why Let Them

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Rules Protect Rights; Order Protects Rights



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# Parliamentary Workshop

Sierra Pacific Region -- October 18, 2014



## Dos and Don'ts of Minute Taking

### Make sure you ...

1. DO use the agenda as a guide;
2. DO record the kind of meeting, date, time, and location;
3. DO record the presiding officer's and the minute taker's complete name;
4. DO record the presence of a quorum if announced by the presiding officer;
5. **DO write the full name of the maker of every motion;**
6. **DO include the totals from the treasurer's report for previous balance, receipts, disbursements, and current balance;**
7. DO record the full names of officers and committee chairs who presented a report;
8. DO file complete signed reports of all written reports attached to the minutes as exhibits;
9. **DO enter motions and amendments in the exact wording as stated by the presiding officer and as finally adopted;**
10. **DO show the exact action taken on every motion (e.g., adopted, defeated, postponed, referred, laid on the table, etc.);**
11. **DO record all balloted or ordered counted votes, for and against (Brown Act!);**
12. **DO record all Notices, Points of Order, Appeals (including the reason for the chair's ruling and the outcome of the appeal);**
13. DO include the category of business;
14. DO list the names of members elected or appointed to special committees, the name of each committee, and its purpose;
15. DO include important announcements pertaining to the whole society.

### Make sure to ...

1. **NOT forget to check past minutes for agenda items;**
2. **NOT include the names of the seconds;**
3. **NOT include every detail from a report;**
4. **NOT include any content of debate unless ordered by the assembly to do so;**
5. **NOT include any motion withdrawn before the presiding officer stated it;**
6. **NOT include personal opinions or descriptive phrases;**
7. NOT include words of praise or criticism from anyone;
8. NOT forget to include the time of adjournment;
9. NOT close with "Humbly" or "Respectfully submitted,";
10. NOT forget to date and sign the minutes with your title, adding whether the minutes were later adopted with or without corrections.

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### Six Steps to Handling a Motion

A motion is a formal proposal by a member during a meeting that the assembly take certain action. The basic form of the motion is the Main Motion.

#### A Main Motion is brought before an assembly:

1. **Motion is moved:** While no motion is pending, a member “rises” and seeks recognition. Once she is recognized she has the exclusive right to be heard at that time. Member makes the motion, “I move we allocate \$300 to repair the computers.”
2. **Motion is seconded:** Someone without needing to be recognized, seconds the motion. The seconder is not claiming to agree with motion. The seconder is stating that the motion should be discussed and voted by the organization.
3. **Motion is stated:** The chair states the question, “It is moved and seconded to allocate \$300 to repair the computers.” As the chair turns to the maker of the motion, she states, “Are you ready for the question?” The motion no longer belongs to the mover; it belongs to the assembly.

#### A Main Motion is considered by the assembly:

4. **Motion is debated:** All remarks by the members are made to the chair, never to or about another member. Debate can be closed only by a 2/3 vote by the assembly.
5. **Motion is put:** The chair says, “The motion is to allocate \$300 to repair the computers. All in favor of the motion indicate by saying, ‘Aye’. All opposed to the motion indicate by saying, ‘No’.  
The wording of the motion when the question is put is the way it goes into effect.  
A voice vote is the regular method when a majority vote is required for adoption.  
A rising vote is the normal method when a 2/3 vote is required for adoption.  
A ‘show of hands’ is intended for small assemblies or after an inconclusive voice vote.
6. **Vote is announced:** The chair makes the following 4 statements.
  - “The ‘ayes’ have it. Or, the ‘Noes’ have it.”
  - “The motion is adopted. Or, the motion is lost.”
  - The chair states the effect of the vote or orders its execution.
  - “The next item of business is ...”

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## Amendments

MVC

### 1° Amendment (Form 1) – Insert or Add

1. Original Main Motion

I move that membership not be restricted on the basis of race, religion, etc.

2. What you really wanted was ...

I want to include 'age.'

3. You need to move to amend

I move to amend by inserting "age" after the word "religion."

4. If the amendment is adopted the main motion will read

I move that membership not be restricted on the basis of race, religion, age, etc.

### DRILL: Primary Amendment (Form 1)

**Ch:** The motion is to purchase a printer system at a cost not to exceed \$1,500.

Are you ready for the question?

**A:** Madam Chair, I move **to amend** the motion by inserting ...

**Z:** ...

**CH:** It is moved and seconded to amend by inserting ...

Are you ready for the question?

[Assume some debate]

**CH:** The motion before you is to amend by inserting ...

All in favor ...

All opposed ...

The .... have it.

The motion to amend by inserting ... is ...

We are back to the main motion (as amended).

Are you ready for the question?

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## 1° Amendment (Form 2) – Strike

### 1. Original Main Motion

I move that membership not be restricted on the basis of race, age, genetic information, etc.

### 2. What you really wanted was ...

I don't want '**genetic information**' included.

### 3. You need to move to amend

I move to amend by striking "**genetic information**" after the word "**age.**"

### 4. If the amendment is adopted the main motion will read

I move that membership not be restricted on the basis of race, age, etc..

## DRILL: Primary Amendment (Form 2)

**Ch:** The motion is to purchase a printer system at a cost not to exceed \$1,500.

Are you ready for the question?

**A:** Madam Chair, I move **to amend** the motion by striking ...

**Z:** ...

**CH:** It is moved and seconded to amend by striking ...

Are you ready for the question?

[Assume some debate]

**CH:** The motion before you is to amend by striking ...

All in favor ...

All opposed ...

The .... have it.

The motion to amend by striking ... is ...

We are back to the main motion (as amended).

Are you ready for the question?

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## 1° Amendment (Form 3) – Strike and Insert

1. Original Main Motion

I move that a majority be defined as **50% plus 1**.

2. What you really wanted was ...

I do not want the Hollywood version. I want the mathematical version.

3. You need to move to amend

I move to amend by striking "**50% plus 1**" and inserting "**greater than half.**"

4. If the amendment is adopted the main motion will read

I move to that a majority be defined as **greater than half**.

## DRILL: Primary Amendment (Form 3)

**Ch:** The motion is to purchase a printer system at a cost not to exceed \$1,500.  
Are you ready for the question?

**A:** Madam Chair, I move **to amend** the motion by striking ... and inserting ...

**Z:** ...

**CH:** It is moved and seconded to amend by striking ... and inserting ...  
Are you ready for the question?

[Assume some debate]

**CH:** The motion before you is to amend by striking ... and inserting ...

All in favor ...

All opposed ...

The .... have it.

The motion to amend by striking ... and inserting ... is ...

We are back to the main motion (as amended).

Are you ready for the question?

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## Ranking of Selected Motions

	Interrupt	Second	Debate	Amend	Vote
<b>PRIVILEGED MOTIONS</b>					
13. Fix the Time to Which to Adjourn		S		A	M
12. Adjourn		S			M
11. Take a Recess		S		A	M
10. Raise a Question of Privilege	I				C
9. Call for the Orders of the Day	I				C**
<b>SUBSIDIARY MOTIONS</b>					
8. Lay on the Table		S			M
7. Previous Question		S			2/3
6. Limit or Extend Limits of Debate		S		A	2/3
5. Postpone to a Certain Time		S	D	A	M**
4. Commit (Refer)		S	D	A	M
3. Amend		S	D**	A	M
2. Postpone Indefinitely		S	D		M
1. MAIN MOTION		S	D	A	M
<b>INCIDENTAL MOTIONS (No Ranking)</b>					
Appeal	I	S	D		M
Division of Assembly	I				**
Point of Order	I				C**
Request for Information					C
Suspend the Rules (that prohibit)		S			2/3
<b>BRING AGAIN BEFORE ASSEMBLY</b>					
Rescind/Amend Something Prev Adopted		S	D**	A	**
Reconsider the Vote		S	D		M
Discharge a Committee		S	D**	A	**
Take from the Table		S			M

\*\* See Robert's Rules  
 C Chair Decides  
 I Can Interrupt

S  
 A, D  
 M or 2/3

Requires a Second  
 May be Amended, Debated  
 Vote Required to Adopt