

Leadership is Learned

After the SSCCC General Assembly, Then What?



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Script A: Handling a Motion

We join the regular monthly meeting during the 'New Business' part of the agenda.

[Nine speaking roles – CH, A, B, C, D, E, F, G, Z]

CH: The first item under New Business is the purchase of a transportation van.

[Step 1]

A: Madam Chair *[Rises and is recognized]*

I move that the council purchases a transportation van at a cost not to exceed \$15,000.

[Step 2]

Z: Second

[Step 3]

CH: It is moved and seconded that the council purchase a transportation van at a cost not to exceed \$15,000.

[Step 4]

Are you ready for the question? *[Or, - Is there any debate? Are you ready to vote?]*

A: and B: *[Simultaneously]* Madam Chair. *[Both rise seeking recognition]*

A: I have distributed several documents illustrating the specifications and benefits of the best transportation van model under \$15,000. That is the one I suggest we purchase.

B: Madam Chair. Shouldn't we buy a new screen instead? Why can't we replace the microphone system instead? I know, let's buy an iPad for each officer, instead.

CH: Thank you for your comments. Are you ready for the question?

A: *[Is recognized and begins to speak for the second time.]*

C: Madam Chair, Point of Order.

CH: What is your Point of Order?

C: Member A has already spoken once and there are others seeking to speak.

Member A should not be recognized again yet.

CH: Your point is well taken. Member A will please sit down.

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[Illustration of Ranking of Motions]

E: Madam Chair, [recognized] I move to amend by striking “\$15,000” and inserting “\$20,000”.

Z: Second

CH: It is moved and seconded to amend by striking “\$15,000” and inserting “\$20,000”. Is there any discussion?

F: Madam Chair, [recognized] I move to refer the motion to the Finance Committee.

Z: Second

CH: It is moved and seconded to refer the motion to the Finance Committee. Is there any discussion?

G: Madam Chair, [recognized] I move to postpone the motion until after lunch.

Z: Second

CH: It is moved and seconded to postpone the motion until after lunch. Is there any discussion.

CH: All in favor of postponing the motion until after lunch indicate by raising your hand.[Few]

Those opposed raise your hand. [Everyone]

CH: Motion fails.

CH: The question before you now is the motion to refer the main motion to the Finance Committee. Is there any discussion?

CH: All in favor of referring the motion to the Finance Committee, raise your hand.[Few]

Those opposed raise your hand. [Everyone]

CH: Motion fails.

CH: The question before you now is the motion to amend by striking ‘\$15,000’ and inserting ‘\$20,000’. Is there any discussion?

CH: All in favor of amending the motion indicate by raising your hand.[Few]

Those opposed raise your hand. [Everyone]

CH: Motion fails.

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CH: The question before you now is the main motion. Is there any discussion?

D: Madam Chair, Request for Information.

CH: What is your question Member D?

D: Do we have the right to spend up to \$15,000 on a transportation van?

CH: The council has already been authorized to spend a certain amount of money on a transportation van as long as it is for the benefit of the student body.
Are you ready for the question?

[Step 5]

CH: The question before you is, shall the council purchase a transportation van at a cost not to exceed \$15,000?

All in favor of the motion indicate by raising your hand. *[Half do so.]*

All opposed to the motion indicate by raising your hand. *[Half do so.]*

[Step 6]

The 'Ayes' have it. The motion is adopted.

Z: Division. Division.

Ch: Division has been call for.

We need to retake the vote, but by rising.

All in favor of the motion indicate by rising. *[Most do so.]*

All opposed to the motion indicate by rising. *[Few do so.]*

The 'Ayes' have it. The motion is adopted.

The council will purchase a transportation van at a cost not to exceed \$15,000.

The next item under New Business is ...



Amendments

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)

A: Is recognized and makes a clear motion in one breath.

Z: ...

Ch: The motion is [*as created by a volunteer*].

Are you ready for the question?

B: 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?



Amendments

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)

A: Is recognized and makes a clear motion in one breath.

Z: ...

Ch: The motion is [*as created by a volunteer*].

Are you ready for the question?

B: 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?



Amendments

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 that a majority be defined as **greater than half**.

DRILL: Primary Amendment (Form 3)

A: Is recognized and makes a clear motion in one breath.

Z: ...

Ch: The motion is [*as created by a volunteer*].

Are you ready for the question?

B: 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?



Script B: Postpone to a Certain Time vs. Lay on the Table

[During a regular meeting a Main Motion is temporarily disposed of with a motion to Lay on the Table and then with a motion to Postpone to a Certain Time.] [7 speakers – CH, A, B, C, D, E, Z]

Ch: The motion before you is to hold the next retreat on an old school bus.
Are you ready for the question?

A: Mr. Chair.

Ch: Yes, Member A.

[As Member A starts to speak, he notices that an important official from our Administrative Office has entered the room signaling a request for a few minutes of the board's time.]

A: I notice that the board's attention is requested by our administration.
I move to Lay the current motion on the Table.

Ch: If there is no objection, the pending question is Laid on the Table.

[No one objects.]

[Notice. No time limit is ever given with the motion to Lay on the Table!]

[The official delivers information on an upcoming fundraiser and leaves.]

B: Mr. Chair.

Ch: Yes, Member B.

B: I move that this board 'supports' the upcoming fundraiser.

Ch: If there is no objection, this board will 'support' the upcoming fundraiser.

[No one objects.]

C: Mr. Chair.

Ch: Yes, Member C.

C: I move to Take from the Table the motion related to our retreat on an old school bus.

Ch: If there is no objection, the motion related to our retreat on an old school bus will be Taken from the Table.

[No one objects.]

[Member A speaks, but too much.]

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D: Mr. Chair.

Ch: Yes, Member D.

D: I move to Postpone the pending question until after the break.

Z: Second

Ch: If there is no objection, the pending question will be Postponed until after the break.

E: I object

[Since Member E objected, he is Seconding the motion to Postpone which is now ready for debate, amendments, and voting.]

Ch: Member E, you have the floor.

[Is Member E the mover or the seconder?]

E: Our schedule for today is already full. We will need more time than expected for this motion. I move to amend the motion by striking the phrase “until after the break”.

Z: Second

Ch: If there is no objection, the pending question will be amended by striking the phrase “until after the break”.

[No one objects.]

Ch: The motion to Amend the Postpone motion is adopted by unanimous consent.
We are now back on the motion to Postpone, except now as amended.
Are you ready for the question?

Ch: If there is no objection, the motion to Postpone the Main Motion will be adopted.

[No one objects.]

Ch: The motion related to our next retreat is Postponed until our next meeting.

Ch: The next item of business is ...

Script B Page 2



Script CC: Unscripted Drill on Refer a Main Motion to a Committee

[We are in the processes of handling a Main Motion. A member proposes to have the Main Motion referred to a committee for recommendations. Attendees will fill in the proper phrasing where the sentences are left incomplete.] [7 speakers – CH, A, B, C, D, E, Z]

A: *[After being recognized by the Chair]* Mr. Chair, I move that the Main Motion be referred to a committee.

Z: Second

CH: It is moved and seconded to refer the Main Motion to a committee. The motion to refer is incomplete and during discussion the assembly needs to fill in the 5 missing parts. Does the mover of the motion to Refer wish to complete the motion?

A: I suggest it be a Special Committee of Members.

CH: A Special Committee of ... is suggested.

Any amendments to this part? Any other suggestion to complete the motion to Refer.

B: I suggest Member A ...

CH: It is suggested that Member A: ...

Any amendments to this part? Any other suggestions to complete the motion to Refer?

C: I suggest the committee be composed of the following ...

CH: ...

D: I suggest the assignment be ...

CH: ...

E: I suggest ...

CH: ...

CH: The motion before you is Are you ready for the question?

CH: All in favor ...

CH: All opposed ,,,

CH: The ... have it. The motion to refer is ...

CH: The next item on the agenda is ...

OR

CH: We are back to the Main Motion. Is there further debate? Are you ready for the question?



Script DD: Unscripted Drill on Point of Order and Appeal

[We have just disposed of a Main Motion, and another Main Motion is about to be proposed. Attendees will fill in the proper phrasing where the sentences are left incomplete.] [5 speakers – CH, A, B, C, Z]

A: *[After being recognized by the Chair]* Mr. Chair, I move that we buy an electronic voting system.

Z: Second

CH: It is moved and seconded to buy an electronic voting system.

Are you ready for the question?

B: *[Without being recognized]* Point of Order.

CH: What ...?

B: All expenditures ...

CH: *[Chair disagrees]* Your point is

Are you ready for the question?

C: *[Without being recognized]* I appeal ...

Z: Second

CH: The ruling of the chair is appealed from.

CH: *[Chair explains and conducts the debate]* ...

[After the debate]

CH: *[The chair puts the Appeal to a vote.]* Shall the ...

All in favor of ...

Those opposed to ...

The ... have it. We shall now continue with the main motion.

OR,

The ruling of the chair is ... and the motion is adopted.

The next item of business is ...



Purpose and Form for Each Motion (Beware of Order of Precedence)	
Purpose	The Motion and its Form
Propose some action	Main Motion I move to donate \$50 to preserve the habitat of the Clay Pigeon.
Improve a proposal	Amend I move to amend the motion by striking \$50 and inserting \$75.
Change the amount of time for discussion	Limit or Extend Debate I move to limit debate to 1 minute per speaker.
Stop discussion and vote now	Close Debate I call the previous question.
Delay a decision	Refer I move to refer the motion to the bylaws committee Postpone to a Certain Time I move to postpone the motion until after the break. Recess I move to recess for 5 minutes.
Kill a motion	Postpone Indefinitely I move to postpone the motion indefinitely.
Deal with an emergency	Lay on the Table I move to lay the motion on the table. Suspend the Rules (Not Suspend the Orders of the Day) I move to suspend the rules that prohibit us from taking up the new business now.
Obtain information	Parliamentary Inquiry Mr. Chair, if we adopt this motion can we rescind it tomorrow? Request for Information Mr. Chair, can the treasurer tell us if we have enough money for this motion?
Challenge the ruling of the chair	Point of Order Point of Order. We cannot vote on this motion. There is already another motion on the floor. Appeal I appeal from the decision of the chair.
Assure the accuracy of the voice vote	Division Division. Division.
Close the meeting	Adjourn I move to adjourn.



Ranking of Selected Motions

	Interrupt	Second	Debate	Amend	Vote
PRIVILEGED MOTIONS					
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**
SUBSIDIARY MOTIONS					
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
INCIDENTAL MOTIONS (No Ranking)					
Appeal	I	S	D		M
Division of Assembly	I				**
Point of Order	I				C**
Request for Information	I				C
Suspend the Rules (that prohibit)		S			2/3
BRING AGAIN BEFORE ASSEMBLY					
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