

Know Rules or No Rights

Serving the Legal Community



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Parliamentary Workshop

Sacramento Legal Secretaries Association - April 18, 2012



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Hierarchy of Governance

- 🔪 Federal Statutes
- 🔪 State Laws:
 - ✓ Corp. Code – Board of Directors, Quorum, Voting
 - ✓ Open Meeting Laws:
 - Ralph Brown Act, Davis-Stirling Act, Gloria Romero Act, Bagley-Keene Act
- 🔪 City and Local Statutes
- 🔪 Constitution: Name; Object
- 🔪 Bylaws: A Society's Business Defined
- 🔪 Rules of Order (Robert's): Everything else
- 🔪 Standing Rules: Maintenance rules and policies
- 🔪 Customs: Scary part

Why Parliamentary Procedure?

Problem 1: Meeting Environment

- 🔪 We have always done it this way
- 🔪 Bring a knife to a gun fight
- 🔪 Three types of members
 1. VIPs
 2. Non-believers
 3. Cooperative ones

Problem 2: Chair Culpably Fails to Perform Duties of the Chair

- 🔪 Chair fails to recognize a member entitled to the floor;
- 🔪 Ignores a motion properly made and seconded;
- 🔪 Neither states the question, nor rules it out of order; or
- 🔪 Refuses to listen to points of order or appeals.

Solution: Depends on how the chair became the chair.

| Chair was appointed or elected as chair pro tem | Chair is the Association's President |
|--|---|
| Member moves to declare the chair vacant. Members proceed to elect a new chair. | Member moves to Suspend the Rules so as to remove the authority to preside from the chair. |
| Majority vote required for incidental main motion. | 2/3 vote required to Suspend the Rules. |
| This motion is handled by the secretary. | This motion is handled by the next highest ranking officer, or a person nominated by the assembly. |
| If chair refuses, motion is handled by mover. | If chair refuses, motion is handled by mover. |

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Debate Protocol (Similar to a trial in front of a judge.)

- ✎ Only one person speaks at a time.
 - ✎ A speaker must be recognized before speaking.
 - ✎ All comments are made through the chair.
 - ✎ Comments are confined to the current issue.
 - ✎ Discussion should alternate between Pro and Con.
 - ✎ No reading of lengthy papers.
 - ✎ No cross conversations; no interruptions.
 - ✎ No verbal attacks of other members.
- Also ...
- ✎ If proper decorum cannot be maintained – call a recess.
 - ✎ The bylaws or the parliamentary authority specify the debate time limits.
 - ✎ Decisions are null and void in the absence of a quorum.
 - ✎ The vote required to adopt a motion should always be very clear – majority or 2/3.
 - ✎ All decisions are binding on all members regardless of how a member voted.
 - ✎ All rules must be respected and obeyed – who can move, debate, vote.

Problem motions

- Request for Information
- Question of Privilege
- Point of Order

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Sample Order of Business ** (Chronology and Authority)

1. Reading and Approving of the Minutes:

If there is no objection the minutes will be adopted as read/distributed/printed.

2. Reports of Officers, Boards, and Standing Committees:

Recommendations from the report may result in motions from any member in attendance. Or a member may ignore the recommendation and move a completely different motion.

Reports are heard in the order that the officers, boards, or standing committees are listed in the bylaws. But if these are not listed in the bylaws, the officer or committee has no power in your association.

Officers should not make motions off their own reports.

3. Reports of Special (Ad hoc) Committees:

Recommendations from the report may result in motions from any member in attendance. Or a member may ignore the recommendation and move a completely different motion.

Reports are heard in the order that the special committees were created.

4. Special Orders:

Issues are taken in the order they were moved (by a 2/3 vote). Those Special Orders not dealt with at the last meeting come first.

Often the bylaws dictate that a certain task (such as elections, creation of committees, etc.) must be dealt with at a specific meeting. These bylaw tasks are typically dealt with as a Special Orders.

5. Unfinished Business and General Orders:

Any issue that was left pending when the last meeting adjourned, or which was not reached before adjournment, constitutes Unfinished Business.

Any motion that was postponed from the last meeting to the current meeting constitutes General Orders. The older motions come before the newer motions.

6. New Business:

Any issue new to the current meeting.

**** Exceptions:**

A motion may be Taken from the Table under its same class of business, or after Special Orders.

Opening Ceremonies come before the Order of Business. Program, Announcements, and Closing Ceremonies come after the Order of Business.

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Suppose that the following situations occur during the November meeting of a society that meets monthly.

These are November meeting's situations, and we are now in the December meeting. Where on the December agenda would you place something related to each of these November situations?

1. The Secretary neglected to bring the October minutes to the November meeting. Eventually, she brought the October minutes to the December meeting.
2. During the Vice President's November report a member moved to buy some textbooks. However, because some information was missing, the motion was postponed.
3. When a motion was being deliberated in December based on the Public Relations Officer's report, a representative from the administrative office arrived claiming she had important news, but needed to quickly return to her desk. The pending motion was laid on the table.
4. When a new motion was being considered in December, a member believed that the rules of debate had been violated. The member called out, "Point of Order".
5. In November, a motion was being deliberated on and on. It was soon time to adjourn. The meeting was adjourned. The motion was never voted upon.
6. During the Rules Committee's November report, a motion was adopted to create a special committee of 3 to study the issue and report to the assembly at the December meeting.
7. During the November deliberation of a new business item, it was adopted to postpone the motion to the December meeting. It received the requested 2/3 vote.
8. During the Treasurer's November report, a motion was adopted to refer the pending motion to the Budget Committee.

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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;**
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 seconders;**
3. **NOT include every detail from a report;**
4. **NOT include any content of the debate unless ordered 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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Script A: Handling a Motion

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

[Seven speaking roles – CH, A, B, C, D, E, Z]

CH: Our first New Business is the \$1,000 LSI donation.

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

I move to buy audio/visual equipment with the \$1,000 LSI donation.

Z: Second

CH: It is moved and seconded to buy audio/visual equipment with the \$1,000 LSI donation.

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: *[Is recognized and gives 2 sentences in support of her motion and then sits down.]*

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

I move to amend the main motion by inserting “for the Annual Meeting” before the word, “with”.

Z: Second

CH: It is moved and seconded to insert “for the Annual Meeting” before the word, “with”.

If amended the motion would read, “to buy audio/visual equipment for the Annual Meeting with the \$1,000 LSI donation.”

Are you ready for the question?

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

B: *[Is recognized and gives 2 sentences in support of her amendment and then sits down.]*

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

I move to postpone the motion indefinitely.

CH: The motion is not in order at this time. Is there any further discussion?

C: OK, then, I move to postpone the motion because we need more information, and ...

CH: *(Interrupting Ms. C)* You are discussing your motion before it is on the floor. We do not even have a second, yet.

Z: Second

CH: It is moved and seconded that the motion be postponed until the next meeting.

Are you ready for the question? *[Silence]*



CH: The question before you is to postpone the motion until the next meeting.

All in favor of the motion indicate by saying, 'Aye'. *[Silence]*

All opposed to the motion indicate by saying, 'No'. *[All say, 'No'.]*

The 'Noes' have it. The motion is lost.

The motion will not be postponed.

The question before you is the amendment to insert "for the Annual Meeting" before the word, "with". Are you ready for the question?

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

I move to refer the motion to the Acquisitions Committee with instructions to report next month.

Z: Second

CH: It is moved and seconded that the motion be referred to the Acquisitions Committee with instructions to report next month.

Are you ready for the question? *[Silence]*

CH: All in favor of the motion indicate by saying, 'Aye'.

[Entire right side of the room says, 'Aye'.]

All opposed to the motion indicate by saying, 'No'.

[Entire left side of the room says, 'No'.]

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

Z: Division. Division.

CH: Division of the assembly has been called.

All in favor of the motion please rise. *[Entire right side of the room rises. No count is taken.]*

Thank you. Please be seated.

All opposed to the motion please rise. *[Entire left side of the room rises. No count is taken.]*

Thank you. Please be seated.

The 'Noes' have it. The motion is lost.

The motion will not be referred.



CH: The motion before you is the amendment to insert “for the Annual Meeting” before the word, “with”. Are you ready for the question? *[Silence]*

All in favor of the motion indicate by saying, ‘Aye’. *[Everyone says, ‘Aye’.]*

All opposed to the motion indicate by saying, ‘No’. *[Silence]*

The ‘Ayes’ have it. The amendment is adopted.

The motion now reads, “to buy audio/visual equipment for the Annual Meeting with the \$1,000 LSI donation.”

Are you ready for the question?

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

I move the previous question.

Z: Second

CH: The previous question has been demanded.

As many as are in favor of closing debate and ordering the previous question, please rise.

[All rise] Thank you. Please be seated.

As many as are opposed to closing debate and ordering the previous question, please rise.

[No one rises] Thank you.

There are 2/3s in the affirmative. The motion is adopted.

The previous question is ordered.

CH: The motion before you is, “to buy audio/visual equipment for the Annual Meeting with the \$1,000 LSI donation.”

All in favor of the motion indicate by saying, ‘Aye’. *[Everyone says, ‘Aye’.]*

All opposed to the motion indicate by saying, ‘No’. *[Silence]*

The ‘Ayes’ have it. The motion is adopted.

The treasurer is instructed to research the possibilities.

The next item on the agenda is ...

Script A Page 3

[Temporary Disposition] of a motion means that a motion is not adopted or defeated, yet. There are a few motions that will accomplish this delay of a final decision:

1. *Move to Lay the motion on the Table.*

This requires a temporary emergency. You probably have never seen this motion applied correctly especially in the movies.

2. *Move to Postpone the motion.*

One may postpone the motion to later in the session or to the next meeting.

3. *Move to Refer the motion.*

One may refer the motion to an ad hoc or a standing committee, and have the committee report at the next meeting or later.]



Amendments

1° Amendment – Insert or Add

✚ Original Main Motion

I move to create a president appointed committee to study the Clay Pigeon habitat.

✚ Your prefer

I want it to be a committee of three.

✚ You need to move to amend

I move to amend by inserting “**of 3 members**” after the word “committee”.

✚ If the amendment is adopted the main motion will read

I move to create a president appointed committee **of 3 members** to study the Clay Pigeon habitat.

1° Amendment – Strike

✚ Original Main Motion

I move to create a president appointed committee to study the Clay Pigeon habitat.

✚ Your prefer

I want the members to create the committee.

✚ You need to move to amend

I move to amend by striking “**president appointed**” before the word “committee”.

✚ If the amendment is adopted the main motion will read

I move to create a committee to study the Clay Pigeon habitat.



1° Amendment – Strike and Insert

🔨 Original Main Motion

I move to create a president appointed committee to study the Clay Pigeon habitat.

🔨 Your prefer

I want to study Lawn Flamingos not the Clay Pigeons.

🔨 You need to move to amend

I move to amend by striking “**Clay Pigeon**” before the word “habitat” and inserting “**Lawn Flamingo**”.

🔨 If the amendment is adopted the main motion will read

I move to create a president appointed committee to study the **Lawn Flamingo** habitat.

2° Amendment – Any of the 3 Forms

🔨 Original Main Motion

I move to create a president appointed committee to study the Clay Pigeon habitat.

🔨 You want to move to amend (**Primary Amendment**)

I move to amend by inserting “**of 3 members**” after the word “committee”.

🔨 You want to move to amend (**Secondary Amendment**)

I move to amend by striking “**3**” and inserting “**2**”.

🔨 If the amendments are adopted, the main motion will read

I move to create a president appointed committee **of 2 members** to study the Clay Pigeon habitat.

(Students illustrate the amending of a motion)

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Script B: Refer a Main Motion to a Committee

[6 speaking roles: Chair, Sect, A, B, C, and Z]

The subsidiary motion to commit or to refer requires several elements:

| Refer to a Standing Committee | Refer to a Special (Ad Hoc) Committee |
|---|--|
| 1. Instructions on the task 2. Date of when to report back 3. Name of the committee | 1. Instructions on the task 2. Date of when to report back 3. Number of Committee members 4. Names of Committee members 5. Name of Committee Chair |

Ch: Is there any new business?

A: (Rises and is recognized) I move that we hold our next Annual Meeting in Milpitas, CA.

Z: Second

A: (Rises and is recognized) Milpitas is rated as a great tourist attraction for the people of LA.

B: (Rises and is recognized) We cannot decide this right now without more information. This question should be studied by a special committee.

Ch: Is that a motion?

B: Yes. I move that we create a special committee of 3 members with me as the chair. I think member C and member D should be committee members.

Z: Second

Ch: What would you have this committee do?

B: The committee should explore the convention potential of the City of Milpitas, and report back to us at our next monthly meeting.

Z: Second

Ch: The secretary will please read the motion.

Sect: "That we create a special committee of 3 members with member B as the chair, and with member C and member D as committee members. The committee should explore the convention potential of the City of Milpitas and report back to us at our next monthly meeting."

Ch: The motion, as read by the secretary, is moved and seconded.

Are you ready for the question?

C: (Rises and is recognized) I move to postpone the main motion to 4:00 p.m. this afternoon.

Z: Second

Ch: It is moved and seconded to postpone the main motion to 4:00 p.m. this afternoon.

Are you ready for the question?

If there is no objection, the main motion will be postponed to 4:00 p.m. this afternoon.

Script B Page 1

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Script C: Point of Order and Appeal

[During the president's report, the president wishes to handle an item from New Business. The president tries to add new business with a majority vote. [6 speakers – CH, Comm CH, A, B, C, D]]

Ch: All in favor of allowing the new business say, "Aye". *[Just over half respond.]*

Those opposed say, "No". *[Less than half respond.]*

The "Ayes" have it. The new business is added to the agenda.

Ch: The next business in order is to hear from the Budget Committee's support of this new business. The chair of the committee will please explain.

Committee Ch: The committee has always believed that ...

A: Point of Order, Madam Chair.

Ch: We are in the middle of a report. Can't you show some manners and wait?

A: Madam Chair, I rise to a **point of order**, or is it a Point of Parliamentary Inquiry?

Ch: For goodness sakes! What is so important that you have to interrupt our business?

A: Our bylaws clearly state that it takes a 2/3 vote to add any new business to the agenda. You added the new business with a mere majority. The motion to add new business failed.

Ch: You are too late with your point of order. Keep up with the conversation.

Ch: The committee chair shall proceed with her report.

A: Madam chair. Is that your **ruling** on my point of order?

Ch: Obviously. Weren't you paying attention? Let us listen to the committee's report.

A: **I appeal from the decision of the chair!**

B: Second

Ch: Fine. Since you insist. There is an appeal from a righteous ruling by the chair. The confused member believes that the vote necessary to add new business to our agenda is a 2/3 vote. I will explain how I am infallible.

Anyone else who wishes to discuss the issue and show her limited understanding of our bylaws may speak, but I get to speak again after everyone else has spoken.

Script C Page 1



Ch: It is a well know fact that rules can be suspended when dealing with important issues. There is nothing more important than dealing with new business. I chose to suspend the 2/3 vote required by the bylaws. I took the vote correctly, and I am the president.

A: A bylaw may never be suspended regardless of how inconvenient it may appear. Even under unanimous consent, a bylaw may not be suspended. *[p. 263 line 1]*

B: Though most point of orders must be made before a new issue is introduced, a point of order related to a violation of a bylaw has no such time limitation. *[p. 251 line 9]*

C: A 2/3 vote cannot even be taken with a voice vote. It must be taken with a rising vote or a show of hands. *[p. 401 line 29]*

Ch: Does anyone else want to show how little she understands my role as your president?

Ch: I will close debate by reminding you that when you elected me your president, you delegated to me the authority to make these difficult decisions. *[p. 255 line 26]*

Ch: We are going to vote now. The question before you is “**Shall the decision of the chair be sustained?**” This means that a tie will not defeat my decision. Only a majority in the negative will defeat my decision. Also, I can vote to cause a tie, if I want to. *[p. 258 line 16]*

Ch: **As many as are in favor of sustaining the decision of the chair** say, “Aye”. *[Few vote]* Those opposed say , “No”. *[Most vote]*

Ch: The “Ayes” have it. **The decision of the chair is sustained.** Thank you all. We will now continue listening to the committee’s explanation.

D: Division. Division. *[p. 280 line 10]*

Ch: A division of the assembly has been demanded.

All in favor of sustaining the decision of the chair, please rise. *[Few rise]* Thank you. Please be seated. All opposed, please rise. *[Almost everyone rises]* Thank you, please be seated. It appears to be very close, but I will show you how noble and magnanimous I am. I will yield.

The amendment of the agenda failed. We will return to the President’s Report.

Script C Page 2

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Script D: Reconsider the Vote (Move and Call)

[We join the monthly meeting of Region X. [6 speakers – CH, A, B, C, D, Z]]

CH: The motion before you is “to support Legislation AB 123.”

All in favor of the motion indicate by saying, ‘Aye’. *[Everyone says, ‘Aye’.]*

All opposed to the motion indicate by saying, ‘No’. *[Silence]*

The ‘Ayes’ have it. The motion is adopted.

The chair of the Legislative Committee will draft a letter for the chair’s signature.

The next item on the agenda is Legislation AB 456.

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

I move that we support Legislation AB 456.

Z: Second

CH: It is moved and seconded that we support Legislation AB 456.

Are you ready for the question?

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

I have researched this legislation and I know it is good for us. Trust me.

CH: Are you ready for the question?

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

I move to reconsider the vote on Legislation AB123. I voted on the prevailing side.

Z: Second

CH: The secretary will make a note that it was moved and seconded to reconsider the vote on Legislation AB123.

B: Let me explain why it is critical that we ...

CH: Member B, we are in the middle of another motion. Though you may move to reconsider a vote now, you cannot call it up until there is no motion pending. Please continue Member A.

B: I knew that.

A: I was just saying, ...perhaps,... maybe, ...I guess I am done.

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

I have researched this legislation and I know it is terrible for us. Trust me.

CH: Are you ready for the question?

CH: The motion before you is “to support Legislation AB 456.”

All in favor of the motion indicate by saying, ‘Aye’. *[Everyone says, ‘Aye’.]*

All opposed to the motion indicate by saying, ‘No’. *[Silence]*

The ‘Ayes’ have it. The motion is adopted.



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

I call up the motion to reconsider the vote on Legislation AB 123.

CH: The motion to reconsider the vote is called up.

B: Let me explain why it is critical that we not support Legislation AB 123.

D: Point of Order

CH: What is your Point of Order?

D: Member B is debating a motion that has not yet been seconded.

CH: Your point is not well taken.

The motion to reconsider a vote has 2 parts, to move and to call. Only the move part requires a second. And, it was seconded when it was moved. Please continue Member B.

B: During the debate of the last motion I was bored with the discussion so I was catching up with my Facebook page. I came across a posting that all of you need to hear about.

[After much mindless and pompous bickering by Member A and Member B...]

CH: Are you ready for the question?

CH: The motion before you is whether or not to reconsider the vote on AB 123.

All in favor of reconsidering the vote indicate by saying, 'Aye'. *[Everyone says, 'Aye'.]*

All opposed to reconsidering the vote indicate by saying, 'No'. *[Silence]*

The 'Ayes' have it. The motion to reconsider the vote is adopted.

CH: Member B, you may debate the original motion in support of AB 123.

B: Oh, no thanks. I have said enough.

CH: Are you ready for the question?

CH: The motion before you is "to support legislation AB 123."

All in favor of the motion indicate by saying, 'Aye'. *[Silence]*

All opposed to the motion indicate by saying, 'No'. *[Everyone says, 'No'.]*

The 'Noes' have it. The motion is defeated.

The chair of the Legislative Committee will not draft a letter for the chair's signature.

Script D Page 2

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Suspend the Rules (not 'Suspend the Orders of the Day')

When an assembly wishes to do something it cannot do without violating its regular rules, it can adopt to '**Suspend the Rules**' that interfere with the proposed action. This motion cannot be debated or amended, however it does have other restrictions.

- I. A Standing Rule may be suspended with a majority vote.
- II. Rules of Order (Robert's) may be suspended with a 2/3 vote (except FPPL).
- III. The following may not be suspended even with unanimous consent.
 - A. Bylaws or Constitution unless they provide for their own suspension.
 - B. Federal, State, or local laws
 - C. Fundamental Principles of Parliamentary Law (FPPL):
 - 1. Rule that allows only one question at a time
 - 2. Rule that allows only members to vote
 - 3. Rule that prohibits absentee or cumulative voting
 - 4. Rule that protects absentees or basic rights of individuals
 - a. Rule requiring presence of a quorum
 - b. Rule requiring a notice
 - c. Rule protecting the right to attend meeting, make motion, speak in debate, and vote

Drill

"I move to suspend the rules that interfere with listening to the committee's report."

For each of the following,

1. Move a motion to **suspend the rules that prohibit** the action;
2. State if the rule can be suspended; and
3. State what the necessary vote for adoption would be.

You want to **suspend the rules that prohibit** the following actions. Make the motion:

- a. To allow delegates to sit wherever they wish
- b. To allow a speaker to debate an additional 2 minutes
- c. To allow smoking in the assembly room
- d. To allow voting by mail
- e. To allow election of officers by a show of hands
- f. To take up 2 motions at one time
- g. To allow the voting in the absence of a quorum
- h. To allow members at the convention without their required name tags
- i. To dispense with the listening to the Treasurer's Report
- j. To not require a resolution in writing at the convention

Purpose and Form for Each Motion

(Beware of Order of Precedence)

| Purpose | The Motion and its Form |
|--|---|
| Propose some action | Main Motion I move we 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. |



Strategy through Parliamentary Procedure

(Beware of Order of Precedence)

| You support the motion | You oppose the motion |
|--|--|
| Second it promptly and enthusiastically. | Do not second it. Distract the seconder. |
| Speak in favor of it as soon as possible. | Speak against it as soon as possible. Ask questions that put the proponents on the defensive. |
| Move to amend it to make it more acceptable. Speak against any amendment that makes the motion less acceptable to you. | Move to amend it, to encumber it adversely. Move to amend it so as to remove what displeases you, or adds what pleases you. |
| Vote against postponement unless it will strengthen your motion. | Move to postpone to a time when your friends will be there or when others will forget about the motion. |
| Vote against referring to a committee unless you can vote your friends as committee members. Vote to refer to a committee if defeat appears likely. | Move to refer to a committee and fill the committee with your friends. Vote against referring to a committee if defeat is likely. |
| Vote against a recess unless you can use it to bring in more of your friends or more facts. | Move to recess so that you can convince some more voters or bring in more friends or more facts. |
| Make sure your friends do not leave to assure that you have a quorum . | Question the presence of a quorum . |
| On a voice vote , vote emphatically. | On a voice vote , vote emphatically. |
| Move to divide the motion if it will strengthen the motion. | Move to divide the motion if it will weaken the motion. |
| Review your parliamentary authority before the motion comes up. | Review your parliamentary authority before the motion comes up. |
| Use Point of Order as a shield. | Use Point of Order as a sword. |
| Beware of the timing on the agenda to assure that the motion is not abandoned. | Use the timing on the agenda to terminate consideration of the motion. |
| Vote against adjournment in order to continue discussing the motion and to reach a vote. | Move to adjourn to prevent further discussion or a vote. |

Parliamentary Workshop

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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 | | | | | C |
| Suspend the Orders of the Day | | S | | | 2/3 |
| BRING AGAIN BEFORE ASSEMBLY | | | | | |
| Rescind/Amend Something Prev Adopted | | S | D** | A | ** |
| Reconsider | | 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
 M or 2/3

Requires a Second
 May be Amended
 Vote Required to Adopt

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Questions Based on SLSA Bylaws and Minutes:

1. **Ratify** means to subsequently seek approval after an officer has taken unauthorized action, or the Board has made a decision in the absence of a quorum. Minutes are approved; motions are adopted; reports are received. These 3 actions are taken in the presence of a quorum of a properly called meeting. (Exception: A report does not need a quorum to be received.)
2. **Minutes** are approved only by the body that generated them. The minutes are not shared outside the group that generated them. Summaries may be shared, but details belong to the members of the group that created the minutes.
3. **Motions** should be introduced with “I move” and not with “I recommend.”
 - a. “I move” is a firm statement that demands immediate attention.
 - b. “I recommend” or “I suggest” is a weak, begging phrase that can be ignored as part of someone’s point of discussion.
4. **Motions** in the minutes must include the full name of the mover.
5. **The treasurer’s monthly report** can be shared with any of the association’s group for feedback, for questions, for information. The treasurer’s monthly report can never be approved by anyone. An audit report on the treasurer’s papers (not just the monthly report), may be amended and approved.
6. I cannot tell how many members **the Executive Board** has. Article VIII Section 1 of the bylaws states, “The Executive Board shall consist of the elected and the appointed officers of the Association.” What is an appointed officer, the subcommittee chairs?
 - a. Article V states that there are only 5 officers in the Association.
 - b. Article VII lists 7 officers.
 - c. A quorum of the Executive Board is a majority. So the quorum is 3 or 4.
7. **Standing Committees** on Article IX do not match those on Article X. Article IX includes Audit Committee, Budget Committee, Nominations and Elections (cover elsewhere), and Webmaster. Article IX does not describe all those subcommittees listed in Article IX.