

Parliamentary Survival Skills

for the Timid Board Member

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April 29, 2016

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<http://www.roberts-rules.com/ssccc2016.docx>

1 - Purpose and Form

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.



2 - Ranking of Selected Motions

SUBSIDIARY MOTIONS	Int	Second	Debate	Amend	V
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

3 - Six Steps to Handling a Motion

1. **Motion is moved:** *“I move we allocate \$300 to repair the computers.”*
2. **Motion is seconded:** *“Second”*
3. **Motion is stated:** *“It is moved and seconded to allocate \$300 to repair the computers.” “Are you ready for the question?”*
4. **Motion is debated:** (Debate to sway the voting outcome.)
5. **Motion is put:** The chair says, *“The motion is to allocate \$300 to repair the computers.”*
6. **Vote is announced:** The chair must declare who won.

OR → “If there is no objection, we shall ...”



4 – Debate Protocol

1. Only one person speaks at a time.
2. Speaker must be recognized before speaking.
3. Members have no right to complain.
4. Member may not speak a 2nd time until others have had a chance to speak their 1st time.
5. Members must adhere to the merits of the current motion.
6. Members must not repeat what others have already shared.
7. Verbal attacks are strictly forbidden.



4 – Suspend the Rules that Prohibit ...

1. The following may NOT be suspended.

- a. Federal Statutes, State Laws, County, or City Ordinances
- b. District-wide or College-wide policies
- c. Your Constitution or your Bylaws

2. The following MAY be suspended.

- a. Robert's Rules of Order with a 2/3 vote
- b. Your Standing Rules with a Majority vote



6 – Three Forms of Amend

Main Motion:

“I move that we buy 3 computers at the flea market.”

Three Amending Forms:

1. “I move to amend by inserting ‘new’ before ‘computers’.”
2. “I move to amend by striking ‘at the flea market’.”
3. “I move to amend by striking ‘flea market’ and inserting ‘book store’.”



7 – Lay on the Table vs Postpone

1. Lay on the Table (No time specified):

- a. Legal: To interrupt a pending motion for an unplanned but urgent delay.
- b. Illegal: To kill or postpone the pending motion.
- c. Laid on the Table until the interruption is dealt with.

2. Postpone (Time is specified):

- a. Interrupt dealing with a pending motion until one of 3 times:
 - i. A specific hour on the agenda,
 - ii. A specific spot on the agenda,
 - iii. Until the next meeting.



8 – Refer the Motion to a Committee

1. Standing Committee (Listed in your Bylaws)

- a. Name of the Committee
- b. Task and deadline

2. Special Committee (Not in your Bylaws)

- a. Number of committee members
- b. Their names
- c. The committee chair's name
- d. Task
- e. Deadline



9 – Point of Order and Appeal

1. *M: “Point of Order.”*

- a. *Ch: “What is your Point of Order?”*
- b. *M: “You stink.”*
- c. *Ch: “Your point is well taken/not well taken.”*

2. *M: “I appeal from the decision of the chair.”*

- a. Chair explains his/her ruling
- b. Each member may debate once
- c. Chair explains ruling, again
- d. *Ch: “Shall the decision of the chair be sustained?”*



10 – Reconsider the Vote

1. A vote is taken and announced on Motion #1
2. During Motion #2, member states “*I move to Reconsider the Vote on Motion #1.*” (2nd)
 - a. Secretary is asked to make a note.
3. After Motion #2, member states, “*I call the motion to Reconsider the Vote on Motion #1.*” (No 2nd)
 - a. Debate follows on whether or not to reconsider.
 - b. If adopted, Motion #1 is then pending as if it had never been voted upon.





**You are a leader.
You are not allowed to be timid in a
board room.**

Arm your self with knowledge.

The Majority Rules, but why let them?

