

Basic Parli Pro

Making a Motion

If you want to make a motion, you must obtain the floor, except for some specific motions. To obtain the floor, you must address the chair. You do this by rising and saying “Madam/ Mr. President”. The chair will then address you. When making a motion, you should always use “I move that” or “I move to”. Once you have stated your motion you resume your seat, thus yielding the floor. If the motion requires a second, the member making the second need not obtain the floor. You can second a motion by saying “I second” or “I second that”. If the motion receives no second, it dies.

Debating on a Motion

When debating a motion, you want to have three separate parts, the beginning statement, the middle statement, and the end statement. The beginning statement should state how you feel about it and if you want it to be adopted. The middle statement is where the actual debating takes place. You want to use logical evidence to backup your first statement. It should include completeness of thought, logical reasoning, and conviction of delivery. You should have 3 reasons in there, how it affects your community, your chapter, and you. The ending statement should reinforce your original position, and urge the members to vote on your behalf. Each member gets to speak 2 times, for 10 minutes each. This can be changed by limit/extend debate, along with previous question. Both of those motions require a $\frac{2}{3}$ vote. Some of these rules only apply when competing in a Parliamentary Procedure Event.

Pro and Con Beginning and Ending Statements

Pro B - I wish to speak in favor of the motion. I support this topic.

Pro E - For these reasons, I hope the motion will prevail. Therefore, I recommend to the assembly that the motion will be adopted.

Con B - I wish to speak against the motion. I am opposed to the motion.

Con E - For these reasons, I hope the motion will not prevail. I implore you all to join me in not voting in favor of the motion.

Debate example

Pro - I support our chapter setting up and maintaining an aluminum can recycling sight for the community. Doing this would help promote healthy waste management and better our community. As a chapter, we would get some community service hours in. It would also help me be a better citizen of the United States. I therefore urge the members to vote in favor of the motion.

Con - I am opposed to our chapter setting up and maintaining an aluminum can recycling sight for the community. Doing this wouldn't help the community as we already have a recycling sight. It would take away from valuable chapter time and resources. It also affects me, as I would lose time that could be better spent elsewhere. For these reasons, I hope the motion will not Prevail.

The Ranking of motions

1. **Privileged** - The highest ranking motions. These motions are ranked, and can interrupt any business without debate.
2. **Incidental** - Always comes from another motion of the floor. They take precedence over everything except privileged motions. These are unranked.
3. **Subsidiary** - These motions are applied to other motions and can never exist alone. They are also ranked.
4. **Main** - These motions are the lowest ranking, and can only be made when no other motion is pending. They are used to introduce new items of business. There can only be one on the floor at any time.
5. **Restorative** - These have the same ranking as main motions, and bring a question before the assembly for consideration again. These are unranked.

Privileged Motions

Fix the Time to which to Adjourn—sets time for another meeting that continues business of the session

Adjourn—ends the meeting

Recess—short intermission

Raise a Question of Privilege—request of rights (ex. close the door)

Call for the orders of the day—to conform to the agenda

Subsidiary Motions

Lay on the table - Lays a pending question aside temporarily when something more urgent has arisen. "I move to lay the question on the table" or "I move that the motion be laid on the table."

Previous question - Ends debate and orders an immediate vote. "I move the previous question" or "I move we vote immediately on the motion."

Limit or extend debate - Modifies debate by limiting or extending the number or length of speeches. "I move that debate be limited to one speech of two minutes for each member" or "I move that the speaker's time be extended three minutes."

Postpone to a certain time - Defers consideration to a definite day, meeting, or hour, or until after some particular event. "I move that the question be postponed until the next meeting" or "I move to postpone the motion until after the address by our guest speaker."

Refer to a committee - Gives a motion more detailed attention or permits it to be handled in privacy. "I move to refer the matter to the Program Committee."

Subsidiary Motions

Amend: Modifies a main motion by inserting, adding, striking, striking and inserting, striking and adding, or substituting some specific language. "I move to amend by adding the words . . ." or "by striking . . ." or "I move to substitute for the pending motion the following:"

Postpone indefinitely: Disposes of a question without bringing it to a direct vote. "I move that the motion be postponed indefinitely."

Restorative Motions

Reconsider - Allows a question previously disposed of to come again before the assembly as if it had not previously been considered. The motion to reconsider can be made only by a member who voted on the prevailing side and only on the same day the original vote was taken. The motion is debatable only if the motion to be reconsidered is itself debatable. "I move to reconsider the vote on the motion relating to the annual banquet."

Discharge a committee - Takes a matter out of a committee's hands and places it again before the assembly as a whole. "I move that the committee considering what band to hire for the benefit dance be discharged."

Rescind a motion previously adopted - Voids a motion previously passed. "I move to rescind the motion passed at the last meeting relating to where we will go on the ski trip."

Take from the table - Allows the assembly to resume consideration of a motion previously laid on the table. "I move to take from the table the motion relating to presenting plaques to graduating members."

Incidental Motions

Point of information - Inquires as to the facts affecting the business at hand and is directed to the chair or, through the chair, to a member. "I rise to a point of information" or "A point of information, please."

Parliamentary inquiry - Requests the chair's opinion-not a ruling-on a matter of parliamentary procedure as it relates to the business at hand. "I rise to a parliamentary inquiry" or "A parliamentary inquiry, please."

Division of the assembly - Calls for a verification when a member doubts the accuracy of a voice vote or show of hands. "Division!" or "I call for a division."

Division of a question - Permits a motion to be divided into two or more parts in order that they may be considered separately. "I move to divide the motion so that the question of purchasing decorations can be considered separately."

Withdraw a motion - Permits a member to remove his or her question from consideration even after the motion has been restated by the chair. "Mr. Chairman, I move that I be allowed to withdraw the motion."

Objection to consideration - Suppresses business that is undesirable or that might prove damaging to the organization. "Madam President, I object to the consideration of the question."

Incidental Motions

Suspend the rules - Temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take. "I move to suspend the rules which interfere with considering the motion to hold a get-acquainted happy hour for new members."

Appeal from the ruling of the chair - Challenges a ruling of the chair. A majority vote sustains the ruling. "I appeal from the decision of the chair."

Point of order - Challenges an error in procedure and requires a ruling by the chair. "I rise to a point of order" or "Point of order!"

Methods of Voting

Voice vote - The most common method, members say aye or no when called for by the chair. This is only used for majority votes.

Rising vote - Has the members rise, either by standing or raising their hand, to indicate their vote. Countable

Secret ballot - The members write down their vote, unsigned, and then it is counted. Secret roll-call ballot - the same thing except the vote is signed. Countable

Roll call - members say their vote when their name is called. This is countable, and is used to have a permanent record of everyone's vote.

When to use a $\frac{2}{3}$ Vote

Sometimes a motion will call for a $\frac{2}{3}$ vote instead of a majority vote. This calls for a countable method of voting. The motions that require a $\frac{2}{3}$ vote restrict the rights of the members. For example the motion to recess has a majority vote, as it doesn't affect the rights of the members. However, the motion to call the previous question requires a $\frac{2}{3}$ vote as it ends debate for an immediate vote.

Voting as the Chair

The chair may vote when:

- The vote results in a tie
- The chair can create a tie
- When the method of voting is secret ballot

Most of the time the chair will not vote, and this is to have impartiality. Robert's Rules of order wants the chair to convey neutrality so no member feels that their rights aren't being honored.

When the Presiding Officer enters debate, they must relinquish the Chair.

Meeting Minutes

The approval of meeting minutes is the first item of business on the next meeting's agenda. After the meeting has ended, the secretary creates a draft to be approved at the next meeting. If someone spots an error, they can make an amendment, and if no one disagrees, the secretary makes the amendment. When the corrections have been made and the group approves, the secretary signs and dates the minutes. The minutes should open with the group name, date, time, place and whether it was a regular, special or emergency meeting. They should establish that a quorum was present, including the chair and secretary or their substitutes, and that the previous meeting's minutes were approved. The secretary must record motions and report the discussions and votes that took place.