

Parliamentary Procedure

Quinsigamond Community College

All College Forum

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Introduction to Parliamentary Procedure, Quotations and Frequently Used Motions Chart

“Whether these forms be in all cases the most rational or not is really not of so great importance. It is much more material that there should be a rule to go by, than what the rule is; that there may be an uniformity of proceeding in business, not subject to the caprice of the Speaker, or captiousness of the members.” Thomas Jefferson, *Manual of Parliamentary Practice* § 1 (1801).

“The great purpose of all rules and forms is to subserve the will of the assembly rather than to restrain it; to facilitate, and not to obstruct, the expression of their deliberative sense.” Henry M. Robert, *Robert’s Rules of Order Revised* 242 (4th ed. 1915); Luther Stearns Cushing, *Manual of Parliamentary Practice* ¶ 315 at p. 160 (1844).

“Democracy is the worst form of government except for all those others that have been tried.” Attributed to Winston Churchill.

Kitty v. City of Springfield, 343 Mass. 321, 178 N.E.2d 580 (1961). Custom or practice could not overrule established rules and bylaws consistent with common parliamentary practice. Action taken informally or without strict compliance with applicable rules and procedures, however, is binding if it remains unchallenged for a considerable period.

Lee v. Nielsen, 120 R.I. 579, 388 A.2d 1176 (1978). As a general rule, the judiciary ought not to interfere with the internal affairs of private associations. “To some extent, the autonomy which . . . private groups are accorded is constitutionally required by the [Free Association Clause of the] First Amendment to the United States Constitution.” Societies are “vested with wide discretion to interpret and decide their own regulations, rules, and disputes.” Nothing required organization to follow Robert’s Rules, as opposed to its own informal procedures.

Lecht v. Stewart, 483 A.2d 1079 (R.I. 1984). In absence of adopted rules, deliberations are governed by “generally accepted rules of parliamentary procedure.” “In determining proper parliamentary procedure, it is permissible to resort to Robert’s Rules of Order (newly revised 8th ed., 1981), the widely accepted codification of parliamentary law.”

King v. Rhode Island Chapter of the Eastern Star, 919 A.2d 991 (R.I. 2007). “A private voluntary organization is entitled to make its own rules and bylaws as long as they are not arbitrary and capricious. However, once those rules have been established, they bind the organization as well as its members.”

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Motions Frequently Used in Meetings

The following *ranking motions* rank in order from highest to lowest. A lower ranked motion cannot be made when a higher ranked motion is pending:

Motion	Vote	Debatable	Amendable
<i>Adjourn</i>	Majority	No	No
<i>Recess</i>	Majority	No	Yes (re: length of recess)
<i>Previous Question</i> closes debate and mandates immediate vote	2/3	No	No
<i>Limit/Extend Debate</i> creates special debate rules for an issue	2/3	No	Yes
<i>Postpone</i>	Majority	Yes	Yes
<i>Commit</i>	Majority	Yes	Yes
<i>Amend</i>	Majority	Yes	Yes
<i>Main Motion</i> brings new business to the floor	Majority	Yes	Yes

The following *incidental* and *restorative motions* have no rank. They are in order whenever applicable:

Motion	Vote	Debatable	Amendable
<i>Point of Order</i> member raises possible rules violation	No vote/ Chair rules	No	No
<i>Appeal</i> from a ruling of the Chair	Majority	No	No
<i>Suspend the Rules</i>	2/3	Yes	No
<i>Division of the Assembly</i> recount of an oral vote	No vote/ Single member demand	No	No
<i>Request</i> to request information or permission	Majority	No	No
<i>Reconsider</i>	Majority	Yes	No

The rules for motions in this basic list are taken from *Robert's Rules of Order Newly Revised* (11th ed. 2011). See the book for details, exceptions, and other motions.

George Demeter, Rights and Duties of Members

The rights of members at meetings and conventions are, in general, the ten tenets, or decalogue, listed here:

- (1) to receive notice of all meetings and all previous notices required to be given under the bylaws or rules;
- (2) to attend meetings, and to expect them to be opened reasonably promptly, within ten or fifteen minutes, a quorum being present;
- (3) to make motions and amendments, or to second them;
- (4) to debate motions which are debatable;
- (5) to vote on motions;
- (6) to apply motions of higher rank on pending motions;
- (7) to nominate and be nominated for office, and to elect or be elected to office;
- (8) to make inquiries, parliamentary or informational, and also necessary requests;
- (9) to enjoy reasonable quiet and peaceable attendance, free from abuse and from danger or menace to his safety, health and integrity;
- (10) and he has legal entitlement to his share in all of the organization's funds and property as long as he remains a member.

George Demeter, *Demeter's Manual of Parliamentary Law and Procedure* (Blue Book ed. 1969) p. 305.

"Unwritten" duties of members. The basic or unwritten duties of a member are as follows:

- (1) To attend meetings, thus acquiring experience, talent and the attributes of leadership, not only for the good of the order, but also for the community, state and nation. Meetings of organizations offer tremendous educational as well as social advantages.
- (2) To participate in the proceedings and deliberations, thus acquiring proficiency in the rules of parliamentary practice and in debate, decorum and discipline.
- (3) To accept the final decision of the majority without animosity or violence — just as one accepts the will of the people in a political election or the final decision of a judge, umpire or referee. One must demonstrate sportsmanship in the forum of a deliberative body (lodge, chapter, council, local, unit or other body) as much as in the field of sports.
- (4) To obey the rules of the organization and to pay his dues and other assessments promptly, thus helping to maintain the organization's dignity and integrity.
- (5) To bring in or recommend new members, and thus help to promote the organization's growth and extend its influence.

George Demeter, *Demeter's Manual of Parliamentary Law and Procedure* (Blue Book ed. 1969) p. 6.

SPEAKING THE LANGUAGE OF PARLIAMENTARY PROCEDURE

Michael E. Malamut, JD, PRP, CPP-T, with gratitude to M. Eugene Bierbaum, Ph.D., PRP, CPP-T

Making Motions

The following examples provide the proper *language* for many of the most common motions and procedures:

<i>Motion or Procedure</i>	<i>Language</i>	<i>Purpose. RONR page</i>
1. Main Motion	"I move that _____."	To propose an action to be taken or a policy to be adopted by the association. RONR pp. 33, 120.
2. Resolution	"I move adoption of the following resolution _____."	To introduce a formal proposal containing "whereas" and "resolved" clauses. RONR p. 33.
3. Second	"Second"	To ensure that at least two members (mover and seconder) wish to consider the motion. RONR p. 35.
4. Debate	"I wish to speak for (or against) the motion."	To discuss the issues pertaining to the pending motion. RONR p. 43.
5. Postpone Indefinitely	"I move to postpone the pending motion indefinitely."	To kill a main motion without bringing the motion to a direct vote. RONR p. 129.
6. Amend	"I move to amend the motion by adding (and/or striking out) the following words: _____."	To change the words in a pending motion. RONR pp. 141–53.
7. Commit	"I move to refer the pending motion to the _____ Committee."	To refer a pending motion to a committee. RONR pp. 178–79.
8. Postpone Definitely	"I move to postpone the pending motion until _____."	To establish a definite time at which the pending motion will be considered. RONR pp. 189–90.
9. Limit Debate	"I move to limit debate on the pending motion to ___ minutes."	To limit the amount of time allowed for debate. RONR p. 196.
10. Extend Debate	"I move to extend debate on the pending motion for ___ minutes."	To allow additional time for debate. RONR p. 196.
11. Previous Question	"I move the previous question."	To close debate and amendment. RONR pp. 207–09.
12. Lay on the Table	"I move to lay the pending motion on the table."	To set aside a pending motion temporarily. RONR p. 217–18.

<i>Motion or Procedure</i>	<i>Language</i>	<i>Purpose. RONR page</i>
13. Orders of the Day	"I call for the orders of the day."	To require the assembly to conform to its adopted order of business. RONR pp. 223–24.
14. Question of Privilege	"I rise to a question of privilege."	To protect the rights and privileges of members. RONR pp. 228–30.
15. Recess	"I move to recess for ____ minutes."	To take a short intermission during a meeting. RONR p. 232.
16. Adjourn	"I move to adjourn."	To close the meeting. RONR p. 241.
17. Fix a Time to which to Adjourn	"I move that when we adjourn, we adjourn until _____ (<i>time and date</i>)."	To set a definite time to continue the business of the present meeting. RONR p. 245.
18. Take from the Table	"I move that we take from the table to motion that _____."	To resume consideration of a motion that was tabled. RONR p. 304.
19. Rescind	I move to rescind the motion relating to _____."	To strike out an entire main motion or resolution that was adopted. RONR p. 309.
20. Amend Something Previously Adopted	"I move to amend the previously adopted motion relating to _____ by (and/or striking out) the following words: _____."	To change the wording of a previously adopted motion or resolution. RONR p. 309.
21. Reconsider	"I move to reconsider the vote on the motion that _____."	To bring back for further consideration a motion or resolution that has already been voted on. RONR p. 330.
22. Point of Order	"I rise to a point of order."	To call the chair's attention to a violation of the rules. RONR p. 235.
23. Appeal	"I appeal from the decision of the chair."	To challenge a procedural ruling of the presiding officer. RONR p. 259.
24. Suspend the Rules	"I move to suspend the rules that interfere with _____."	To override procedural rules on a case-by-case basis. RONR p. 266.
25. Request for Information	"I have a request for information."	To request relevant information about the substance of a pending motion. RONR p. 294.

<i>Motion or Procedure</i>	<i>Language</i>	<i>Purpose. RONR page</i>
26. Parliamentary Inquiry	"I rise to a parliamentary inquiry."	To request procedural information. RONR p. 294.
27. Quorum Count	"I rise to a point of order that there a quorum is not present."	To require the chairperson to determine that a quorum is present. RONR p. 349.
28. Division of the Assembly	"Division."	To require a standing vote to verify a voice vote. RONR p. 282.

Speaking the Language of the Presiding Officer

<i>Procedure</i>	<i>Language</i>	<i>RONR page</i>
1. Call to Order	"The meeting will come to order," or "The meeting will be in order."	RONR p. 25.
2. Granting Recognition to a Member	"The chair recognizes _____."	RONR p. 30.
3. Requesting a Second (if necessary)	"Is there a second to the motion?"	RONR p. 35.
4. Stating the Question	"It is moved and seconded that (or 'to') _____." For any debatable or amendable motion, add: "Are you ready for the question?" Alternatively, for a debatable motion: "Is there any debate?" Alternatively, for an undebatable, amendable motion: "Are there any amendments?"	RONR pp. 37–38.
5. Taking a voice vote	"The question is on the adoption of the motion that (or 'to') _____. As many as are in favor of the motion, say <i>aye</i> . Those opposed, say <i>no</i> ."	RONR pp. 45–46.
6. Taking a rising vote	"The question is on the adoption of the motion that (or 'to') _____. Those in favor of the motion will rise. . . . Be seated. . . . Those opposed will rise. . . . Be seated. . . ."	RONR p. 47.
7. Taking a vote by show of hands	"The question is on the adoption of the motion that (or 'to') _____. All those in favor of the motion will raise the right hand. . . . Lower hands. . . . Those opposed will raise the right hand. . . . Lower hands. . . ."	RONR p. 47.

Using the Language of Parliamentary Procedure
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<i>Procedure</i>	<i>Language</i>	<i>RONR page</i>
8. Announcing the result of a voice vote	"The ayes have it and the motion is adopted," or "The noes have it and the motion is lost."	RONR p. 50.
9. Announcing the result of a rising vote or show of hands	"The affirmative has it and the motion is adopted," or "The negative has it and the motion is lost."	RONR p. 50.
10. Announcing the result for a motion requiring two thirds for adoption	"There are two thirds in the affirmative and the motion is adopted," or "There are less than two thirds in the affirmative and the motion is lost."	RONR p. 50.
11. Agreeing to an action by unanimous consent	"If there is no objection to _____, (the proposed action) will be taken. Is there any objection? . . . Since there is no objection, (the action) will be taken." or "There being no objection . . . , (the proposed action) will be taken."	RONR pp. 54–55.
12. Taking a vote on the germaneness of an amendment	"As many as are of the opinion that the amendment is germane, say <i>aye</i> . Those of the opinion that it is not germane, say <i>no</i> . The ayes have it and the amendment is in order," or "The noes have it and the amendment is out of order."	RONR p. 254.
13. Taking a vote on a substitute resolution	"It is moved and seconded to amend by substituting for the pending motion/ resolution the following: _____. The motion to substitute proposes that the motion/ resolution just read shall come before the assembly in place of the pending motion/ resolution."	RONR p. 161.

<i>Procedure</i>	<i>Language</i>	<i>RONR page</i>
14. Taking a vote on the previous question	"The previous question is moved on _____. As many as are in favor of ordering the previous question on _____, rise. . . . Be seated. . . . Those opposed will rise. . . . Be seated. . . . There are two thirds in the affirmative and the previous question is ordered on _____." or "There are less than two thirds in the affirmative and the motion for the previous question is lost."	RONR pp. 207–08.
15. Taking the vote on an appeal	"The question is: Shall the decision of the chair be sustained? As many as are in favor of sustaining the chair's decision, say <i>aye</i> . Those opposed to sustaining this decision, say <i>no</i> . The ayes have it and the chair's decision is sustained." or "The noes have it and the decision is not sustained."	RONR p. 260.
16. Taking a vote a vote on an objection to consideration	"The consideration of the question is objected to. Shall the question be considered? Those in favor of considering it, rise. . . . Be seated. . . . Those opposed to considering the question, rise. . . . Be seated. . . . There are two thirds opposed and the question will not be considered." or "There being less than two thirds opposed, the objection is not sustained."	RONR p. 270.

Citations to Henry M. Robert *et al.*, *Robert's Rules of Order Newly Revised* (Perseus Press 11th ed. 2011) ("RONR").



BASIC PARLIAMENTARY INFORMATION
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PROCEDURE FOR HANDLING A MAIN MOTION

- I. Obtaining and assigning the floor
 - A. Member rises and addresses chair.
 - B. Chair recognizes member.

- II. How the motion is brought before the assembly
 - A. Member makes motion.
 - B. Another member seconds motion.
 - C. Chair states motion.

- III. Consideration of the motion
 - A. Members debate motion.
 - B. Chair puts question and members vote.
 - C. Chair announces result of vote.

See next page for sample dialogue of proper procedures.

PROCESSES OF AMENDING

1. To insert or to add (a word, consecutive words, or a paragraph)
2. To strike out (a word, consecutive words, or a paragraph)
3. To strike out and insert (which applies to words) or to substitute (which is not applied to anything less than a complete paragraph of one or more sentences)

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RANKING MOTIONS

Motions are listed in the order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Interrupt	Second	Debate	Amend	Vote	Reconsider
	S		A	M	R
	S			M	
	S	A	A	M	
I				+	
I				+	

PRIVILEGED MOTIONS

#	Fix the time to which to Adjourn	S	A	M	R
*	Adjourn				
#	Recess				
	Raise a Question of Privilege	I			
	Call for the Orders of the day	I			

SUBSIDIARY MOTIONS

Lay on the Table	S	M	R*
Previous Question (close debate)	S		2/3 R*
# Limit or Extend Limits of Debate	S	A	2/3 R*
# Postpone to a Certain Time (or Definitely)	S	D	A M R*
# Commit or Refer	S	D	A M R*
# Amend	S	D	A* M R
# Postpone Indefinitely	S	D	M R*

MAIN MOTION

S	D	A	M	R
S	D	A	M	R

MEANING OF SYMBOLS

- A — Can be amended.
- D — Is debatable.
- I — Is in order when another has the floor.
- M — Requires a majority vote (i.e., more than half the votes cast).
- R — The vote on this motion may be reconsidered.
- S — Requires a second.
- 2/3 — Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative.)
- + — Usually no vote is taken. The chair decides.
- # — A main motion when no other motion is pending.
- * — No vote is taken. The chair responds.
- ** — See *Robert's Rules of Order Newly Revised*, current edition, for specific rule. Consult index and tinted pages for further information and page references.

PERTINENT FACTS

A main motion brings business before the assembly.

A subsidiary motion assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A privileged motion deals with special matters of immediate importance. It does not relate to the pending business.

An incidental motion is related to the parliamentary situation in such a way that it must be decided before business can proceed.

FORMS OF VOTING

A voice vote is the most commonly used form of voting.

A rising vote is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A show of hands is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A count can be ordered by the chair or by a majority vote of the assembly.

Unanimous consent is a vote of silent agreement without a single objection.

A ballot or roll call vote can be ordered by a majority.

Rulings of the chair can be appealed.

NON-RANKING MOTIONS

INCIDENTAL MOTIONS

Appeal	I	S	D*	M*	R
Close Nominations or Close Polls		S		A	2/3
Consideration by Paragraph or Seriatim		S		A	M
Create a Blank		S			M
Division of a Question		S*		A	M*
Division of the Assembly		I		*	
Objection to the Consideration of a question	*				2/3 R*
Parliamentary Inquiry	I				—
Point of Information	I				—
Point of Order	I		*		+
Reopen Nominations or the Polls		S		A	M R*
Request for Permission to Withdraw a Motion	*				M R*
Suspend the Rules	S				2/3*

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table	S	M
**Rescind or Amend Something Previously Adopted	S	D A * R*
**Discharge a Committee	S	D A * R*
Reconsider	* S	D* M

**—An incidental main motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority of entire membership.

Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by unanimous consent or a majority vote of the assembly.

Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and can be made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which a business meeting is held.

PROCEDURE FOR HANDLING A MAIN MOTION

- I. Obtaining and assigning the floor
 - A. A member rises when no one else has the floor and addresses the chair.
"Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
 1. In a large assembly, the member give his name and identification.
 2. The member remains standing and awaits recognition by the chair.
 - B. The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him.
- II. How the motion is brought before the assembly
 - A. The member makes the motion: "I move that (or "to")..." and resumes his seat.
 - B. Another member, without rising, seconds the motion: "I second the motion" or "I second it" or, even, "Second."
 - C. The chair states the question on the motion: "It is moved and seconded that (or "to")... Are you ready for the question?"
- III. Consideration of the motion
 - A. Members can debate the motion.
 1. Before speaking in debate, members obtain the floor as in I above.
 2. The maker of the motion has first right to the floor if he claims it promptly.
 3. All remarks must be addressed to the chair.
 4. Debate must be confined to the merits of the motion.
 5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
 - B. The chair puts the question (puts it to vote).
 1. The chair asks: "Are you ready for the question?" If no one then rises to claim the floor, the chair proceeds to put the question.
 2. The chair says: "The question is on the adoption of the motion that (or "to")... Those in favor of the motion, say *Aye*. (Pause for response) Those opposed, say *No*." (Pause for response)
 - C. The chair announces the result of the vote.
 1. "The *ayes* have it, the motion is adopted, and... (indicating the effect of the vote or ordering its execution)." (or)
 2. "The *nays* have it, and the motion is lost."

THE CHAIR AND A SAMPLE ORDER OF BUSINESS

Call to Order

The presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says, "The meeting will come to order."

Opening Ceremonies (religious, patriotic, ritualistic, etc. — optional)

"Please rise and remain standing for the invocation, which will be given by ..., and the Pledge of Allegiance to the Flag of the United States of America, which will be led by (If given, the invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America are given in that order.)"

Roll Call (if customary)

"The Secretary will call the roll of officers (or "will call the roll")."

Reading and Approval of Minutes

"The Secretary will read the minutes." (The presiding officer sits down.)
Except in the smallest of meetings, the secretary stands to read the minutes.
"Are there any corrections to the minutes?" (Pause)

"If there are no corrections, the minutes stand (or "are") approved as read."

With corrections: "If there is no objection, the Secretary will make the correction(s).... If there are no further corrections, the minutes stand (or "are") approved as corrected."

Reports of Officers, Boards, and Standing Committees

"The next item of business is hearing reports of the officers, boards, and standing committees."

Officers and standing committees are called on in the order they are listed in the bylaws. The chair usually calls on only those who have reports to make.

In calling on the secretary: "Is there any correspondence?"

In calling on the treasurer: "May we have the Treasurer's report?"

A treasurer's report is never adopted. An auditor's report, usually made annually, is adopted.

"The question is on the adoption of the Auditor's report. Those in favor of the motion, say *Aye*. Those opposed say *No*. The *ayes* have it and the Auditor's report is adopted."

An officer should not move the implementation of a recommendation in his report; another member can make such a motion following the officer's report.

The secretary or other reporting member of a board and the chairman or other reporting member of a committee, "by direction of" (or "on behalf of") the board (or "the committee"), moves the adoption of the necessary motion to implement any recommendations the board or committee makes.

A motion arising out of an officer's, board's, or committee's report is taken up immediately.

Reports of Special Committees (announced only if there are such committees prepared or instructed to report)

"The next item of business is hearing reports of special committees. The committee appointed to... will now report."

Special committees are called on in the order in which they were appointed.

The reporting member (usually the chairman), "by direction of" (or "on behalf of") the committee, moves the adoption of motions or resolutions in the report.

Special Orders (announced only if there are such items)

Unfinished special orders from the previous meeting and items made special orders for this meeting and not set for specific hours are taken up under this heading. Matters set by the bylaws for a particular meeting may be taken up.

"The next item of business is the consideration of special orders. At the previous meeting, the motion relating to... was postponed to this meeting and made a special order. The question is on the motion that... Are you ready for the question?"

"The Secretary will read from the bylaws Article _____ Section _____ concerning the election of a Nominating Committee."

Unfinished Business and General Orders (announced only if there are such items.)

Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.

"Under *Unfinished Business and General Orders*, the first item of business is the motion relating to... that was pending when the previous meeting adjourned. The question is on the adoption of the motion that... Are you ready for the question?"

"The next item of business is the motion relating to... that was postponed to this meeting. The question is on the adoption of the motion that... Are you ready for the question?"

New Business

"Is there any new business?"

"Is there any further new business?"

Announcements

"The chair has the following announcements... Are there other announcements?"

Program

The chair does not "turn the meeting over" but announces "The Program Committee will now present the program" or "...will introduce our speaker."

Adjournment

"Is there any further business? (Pause) Since there is no further business, the meeting is adjourned." (or)

"A motion to adjourn is in order."

In announcing an affirmative vote: "The ayes seem to have it. (Pause) The ayes have it and the meeting is adjourned." (A single rap of the gavel may be used.)

Basic Parliamentary Mnemonics

Basic Order of Business **RRRSUN**

Reading and approval of minutes
Reports of officers, board and standing committees
Reports of special (ad hoc) committees
Special orders
Unfinished business and general orders
New business

Basic Content of Bylaws **NO MOM EC PA**

Name
Object
Members
Officers
Meetings
Executive board
Committees
Parliamentary authority
Amending process

Question of Privilege **SHIP**

Safety
Health
Integrity
Protection

American Institute of Parliamentarians, *Fundamentals of Parliamentary Law and Procedure* (3d ed. 2005) p. 291.

PARLIAMENTARY SITUATIONS FOR LANGUAGE DEVELOPMENT

by Dr. M. E. Bierbaum, CPP-T

1. A main motion is moved and seconded. After brief discussion, another member moves to refer the main motion to a committee of three to be appointed by the chair. The motion to refer is adopted. The chair appoints the committee, naming the committee chairman first.
2. A main motion is moved and seconded. Another member moves to postpone the main motion indefinitely. Another member moves to amend the main motion by striking out words. The amendment is put to a vote and is defeated. The motion to postpone indefinitely is adopted.
3. A main motion is moved and seconded. Another member moves to postpone the main motion until our next regular meeting. Another member moves to amend by striking out the word "regular." When voted on, both the amendment and the motion to postpone are defeated. The main motion is voted on and adopted.
4. A main motion is moved and seconded. After brief discussion on the main motion, a member moves to limit debate to one minute per speech. Another member moves to amend the motion by striking out "one" and inserting "two." Another member moves to lay the main motion on the table. The motion to lay on the table is voted on and is defeated. The amendment and the motion to limit debate are both adopted. The main motion is adopted.
5. A main motion is moved and seconded. Another member moves to refer the main motion to a committee of five to be elected. Another member moves to amend the motion by striking out "five" and inserting "three." Another member moves the previous question. The previous question is voted on and adopted. The amendment is vote on and adopted. After discussion, the motion to commit is adopted. The chair then announces that an election will now take place (but do not do the actual election).
6. A main motion is moved and seconded. Another member moves to postpone discussion of the main motion for one week. Another member moves to amend the motion by striking out "one" and inserting "two." Another member moves the previous question; and this is seconded. Before the chair can put the question to a vote, another member moves the previous question on all pending questions, which is seconded. All motions put to a vote are adopted.
7. A main motion is moved and seconded. Another member moves to substitute a different motion in place of the main motion, and this is seconded. After discussion, the substitute is adopted.
8. The following are moved and seconded in sequence: a main motion, an amendment to the main motion, a motion to adjourn, a motion to fix time, and an amendment to the motion to fix time. All motions that are voted on are adopted.
9. A main motion and a motion to commit are moved and seconded. A motion to limit debate is moved, seconded, and adopted. After brief debate, the previous question is moved and seconded. The vote on the previous question is exactly a two-thirds vote. The chair votes in the negative, and the previous question is defeated. Discussion and voting continue, and all votes taken are in the affirmative.

LANGUAGE DEVELOPMENT CONT'D.

10. A main motion is moved, seconded, and adopted. A motion to recess is moved, seconded, and adopted. Following the recess, a member moves to reconsider the vote on the main motion. The motion to reconsider is adopted; the main motion is then defeated.
11. A member moves to renew the motion defeated in situation #10 above. The motion is adopted. A member moves to amend the adopted motion, and the amendment is adopted.
12. A main motion is moved and seconded. An amendment is moved and seconded which is questionably germane to the main motion. The chair rules the amendment out of order, stating that it is not germane to the main motion. A member appeals the decision of the chair, and the appeal is seconded. Discussion follows and the vote on the appeal results in a tie vote.
13. A member moves to rescind the motion that was adopted in situation #11. The motion to rescind is adopted. A member moves to adjourn, and this is adopted.
14. A main motion containing two distinct parts is moved and seconded. After brief discussion, a member moves to divide the question. This is seconded and adopted. The first part of the question, when voted on, is adopted. The second part, when voted on, is defeated.
15. A main motion which appears to be absurd in content is moved and seconded. A member objects to consideration of the motion. The chair puts the objection to a vote, and a majority (but less than two-thirds) vote against consideration of the main motion. The main motion is discussed, voted on, and adopted.
16. The following are moved and seconded in sequence: a main motion, a first-degree amendment, a second-degree amendment, a motion to commit, and an amendment to the motion to commit. After brief discussion, the chair takes a voice vote on the amendment to the motion to commit. The chair announces that the amendment is adopted, but one member calls out "Division." The chair takes a division of the assembly, and the amendment is defeated. The motion to commit is voted on and adopted.
17. A main motion is moved and seconded. An amendment is moved and seconded which is questionably germane to the main motion. The chair rules the amendment out of order, stating that it is not germane to the main motion. A member appeals the decision of the chair, and the appeal is seconded. Following discussion, the vote is taken on the appeal, and this results in a tie vote.
18. A main motion and the motion to postpone indefinitely are moved and seconded. A member raises a question of privilege. The chair rules that the question of privilege is to be entertained immediately. The vote on the question of privilege is in the affirmative. The motion to postpone indefinitely is adopted.
19. A motion that our next meeting be held on February 3rd is moved and seconded. Another member moves to strike out February 3rd and create a blank. This is seconded and adopted. Suggestions for filling the blank are then given by various members of the assembly, as follows: March 15, December 4, January 20, and November 29. These are voted on, and the blank is filled by inserting December 4. The amended main motion is adopted.

The following are advanced parliamentary situations for language development.

20. (At the previous meeting of an organization that meets twice monthly, a main motion was adopted authorizing repairs for the office computer, the FAX machine, and the copier, the total cost not to exceed \$1,000.)

A moves to reconsider the motion, and is ruled out of order. B moves to rescind the motion, but is ruled out of order because the FAX machine has already been repaired at a cost of \$325. C moves to amend the motion by striking out "copier," and the amendment is adopted by a vote of 21-17. D raises a point of order that the motion was not adopted by a 2/3 vote. The chair replies that 21 is a majority of the total membership, and the motion is adopted. E moves to amend the motion by striking out \$1,000 and inserting \$800. The amendment is adopted.

21. (During the first day of a convention, a resolution was adopted to discharge the finance committee from further consideration of a dues increase.)

On the second day of the convention, A moves to reconsider, but it is determined that A voted against the motion. B, who voted for the motion, moves to reconsider. The motion to reconsider is adopted, and the motion to discharge is adopted. C moves that the question of a dues increase be referred to the bylaws committee. D moves to amend the motion by specifying a date for the bylaws committee to report back. E moves to close debate. All pending motions are adopted.

22. (Notice of a bylaw amendment to raise the annual dues from \$500 to \$700, proposed by the Board of Directors, was published in the association's quarterly newsletter.)

A, speaking on behalf of the Board of Directors during the association's annual meeting, requests permission to withdraw the bylaw amendment. B moves to grant permission, and a vote is taken. The vote is 100 in favor and 2 opposed (members C and D), and the motion is defeated. E moves to reconsider, but it is determined that E voted for the motion. C moves to reconsider, and all pending motions are adopted.

23. During the previous meeting of a club that meets monthly, a motion to lay on the table was adopted. The motions pending at the time that lay on the table was adopted were:

1. A main motion.
2. A motion to amend by striking out and inserting words.
3. A motion to refer.
4. An amendment to the motion to refer.
5. A motion for the previous question.

A moves to take the main motion from the table, and the motion is adopted. All pending questions are adopted.

PARLIAMENTARY PROCEDURE
REFERENCE LIST

Parliamentary Tensions:

Tensions underlying typical parliamentary rules:

- ♦ efficiency v. education (through debate)
- ♦ majority rule v. minority rights
- ♦ chair v. assembly
- ♦ flexibility v. finality
- ♦ intensity (of consideration of a matter) v. immediacy (interruptability)

The rules surrounding the motions—required vote, amendability, debatability, interruptability, reconsiderability—balance these tensions.

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