

PARLIAMENTARY PROCEDURE

When you want the group to make a decision:

You say "I move that we _____." (Called a main motion. Only one on floor at a time.)

The Chair--

- ▶ Repeats motion and calls for 2nd.
- ▶ Repeats motion and calls for discussion.
- ▶ Calls upon people who want to discuss.
- ▶ When discussion ends, repeats motion and calls for a vote.
- ▶ Announces result of vote.

When you want to make a small change in a motion:

You say "I move to amend the motion by _____." (e.g., "adding/substituting/striking the words...")

The Chair--

- ▶ Follows same procedure as above for main motion.
- ▶ Amendments are decided before the main motion.
- ▶ Once the amendment is decided, return to consideration of main motion.

When you voted on the winning side on a motion but now you have changed your mind:

You say "I move to reconsider the motion to _____." (Usually same meeting)

The Chair--

- ▶ Needs a second.
- ▶ Debatable only if motion to be reconsidered is debatable. May not be amended.
- ▶ If passed, return to discuss and vote on the motion to be reconsidered.

Minor or Incidental Motions:

You think the Chair made a mistake in following the rules of procedure:

You say "Point of order, Mr./Ms. Chairperson." (One of few times you may interrupt another speaker, even the Chair)

The Chair--

- ▶ Says: "State your point."
- ▶ Listens to member, decides if correct, corrects mistake, and goes on with meeting.

Group is bogged down about a matter which is not urgent, or you think more information is needed before the matter can be decided:

You say "I move that we refer the matter to a committee."

The Chair--

- ▶ Says: "It has been moved that we refer the matter to a committee."
- ▶ Handle like a main motion.
- ▶ If motion passes, refer matter to an existing committee or appoint a new one.

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