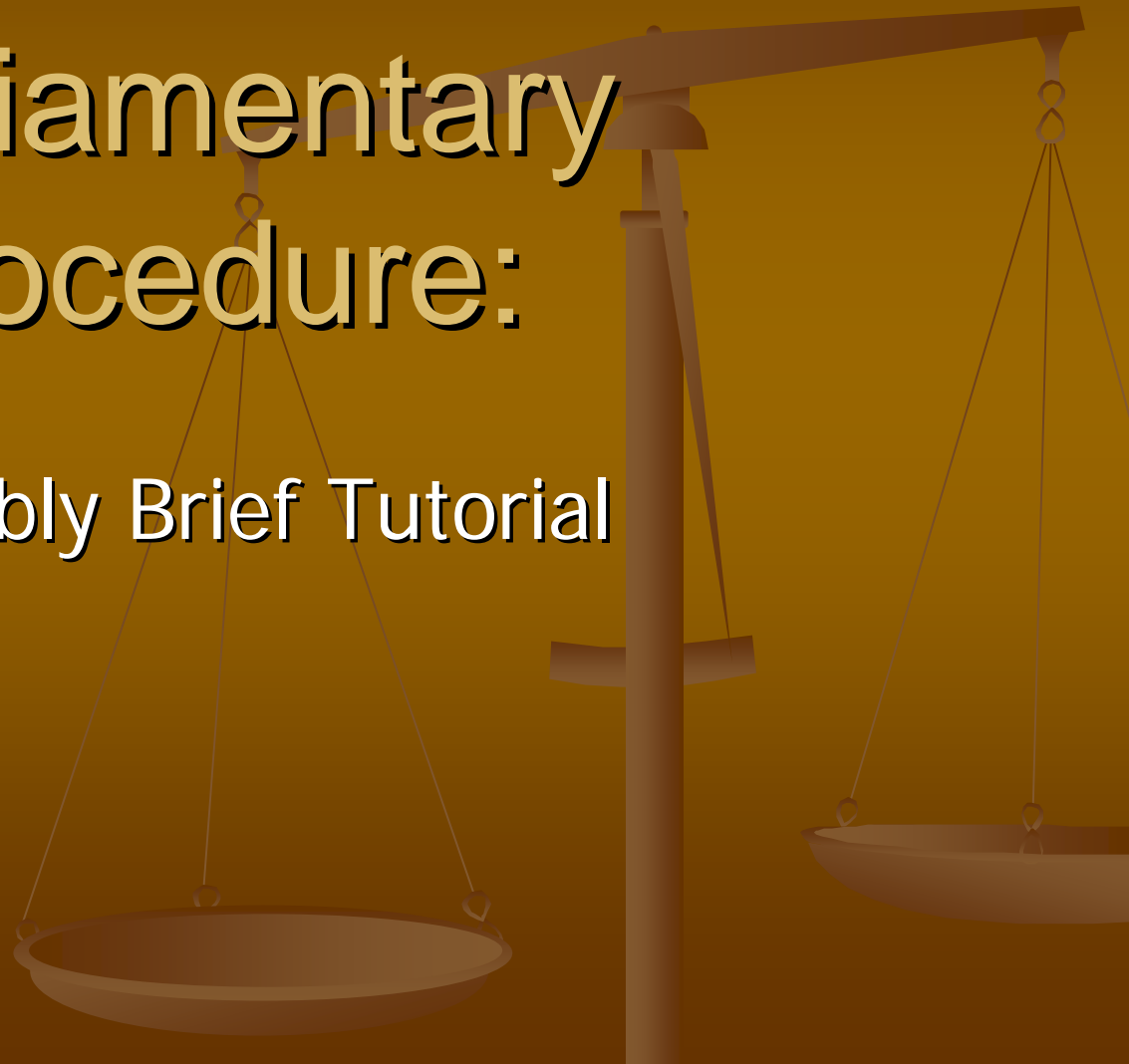


Parliamentary Procedure:

A Terribly Brief Tutorial



Two Central Ideas

1. Democracy.

2. Efficiency.



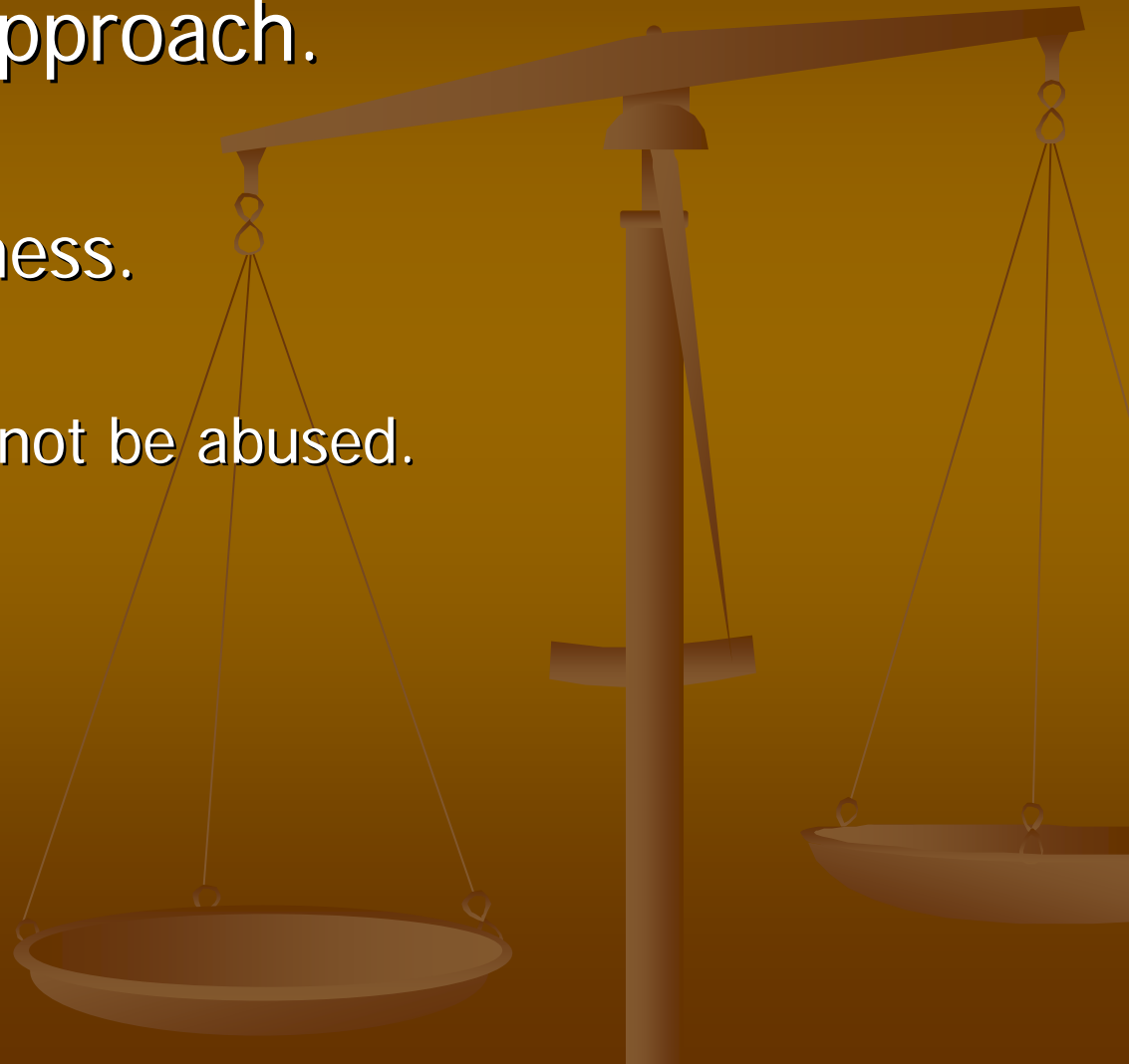
Democracy



1. Every member has a right to participate in a respectful manner.
 1. Those in the Minority are protected. (e.g. Limitation on member rights requires a 2/3 majority.)
2. Majority rules.

Efficiency

1. Get 'er done approach.
 1. Germane.
 2. Avoid dilatoriness.
 1. Be prepared.
 2. Rules should not be abused.



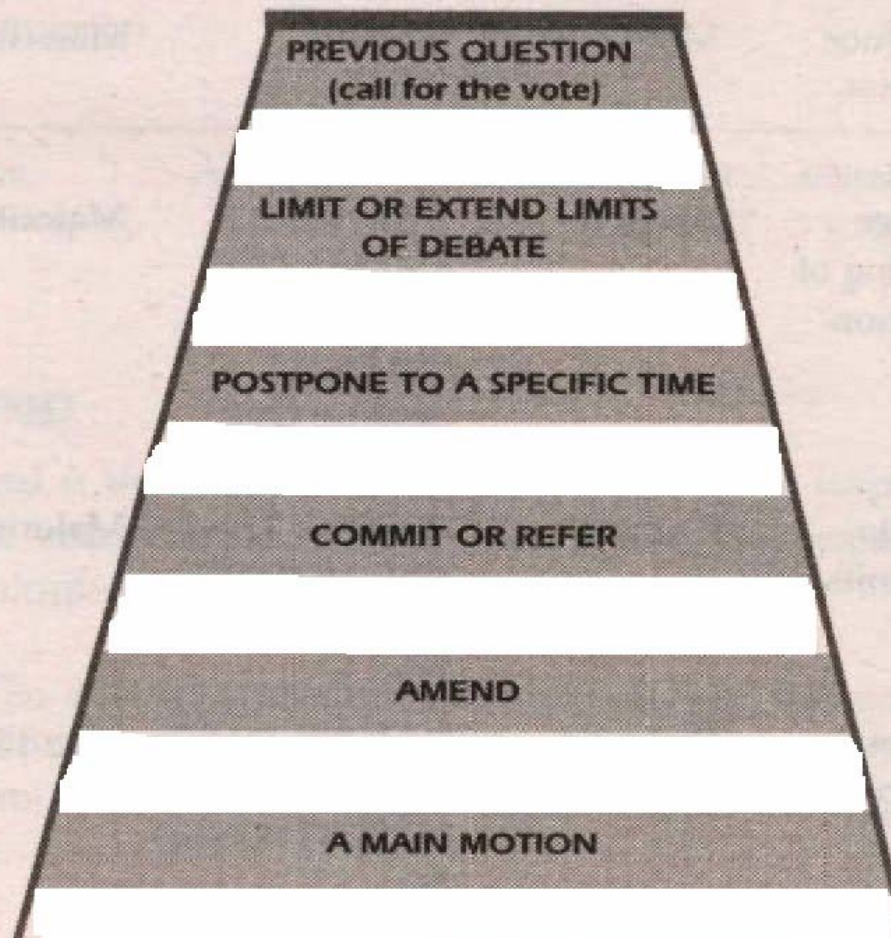
Balance

A well run meeting provides the most efficient process and respects the rights of all members.



Motions Ranked

THE RANKS OF MOTIONS IS LIKE A STEPLADDER



Subsidiary and Privileged Motions

CHART 1

WHAT DO I SAY?

A Chart of Motions Arranged from Lowest to Highest Rank

To Do This	Motion	You Say This	Vote
Introduce Business	Main	"I MOVE THAT..."	Majority
SUBSIDIARY MOTIONS			
Change Wording of a Motion	Amend	"I MOVE TO AMEND THE MOTION BY ..." (Adding, Striking Out, Substituting)	Majority
Send to Committee	Commit	"I MOVE THAT THE MOTION BE REFERRED TO ..."	Majority
Postpone Action	Postpone Definitely	"I MOVE THAT THE MOTION BE POSTPONED TO ..."	Majority

To Do This	Motion	You Say This	Vote
Limit Debate	Limit Debate	"I MOVE THAT DEBATE BE LIMITED TO (ONE) SPEECH OF (TWO) MINUTES FOR EACH MEMBER."	Two-thirds
End Debate	Previous Question	"I MOVE THE PREVIOUS QUESTION."	Two-thirds
PRIVILEGED MOTIONS			
Take Care of Noise or Temperature	Personal Privilege	"WE CANNOT HEAR IN THE BACK OF THE ROOM."	Chair Rules
Take Intermission	Recess	"I MOVE THAT WE RECESS FOR ..."	Majority
Close Meeting	Adjourn	"I MOVE THAT WE ADJOURN."	Majority

Incidental Motions

CHART 2
A CHART OF INCIDENTAL OR
UNRANKED MOTIONS
 (In order of when they apply to business on the floor)

To Do This	Motion	You Say This	Vote
INCIDENTAL MOTIONS			
To Enforce Rules	Point of Order	"I RISE TO A POINT OF ORDER."	Chair
Protest Ruling of Chairman	Appeal	"I APPEAL THE DECISION OF THE CHAIR."	Majority
Request Information	Point of Information	"I RISE TO A POINT OF INFORMATION."	Given By Chair/ Authority
Request Parliamentary Help	Parliamentary Inquiry	"I RISE TO A PARLIAMENTARY QUESTION."	Given By Chair/ Authority
Demand a Verification of the Vote	Division	Call out "DIVISION!"	On Demand of One Member
To Separate Parts of a Motion	Division of a Question	"I MOVE THAT THE MOTION BE DIVIDED."	Majority
To Remove an Improper Matter from the Floor	Object to Consideration	I OBJECT TO "THE CONSIDERATION OF . . ."	Two-thirds
To Withdraw a Motion I Made	Permission to Withdraw	"I REQUEST THAT MY MOTION BE WITHDRAWN"	Majority



Restoratory Motions

To Do This	Motion	You Say This	Vote
RESTORATORY MOTIONS			
To Change a Decision	Rescind	“I MOVE TO RESCIND THE MOTION TO ...”	Two-thirds
To Bring Back a Motion for Revote	Reconsider*	“I MOVE TO RECONSIDER THE VOTE ON ...”	Majority

***SPECIAL RULES:**

1. Must be made by someone who voted on the winning side.
 2. Must be made *same day* or *next day* in a convention.
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Bibliography

- Robert, Henry M. *Robert's Rules of Order* 10th edition, Perseus Publishing, 2000.
 - Zimmerman, Doris P. *Robert's Rules in Plain English*, HarperPerennial, 1997.
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