



BASIC PARLIAMENTARY PROCEDURE

Joy Myers
Parliamentarian

TOGETHER WE MAKE A GREAT TEAM



PARLIAMENTARY PROCEDURES

- **Processing a Motion**
- **Division of a Question**
- **General Consent**
- **Refer or Commit**
- **Previous Question**
- **Postpone : 2 types**
- **Point of Order**

PROCESSING A MOTION

1. Obtaining the floor
Addressing the Chair: Mr./Madam President
2. Recognizing the Delegate:
3. Making the motion: I move that
4. Seconding the motion: I second (or) Second.

PROCESSING A MOTION (CONT...)

5. Stating the motion: It is moved and seconded that....
6. Debating the motion:
Is there discussion? (or) Are you ready for the question?
7. Putting the question:
Those in favor, say AYE.
Those opposed, say NO.
8. Announcing the vote
The 'ayes' have it, the motion is carried
(or) The 'noes' have it, the motion is defeated,

DIVISION OF A QUESTION

- **When a motion relating to a single subject contains several parts, the parts can be separated and voted on as if they were distinct questions.**
- **Must be seconded.**
- **Is not debatable.**
- **Is amendable.**
- **Requires a majority vote.**
- **Usually done by General Consent.**

GENERAL CONSENT

- **Used for routine business**
- **Time saving**
- **Used to take action without the formality of a motion and formal vote**
- **Chair states: “If there is no objection, the action will be taken.”**

REFER OR COMMIT

- **Used to send a motion to a relatively small group of selected persons (e.g., Board, committee) so that the question may be carefully investigated and put into better condition for the assembly to consider.**
- **Must be seconded.**
- **Is debatable.**
- **Is amendable.**
- **Requires a majority vote.**

PREVIOUS QUESTION

- A motion used to bring the assembly to an immediate vote on one or more pending questions. - Stops debate.
- Must be seconded.
- Is not debatable.
- Is not amendable.
- Requires a 2/3 vote.

POSTPONE TO A CERTAIN TIME

- A motion to put off, within limits, action on a question to a definite day, meeting, or hour, or until after a certain event.
- Must be seconded.
- Is debatable.
- Is amendable.
- Requires a majority vote.

POSTPONE INDEFINITELY

- **Kills for the duration of the meeting. Motion can be renewed at next meeting.**
- **Debatable - Debate can go fully into the merits of the Main Motion.**
- **Affirmative vote can be reconsidered.**
- **In a Session consisting of several meetings, the suppression continues throughout the entire series of meetings.**

POINT OF ORDER

- **Calling upon the Chair of the House for a ruling and an enforcement of the rules.**
- **Not debatable, not amendable.**
- **No vote.**