

The Basics of Parliamentary Procedure

Basic Rules:

- Debate on a question (motion, resolution) shall be limited to two (2) minutes per person; not to exceed a total of twelve (12) minutes.
- No one may speak a second time until all who wish to speak have spoken.
- When you rise to speak, state your name and component.
- New PRs or PBYS must be moved and seconded before they are considered. Whereas, Proposed Resolutions (PRs) or Proposed Bylaws Amendments (PBYS) received prior to the General Assembly are "main motions" already "on the table" (ready to be considered).
- Use the Submission Form for new PRs, new PBYS, or amendments.

SIX EASY STEPS

1. A member makes a motion

"I move that . . ." OR "Be it resolved that"

2. Another member seconds the motion

"Second!"

3. The chair "states" the question

"It is moved and seconded that"

4. Members debate the motion, AKA provide testimony

"Deb Kappes, East Valley, and I speak in favor of (or against) the motion because"

During debate, certain other motions might be made; the most common of which is a motion to amend the pending motion.

5. The chair "puts" the question

"The question is on the adoption of the motion that Those in favor of the motion, raise your VOTING CARD. Lower cards. Those opposed, raise your VOTING CARD. Lower cards."

6. The chair announces the result

"The affirmative (or negative) has it and motion is adopted (or lost)."

AMENDMENTS

Some Key Points:

- Have your proposed amendment in writing
- Handling of the amendment
 - Moved and seconded
 - The amendment is debated and comes to a vote
 - If adopted, the amended resolution replaces the original and the debate resumes on the amended resolution
 - If defeated, the original resolution stands and the debate resumes

Amend a Pending Motion

You want to improve a pending main motion (PR or PBY) by making some simple word changes.

- Insert words:
"I move to insert the words before the words"
- Add words to the end of the motion:
"I move to add the words"
- Remove words:
"I move to strike out the words"
- Combination of removing and inserting:
"I move to strike out the words. and insert the words"

Amend by Substitution

You want to change a paragraph in the motion or entire thing.

- "I move to substitute for the 2nd paragraph the following:"
- "I move to substitute for the pending motion the following:"

Amend an Amendment

- A motion to amend a pending motion is called a primary amendment.
- A motion to amend a pending amendment is called a secondary amendment.
- Secondary amendments CANNOT be further amended and must be voted on prior to voting on the primary amendment.

OTHER GOOD STUFF

YOU WANT TO:	YOU SAY:
Delay a decision	I move to refer the resolution to
Kill a motion	I move that the motion be postponed indefinitely*
Request some information	Point of Information, please
Close debate & bring to a vote	I call the question**

* Sometimes it is better not to decide than it is to decide

** This motion requires a 2/3 affirmative vote in order to be adopted.