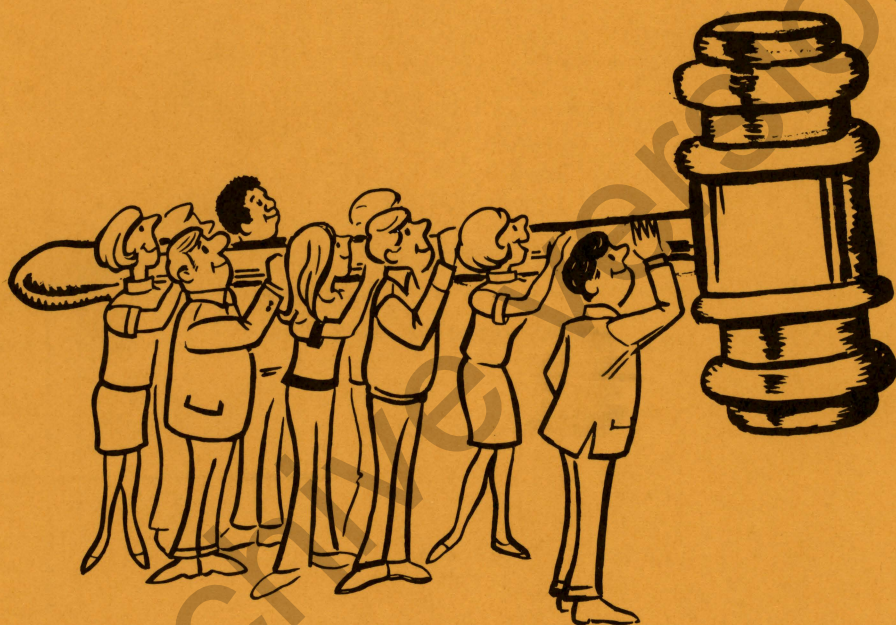


# Putting Robert's Rules to Work



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## FOREWORD

This simplified guide is intended to help you wade through the waters of Robert's Rules of Order.

It does not suggest that Robert's Rules is the most effective way of conducting meetings in every situation. It is a guide for those meetings which of necessity are run by Robert's Rules of Order.

Based on the Handbooks  
"The How in Parliamentary Procedure"  
and  
"Parliamentary Procedure in Action"  
with special references to  
'Robert's Rules of Order'

The large type statement indicates the action being taken. The smaller type statements indicate examples of what might be stated during the action.

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# **“THE HOW IN PARLIAMENTARY PROCEDURE”**

Parliamentary Procedure is based on

## **TWO DEMOCRATIC PRINCIPLES**

It recognizes majority rule.

It protects the rights and privileges of the individual.

# GETTING READY FOR THE MEETING

“Last week we didn’t have enough chairs.”

**THE MEMBERS RESPONSIBLE  
PREPARE THE MEETING ROOM.**

“Our new president really expects us to be on time with our reports.”

**THE OFFICERS AND COMMITTEE CHAIRMEN  
SHOULD HAVE THEIR REPORTS READY BY  
MEETING TIME.**

“Hi, Joe.”

“Hi, Mary.”

**THE ROLL MAY BE CHECKED BY THE  
SECRETARY AS THE MEMBERS  
ENTER THE ROOM.**

“One, two, three”

“Bill, Jane, Ted,”

**COUNT THE MEMBERS IF ONLY THE TOTAL  
NUMBER PRESENT IS IMPORTANT.**

**CALL THE ROLL IF IT IS IMPORTANT TO KNOW  
WHO IS PRESENT.**

“Let’s see. I don’t believe Henry and Ruth are on any committees at the present time.”

**THE PRESIDENT SHOULD HAVE A LIST OF THE MEMBERS OF ALL COMMITTEES BEFORE HIM TO SERVE AS A GUIDE IN APPOINTING A NEW COMMITTEE.**

BANG

tap tap

**USE THE GAVEL WITH DISCRETION.  
A FEW LIGHT TAPS SHOULD BE SUFFICIENT.**



“I’m sorry but the members in the back of the room are making too much noise.”

**THE GAVEL CAN’T TALK, SAY  
WHAT YOU WANT WHEN YOU USE  
THE GAVEL.**

“Can you hear me in the back of the room?”

**TO NE YOUR VOICE TO THE SIZE OF THE ROOM.  
DON’T SHOUT. DON’T WHISPER.  
SPEAK DISTINCTLY.**

# THE ORDER OF BUSINESS

“The meeting will please come to order.”

**THE CHAIRMAN CALLS THE MEETING  
TO ORDER AT THE APPOINTED TIME.**

“This afternoon we are fortunate to have as our guest speaker a man who . . .”

**SPECIAL PROGRAMS OF A SERIOUS NATURE  
MAY BE SCHEDULED EARLY IN THE MEETING.**

“We will have the reading of the minutes of the last meeting.”

**THE CHAIRMAN CALLS FOR THE  
REPORT OF THE SECRETARY.**

“The regular meeting of the Huntsville High School Senior Class was held . . .”

**THE MINUTES OF THE LAST  
MEETING ARE READ BY THE SECRETARY.**

“Are there any corrections needed on the report?”

**THE CHAIRMAN ASKS THE  
MEMBERS IF THE REPORT IS CORRECT.**

“If not, they stand approved as read.”

**THE MEMBERS APPROVE THE  
SECRETARY’S REPORT BY  
GENERAL CONSENT, OR. . .**

“Mr. President, I believe the amount voted for the Junior-Senior dance was one hundred dollars, not two hundred.”

**... IF A MEMBER FINDS A  
MISTAKE IN THE MINUTES ...**

“If there are no further corrections or additions, the minutes are approved as corrected.”

**... THE MEMBERS APPROVE  
THE CORRECTED REPORT.**

“Our treasurer, Bill Jones, will now submit his report.”

**THE CHAIRMAN CALLS FOR  
THE REPORT OF THE TREASURER.**

“The treasurer wishes to submit the following report.”

**THE TREASURER SUBMITS HIS  
REPORT OF RECEIPTS AND EXPENSES.**

“Are there any questions concerning the report of the treasurer?”

“Thank you, Bill, for your report.”

**THE TREASURER’S REPORT IS SUBJECT TO  
AUDIT. IT IS NOT APPROVED UNTIL THE  
AUDITING COMMITTEE MAKES ITS  
REGULAR REPORT.**

“Fred Brown will now report for the publicity committee.”

**THE CHAIRMAN CALLS FOR  
STANDING COMMITTEE REPORTS.**

“The publicity committee wishes to report that. . .”

**STANDING COMMITTEES MAKE THEIR REPORTS.**

“We will now have the report of the Halloween Party Committee.”

**THE CHAIRMAN CALLS FOR  
SPECIAL COMMITTEE REPORTS.**



“The Halloween Party Committee wishes to submit the following report:”

**WHEN ADVISABLE, A COPY OF THE REPORT  
IS PROVIDED FOR THE SECRETARY.**

“Old unfinished business is now in order.”

**IF THE MINUTES DO NOT INDICATE ITEMS OF  
OLD UNFINISHED BUSINESS, THERE IS NO  
REASON TO ASK FOR UNFINISHED BUSINESS.**

“The meeting is now open for the consideration of new business.”

**THE CHAIRMAN CALLS FOR NEW BUSINESS.**

“If there is no further business, we will be entertained by the High School Hill-Billy Band.”

**SPECIAL PROGRAMS OF ENTERTAINMENT  
SHOULD BE AFTER THE BUSINESS OF THE  
MEETING HAS BEEN COMPLETED.**

“I move we adjourn.”

“I second the motion.”

**A MOTION IS OFFERED AND  
SECONDED TO ADJOURN THE MEETING.**

**“Aye” is pronounced “I”.**

“Those in favor of the motion to adjourn the meeting say ‘Aye’.”

“Those opposed to the motion say ‘No’.”

**THE CHAIRMAN CALLS FOR THE  
VOTE ON ADJOURNMENT, OR . . .**

“If there is no further business, the meeting is adjourned.”

**... IF THE BUSINESS IS OBVIOUSLY COMPLETE,  
THE CHAIRMAN MAY ADJOURN THE MEETING  
BY GENERAL CONSENT.**

“We will now meet in the cafeteria for games and refreshments.”

**RECREATION AND REFRESHMENTS SHOULD  
COME AFTER THE MEETING IS ADJOURNED.**

# **“THE PRESIDING OFFICER”**

“Will the Vice-President please come to the chair?”

**THE CHAIRMAN MAY LEAVE THE CHAIR BY  
CALLING UPON ANOTHER OFFICER.**

**DON'T LEAVE THE CHAIR TO  
PARTICIPATE IN THE DISCUSSION.**

**“THERE IS NOTHING TO JUSTIFY THE UNFORTUNATE  
HABIT SOME CHAIRMEN HAVE OF CONSTANTLY  
SPEAKING ON QUESTIONS BEFORE THE ASSEMBLY. . .”**

Robert's Rules of Order  
p. 240

“Madam Chairman.”

“Jim.”

**IF THE PRESIDENT IS NOT PRESIDING,  
THE MEMBERS ADDRESS THE PRESIDING  
OFFICER AS MR. CHAIRMAN OR  
MADAM CHAIRMAN.**

“Will the President please resume the chair?”

**WHEN THE PRESIDENT RETURNS TO THE  
MEETING, THE TEMPORARY CHAIRMAN, AT THE  
FIRST OPPORTUNITY, SHOULD ASK THE  
PRESIDENT TO RESUME HIS STATION.**

## **“THE INTRODUCTION OF NEW BUSINESS”**

“Mr. President.”

“John.”

**A MEMBER RISES, ADDRESSES THE CHAIR,  
AND IS RECOGNIZED BY THE CHAIRMAN.**

“I move that our club purchase a new U.S. flag.”

**THE MEMBER MAY STATE HIS PROPOSED  
PLAN OF ACTION BY COMING DIRECTLY  
TO THE POINT, OR . . .**

“Several members of the club have been discussing our old flag. I believe we should buy a new one since there are now more than 48 states.”

“I move that our club buy a new U.S. flag.”

**... HE MAY GIVE A REASON OR EXPLAIN WHY  
HE IS INTRODUCING A MOTION BEFORE HE  
ACTUALLY STATES THE MOTION.**

**DON'T MAKE A MOTION AND  
DISCUSS IT ALL IN THE SAME SENTENCE**

**“A LITTLE INFORMAL CONSULTATION BEFORE  
THE QUESTION IS STATED OFTEN SAVES MUCH TIME.”**

Robert's Rules of Order  
p. 26



“I second the motion.”

**ANOTHER MEMBER SECONDS THE MOTION,  
OR . . .**

“The motion dies for the lack of a second.”

“Is there any further business?”

**. . .THE MOTION DIES FOR THE LACK OF  
A SECOND WHEN NONE IS OFFERED.**

**SECOND THE MOTION PROMPTLY**

**DO NOT WASTE TIME BY PERMITTING THE  
CHAIRMAN TO ASK THE TRITE QUESTION**

**“DO I HEAR A SECOND?”**

**DO NOT SAY**

“I make a motion . . .”

“I move you . . .”

**DO SAY**

“I move . . .”

“It is moved and seconded that our club purchase a new U.S. flag.”

**THE CHAIRMAN REPEATS THE MOTION.**

“The motion is now open for discussion.”

**THE CHAIRMAN CALLS FOR  
DISCUSSION OF THE PROPOSED ACTION.**

## **AVOID BEING MONOTONOUS**

### **THE CHAIRMAN MAY VARY HIS TERMINOLOGY IN MANY WAYS:**

“The motion is now open for discussion.”

“Are there any remarks on the motion?”

“Is there any discussion?”

“I, too, believe that we need a new flag. Our old 48 star flag is definitely out of date.

**A MEMBER MUST RISE AND BE RECOGNIZED BY  
THE CHAIRMAN BEFORE DISCUSSING THE  
PROPOSED MOTION.**

“It is not our responsibility to provide a new flag. I believe the school should buy the flag.”

**EACH MEMBER HAS THE RIGHT TO  
EXPRESS HIS OPINION.**

“... and in conclusion I wish to say.”

**THE CHAIRMAN MAY BE SEATED  
DURING LENGTHY PERIODS OF DISCUSSION.**

## **THE REQUEST FOR INFORMATION**

“Mr. Chairman, may I ask how much a new flag will cost?”

**PROCEED WITH THE MEETING  
WHEN THE QUESTION IS ANSWERED.**

“The last flag we bought cost fifteen dollars.”

**THE CHAIRMAN CANNOT PARTICIPATE IN THE  
DISCUSSION. HE MAY, HOWEVER, PRESENT  
FACTS NOT KNOWN TO THE OTHER MEMBERS.**

“I don’t like you.”

“I don’t like you either.”

**MEMBERS DO NOT INDULGE IN PERSONALITIES.**

“I suggest that the members secure recognition from the chair before they speak.”

**THE CHAIRMAN MUST BE TACTFUL.  
HE SHOULD AVOID THE USE OF THE WORDS,  
“YOU ARE OUT OF ORDER.”**

“Question.”

**A MEMBER MAY SUGGEST THAT DISCUSSION STOP AND THAT THE MOTION BE VOTED UPON BY SAYING, “QUESTION.”**

“The question has been called. If there is no further discussion on the motion to purchase a new flag, we shall proceed to vote.”

**CALLING ‘QUESTION’ DOES NOT STOP DISCUSSION. IT MERELY INDICATES THAT AT LEAST ONE PERSON IS READY TO VOTE.**



**THE FORMAL MOTION TO CLOSE DEBATE MAY  
BE NECESSARY IF A FEW MEMBERS CONTINUE  
TO DISCUSS THE MOTION AFTER THE ISSUES  
HAVE BEEN PRESENTED.**

**THE MOTION TO CLOSE DEBATE**  
(The previous question)

“I move to close debate and vote on the motion.”

“I second the motion.”

**IT REQUIRES A TWO-THIRDS VOTE  
TO STOP DEBATE.**

“If there is no further information to be presented, we shall proceed to vote on the motion to purchase a new U.S. flag.”

**THE CHAIRMAN SHOULD BRING THE  
DISCUSSION TO A CLOSE WHEN IT IS OBVIOUS  
THAT DEBATE HAS SERVED ITS PURPOSE.**

**FOR CERTAIN AGE GROUPS OR SITUATIONS  
A SHOW OF HANDS MAY BE ADVISABLE, OR . . .**

**“AYE” IS PRONOUNCED “I”.**

“Those in favor say ‘Aye’.”

**THE CHAIRMAN CALLS FOR THE  
AFFIRMATIVE VOTE.**

“Those opposed say ‘No’.”

**THE CHAIRMAN CALLS FOR THE  
NEGATIVE VOTE.**

“The ‘Ayes’ have it. The motion is carried.”

**THE CHAIRMAN ANNOUNCES THE RESULT  
OF THE VOTING.**

**HOW TO SECURE A COUNTED VOTE**

“I call for a division.”

**WHEN THE VOTING IS BY CHOICE AND A  
MEMBER DOES NOT AGREE WITH THE  
ANNOUNCEMENT HE MAY ASK FOR A  
‘DIVISION OF THE ASSEMBLY’.**

**WHEN A 'DIVISION' IS WANTED  
DO NOT USE THE 'APPEAL'.**

**“THE ANNOUNCEMENT OF A VOTE IS NOT A DECISION  
OF THE CHAIR. IF A MEMBER DOUBTS THE  
CORRECTNESS OF THE ANNOUNCEMENT HE CANNOT  
APPEAL, BUT SHOULD CALL FOR A DIVISION.”**

Robert's Rules of Order  
p. 83

“A division is called for. We shall vote again. Those in favor of the motion ‘to purchase a new U.S. flag’ please stand.”

“Those opposed please stand.”

**THE CHAIRMAN MUST IMMEDIATELY TAKE  
A STANDING VOTE IF A DIVISION IS CALLED FOR.**

## **THE MOTION TO REFER TO A COMMITTEE**

“I move to refer the motion to a committee of three to be appointed by the president with the power to act for the club.”

**THE MOTION TO REFER TO A COMMITTEE MAY  
INCLUDE THE MANNER OF APPOINTMENT, THE  
NUMBER ON THE COMMITTEE,  
AND THE POWERS.**

### **THE COMMITTEE APPOINTED TO ACT FOR THE ORGANIZATION**

1. Reports what was done.
2. No motion is necessary as the work done by the committee was approved before the committee was appointed.
3. The chairman should thank the committee for its work.

### **THE COMMITTEE APPOINTED TO INVESTIGATE**

1. Reports the facts it finds.
2. A motion or vote is not necessary for acceptance of the report.
3. The chairman should thank the committee for its report.
4. The facts are used in deciding upon appropriate action.

### **THE COMMITTEE APPOINTED TO INVESTIGATE AND PREPARE RECOMMENDATIONS**

1. Gather facts.
2. Prepares recommendations.
3. Presents recommendations to the group in the form of a main motion.

## **REQUEST FOR PARLIAMENTARY INFORMATION**

“Mr. President, I would like to know the proper procedure to follow in the case of . . .”

**IF YOU DO NOT KNOW WHAT TO DO, ASK.**

## **THE MOTION TO TABLE A MOTION**

“I move to table the motion.”

**THE MOTION TO TABLE IS USED TO LAY ASIDE AN ITEM OF BUSINESS TEMPORARILY IN ORDER TO ATTEND TO MORE IMPORTANT BUSINESS.**



**DON'T LAY A MOTION ON THE TABLE FOR  
THE PURPOSE OF KILLING OR POSTPONING IT.**

**“THE OBJECT . . . , IN ORDER TO ATTEND  
TO MORE IMPORTANT BUSINESS, . . .”**

Robert's Rules of Order  
pp. 107-108

“I'm sorry, Bill, but the motion to lay on the table is undebatable.”

**IT IS THE RESPONSIBILITY OF THE CHAIRMAN  
TO INSIST UPON CORRECT  
PARLIAMENTARY PROCEDURE.**

## **THE MOTION TO SUSPEND THE RULES**

“I move to suspend the rule of this club that we hold a meeting every Tuesday night.”

**SOMETIMES IT IS NECESSARY TO FOLLOW A  
PROCEDURE WHICH IS ORDINARILY AGAINST  
THE RULES OF THE CLUB.**

## **THE MOTION TO TAKE FROM THE TABLE**

“I move that ‘our club buy a motion picture machine’ be taken from the table.”

**A TABLED MOTION CANNOT BE TAKEN FROM  
THE TABLE UNLESS ANOTHER ITEM OF  
BUSINESS HAS BEEN TRANSACTED SINCE THE  
MOTION WAS TABLED.**

## **THE MOTION TO POSTPONE TO A CERTAIN TIME**

“I move to postpone the question to our next meeting.”

**THIS MOTION IS USED TO DELAY ACTION TO ANOTHER DAY. THE MOTION TO TABLE IS OFTEN USED INCORRECTLY FOR THIS PURPOSE.**

## **THE MOTION TO POSTPONE INDEFINITELY**

“I move to postpone the motion indefinitely.”

**THIS MOTION IS USED TO KILL A MOTION WITHOUT BRINGING IT TO A VOTE. THE MOTION TO TABLE IS OFTEN USED INCORRECTLY FOR THIS PURPOSE.**

# **THE MOTION TO AMEND**

## **MOTIONS MAY BE AMENDED BY:**

1. Adding words.
2. Striking out words.
3. Substituting words.

“I move to amend the motion by adding the words ‘not to exceed ten dollars’ after the word ‘expense’.”

“I second the motion.”

**AFTER THE MEMBER HAS SECURED  
RECOGNITION FROM THE CHAIR HE STATES  
THE PROPOSED AMENDMENT.**

“It has been moved and seconded that the words ‘not to exceed ten dollars’ be added to the motion.”

“Is there any discussion concerning the amendment?”

**THE CHAIRMAN RESTATES THE AMENDMENT  
AND CALLS FOR DISCUSSION.**

“The amendment is necessary because our money is limited. We . . .”

“Well, it seems to me, you can’t take a trip on ten dollars. I . . .”

**THE AMENDMENT MAY BE DISCUSSED  
BY THE MEMBERS.**

“If there is no further discussion on the proposed amendment to add the words ‘not to exceed ten dollars’, we shall proceed to vote.”

**THE CHAIRMAN REPEATS THE AMENDMENT.**

“Those in favor of the amendment say ‘Aye’.”

“Those opposed say ‘No’.”

“The Ayes have it. The amendment is carried.”

**THE CHAIRMAN CALLS FOR AND ANNOUNCES  
THE RESULT OF THE VOTE ON THE AMENDMENT.**

“The motion now reads ‘...’”

“Is there any discussion on the amended motion?”

**THE CHAIRMAN RESTATES THE MOTION AS  
AMENDED AND CALLS FOR DISCUSSION  
OF THE AMENDED MOTION.**

“Those in favor of the amended motion say ‘Aye’.”

“Those opposed say ‘No’.”

“The motion is lost.”

**THE CHAIRMAN CALLS FOR AND ANNOUNCES  
THE RESULT OF THE VOTE ON THE  
AMENDED MOTION.**

**IF THE PROPOSED AMENDMENT DOES NOT  
CARRY, THE ORIGINAL MOTION IS STILL  
BEFORE THE GROUP AS IF NO AMENDMENT  
HAD BEEN OFFERED.**

## **THE POINT OF ORDER**

“I rise to a point of order.”

“Please state your point.”

**A MEMBER MAY RISE TO A POINT OF ORDER  
WITHOUT WAITING TO BE RECOGNIZED.**



“I’m sorry, but the motion to suspend the rules requires two-thirds majority vote.”

**THE MEMBER EXPLAINS THE NATURE  
OF THE VIOLATION.**

“The speaker is correct. The motion does require a two thirds majority.”

“The motion is lost since there was not a two-thirds majority.”

**THE CHAIRMAN INDICATES HIS DECISION.**

## **THE APPEAL**

“I appeal from the decision of the chair.”

**THE MEMBER MAY APPEAL WHEN THE CHAIR DOES NOT CONVINCHE HIM THAT THE RULING IS CORRECT.**

“Those who agree with the decision of the chair please raise their right hands.”

“Those who do not agree please raise their right hands.”

**THE GROUP DECIDES WHO IS CORRECT.**

## **THE REQUEST TO WITHDRAW**

“Mr. President, I wish to withdraw my motion.”

“If there are no objections, the motion is withdrawn.”

**IF THERE IS AN OBJECTION,  
THE REQUEST TO WITHDRAW A MOTION  
MUST BE VOTED UPON.**

## **THE MOTION TO RECONSIDER**

“I move that we reconsider the question of sending a delegate to the national convention.”

**THIS MOTION MUST BE MADE BY A  
MEMBER WHO ORIGINALLY VOTED ON THE  
PREVAILING SIDE.**

## **THE MOTION TO REPEAL**

“I move we repeal the motion passed at our last meeting that we send a delegate to the national convention.”

**THE MOTION IS OUT OF ORDER IF SOMETHING HAS BEEN DONE WHICH THE CLUB CANNOT UNDO. (REQUIRES A TWO-THIRDS MAJORITY.)**

## **HOW TO MAKE NOMINATIONS**

“The nominating committee wishes to submit the following report:

for President—George Russell  
for secretary— . . . .”

**THE CHAIRMAN OF THE NOMINATIONS COMMITTEE SUBMITS RECOMMENDATIONS.**

**DON'T VOTE TO ACCEPT THE REPORT OF  
NOMINATING COMMITTEE.**

“... no vote should be taken,  
any more than if a member had made nominations.”

Robert's Rules of Order  
pp. 227, 263

“Are there further nominations for the office of President?”

**THE CHAIRMAN MUST ALWAYS ASK  
IF THERE ARE FURTHER NOMINATIONS.**

**DON'T MOVE THAT "NOMINATIONS CEASE  
AND THAT WE ELECT BY ACCLAMATION."**

The motion is not a good one because the motion to close nominations requires a two-thirds majority, and the motion to elect requires only a majority.

**DO NOT MOVE THAT "NOMINATIONS CEASE"  
TO PREVENT A SECOND NAME  
FROM BEING OFFERED.**

"... until a reasonable time has been given,  
this motion is out of order."

Robert's Rules of Order  
p. 97

“If there are no further nominations, nominations are closed and we shall proceed to vote.”

**THE CHAIRMAN MAY CLOSE NOMINATIONS  
BY GENERAL CONSENT.**

**DON'T WAIT FOR A MOTION TO CLOSE  
NOMINATIONS IF IT IS OBVIOUS THAT NO  
FURTHER NOMINATIONS ARE TO BE OFFERED.**

“If there is no response he declares the nominations closed,” and he proceeds with the voting even when only one name has been offered for the office.

Robert's Rules of Order  
p. 97

“Those in favor of George Russell for President say ‘Aye’.”

“Those opposed say ‘No’.”

**VOTING MAY BE BY VOICE WHEN ONLY ONE  
NAME HAS BEEN OFFERED. OTHERWISE, A  
COUNTED VOTE IS IN ORDER, UNTIL ONE  
RECEIVES A MAJORITY VOTE.**

### **HOW TO MAKE NOMINATIONS FROM THE FLOOR**

“Ms. Chairman, I wish to nominate David Nolan.”

“Are there further nominations?”

**IT IS INCORRECT TO SECOND NOMINATIONS.**



**DO NOT VOTE ON NOMINATIONS  
IN REVERSE ORDER.**

“... vote is taken on each in the order  
in which they were nominated.”

Robert's Rules of Order  
pp. 152, 263

# Appendix

To further assist you in parliamentary procedure some useful tips have been extracted from the textbook, First Principles of Public Speaking, Loren Reid, p. 349-371.

## Principles of Parliamentary Procedure

1. The majority rules.
  2. Members have equal rights to speak and vote.
  3. Only one matter should be discussed at any one time.
  4. A courteous atmosphere must prevail.
- 
- The By-laws for parliamentary organizations contain lesser details than the organization's constitution. These are (1) dues (2) method of electing officers (3) duties of officers (4) standing committees and their duties (5) order of business (6) statement of quorum (7) statement of parliamentary authority (8) method of amending by-laws.
  - The Constitution should include
    - I. Name and Purpose of the Organization
    - II. Membership
    - III. Officers
    - IV. Meetings
    - V. Amendments
  - Qualifications of Presiding Officer - he should be fair and impartial, firm, be able to supply information as to the status of a motion. He should be carefully chosen and elected to a term of office.
  - Secretary and the minutes - the secretary is the record keeper. The minutes should at least show
    - (1) time and place of meeting
    - (2) name of presiding officer
    - (3) name of those present
    - (4) a record of all business transacted with names of movers and seconders.
    - (5) other items that should go into the permanent record
    - (6) time of adjournment
    - (7) secretary's signature
  - Order of business
    1. call to order
    2. reading of the minutes - correction and approval
    3. officers reports
    4. standing committees reports
    5. special committees reports
    6. unfinished business
    7. new business
    8. special programs
    9. adjournment
  - Quorum - no business can be transacted unless a legal minimum number of members, known as a quorum, is present.
  - The main motion - business of a group is transacted through main (or principle) motions.
    - To get a main motion before the group
      - A. The member addresses the chair
      - B. The chair recognizes the member
      - C. The member states his motion
      - D. Another member seconds the motion
      - E. The chairman states the motion
      - F. The chairman puts the question

- Other motions

- motions may be grouped as follows: privileged, subsidiary, incidental, unclassified.
- a presiding officer must know:
  - (1) What is the precedence of the motion?
  - (2) Does the motion require a second?
  - (3) Is the motion debatable?
  - (4) Is the motion amendable?
  - (5) What vote is required? (a) simple majority (b)  $\frac{2}{3}$  vote (c) no vote at all
  - (6) Is the motion in order when another has the floor?
  - (7) Can the motion be reconsidered?

A. Privileged motions - these are the five highest ranking motions

1. Fix the time which to adjourn - requires a second, not debatable if made when another motion is before the assembly; amendable; majority vote, not in order when another has the floor, can be reconsidered.
2. Adjourn - requires a second, not debatable, not amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
3. Recess - requires a second, not debatable if made when another motion is before the assembly, amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
4. Question of privilege - does not require a second, not debatable, not amendable, majority vote, in order when another has the floor, cannot be reconsidered.
5. Call for the order of the day - does not require a second, not debatable, not amendable, majority vote, in order when another has the floor, cannot be reconsidered.

B. Subsidiary motions - next in order

6. Lay on the table - requires a second, not debatable, not amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
7. Previous question - requires a second, not debatable, not amendable,  $\frac{2}{3}$  vote, not in order when another has the floor, cannot be reconsidered after a vote has been taken on the motion to which it has been applied.
8. Limit debate - requires a second, not debatable, amendable,  $\frac{2}{3}$  vote, not in order when another has the floor, can be reconsidered.
9. Postpone to a definite time - requires a second, debatable, amendable, majority vote, not in order when another has the floor, can be reconsidered.
10. Refer to a committee - requires a second, debatable, amendable, majority vote, in order when another has the floor, cannot be reconsidered after a committee has begun its work, committee can be discharged at any time by a  $\frac{2}{3}$  vote.
11. Amend - you may amend in these ways:
  - (1) by adding (2) by deleting (3) by inserting, (4) by striking out and inserting
  - amendments of the third degree are out of order.
  - requires a second, debatable, amendable, majority vote, not in order when another has the floor, can be reconsidered. (If a motion is non-debatable, an amendment to it is also non-debatable.)

C. Incidental motions - these have no precedence among themselves.

- Point of order - no second, not debatable, not amendable, majority vote (if needed), in order when another has the floor, cannot be reconsidered.
- Appeal - requires a second, debatable, not amendable, majority vote, in order when another has the floor, can be reconsidered.
- Parliamentary inquiry - no second, not debatable, not amendable, no vote, in order when another has the floor, can be reconsidered.
- Leave to withdraw a motion - no second, not debatable, general consent or majority vote, not in order when another has the floor, yes vote cannot be reconsidered.
- Division of the assembly - no second, not debatable, not amendable, no vote, in order when another has the floor, cannot be reconsidered.
- Division of the question - no second, not debatable, can be amended, in order when another has the floor, majority vote, cannot be reconsidered.
- Suspension of the rules - second, not debatable, not amendable,  $\frac{2}{3}$  vote, not in order when another has the floor, cannot be reconsidered.
- Object to reconsideration of the question - no second, not debatable, not amendable,  $\frac{2}{3}$  vote, in order when another has the floor, yes vote cannot be reconsidered.

D. Unclassified motions - no precedence.

- Take from the table - a second, not debatable, not amendable, majority vote, not in order when another has the floor, cannot be reconsidered.
- Reconsider - requires a second, not debatable when motion to be reconsidered is not debatable, not amendable, majority vote, in order when another has the floor, cannot be reconsidered.
- Reconsider and have entered on the minutes - a second, not amendable, not debatable, no vote, in order when another has the floor, cannot be reconsidered.
- Rescind - a second, debatable, amendable,  $\frac{2}{3}$  vote, not in order when another has the floor, yes vote cannot be reconsidered.

Precedence - (1) Main motion (2) Privileged motions (1-3) (3) Subsidiary motions (6-12) (4) Incidental motions - no order (5) Unclassified motions - no order.

Nominations - do not need a second, debatable, majority vote, not in order when another has the floor, cannot be reconsidered.

Precedence	Name and type of motion	Requires			
		a second	Debatable	Amendable	Vote
Privileged motions					
1	Fix time to which to adjourn	Yes	No <sup>3</sup>	Yes	Maj.
2	Adjourn (when privileged)	Yes	No	No	Maj.
3	Take a recess (when privileged)	Yes	No <sup>3</sup>	Yes	Maj.
4	Questions of privilege	No	No	No	No
5	Call for orders of the day	No	No	No	No
Subsidiary motions					
6	Lay on the table	Yes	No	No	Maj.
7	Previous question	Yes	No	No	$\frac{2}{3}$
8	Limit debate	Yes	No	Yes	$\frac{2}{3}$
9	Postpone to a definite date	Yes	Yes	Yes	Maj.
10	Refer to a committee	Yes	Yes	Yes	Maj.
11	Amend	Yes	Yes <sup>2</sup>	Yes	Maj.
12	Postpone indefinitely	Yes	Yes	No	Maj.
Incidental motions					
	Appeal	Yes	Yes <sup>6</sup>	No	Maj.
	Division of assembly	No	No	No	No
	Division of question	No <sup>1</sup>	No	Yes <sup>1</sup>	Maj.
	Leave to withdraw a motion	No	No	No	Maj.
	Objection to consideration	No	No	No	$\frac{2}{3}$
	Parliamentary inquiry	No	No	No	No
	Points of order	No	No	No	Maj.
	Suspension of the rules	Yes	No	No	$\frac{2}{3}$
Unclassified motions					
	Reconsider	Yes	Yes <sup>4</sup>	No	Maj.
	Reconsider and enter on minutes	Yes	No	No	No
	Rescind	Yes	Yes	Yes	$\frac{2}{3}$ <sup>5</sup>
	Take from the table	Yes	No	No	Maj.
	Main Motion	Yes	Yes	Yes	Maj.

<sup>1</sup>If the motion relates to different subjects that are independent of each other.

<sup>2</sup>An amendment is not debatable if the motion being amended is not debatable. <sup>3</sup>Not debatable when another motion is before the assembly. <sup>4</sup>Not debatable when the motion being reconsidered is not debatable. <sup>5</sup>But: a majority vote is sufficient if previous notice has been given to the membership. <sup>6</sup>Usually debatable.







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