

CHAPTER 1

Importance of Parliamentary Procedure

To live and work in a democratic society such as ours, we must possess the knowledge and ability that will enable us to influence the thoughts and actions of others. In a similar manner, this same knowledge and ability will enable us to follow group leaders. The ability to lead and the ability to follow are important when participating in society groups that operate in a democratic manner.

Whenever groups of people come together, there is usually the matter of conducting discussions and arriving at group decisions. It is here where democratic discussions must prevail. Such discussions must be conducted according to certain fundamental principles that we have come to know as parliamentary procedure.

Parliamentary procedure is based upon several democratic principles. First, debate in a society must be fair to all concerned. The right to debate must also be free to those so entitled. Another parliamentary principle guarantees to the majority the right to decide. At the same time, the minority is guaranteed the right to express their opinions, and they are guaranteed the protection afforded by parliamentary law. The majority, according to democratic principles, are given the opportunity to rule, but they must rule fairly and justly. When this is done, the minority group will respect the manner in which decisions are made even though they may disagree with the decision. Further, even if the minority disagrees with the decision, parliamentary law dictates that they must abide by the decision once the vote has been taken.

These democratic principles give purpose to parliamentary procedure. That primary purpose is to assist groups to achieve their objectives. Parliamentary law may be thought of as a code of ethics to be followed by individuals in a group as they conduct business. Following such a code of ethics permits a group to conduct business in the most effective and efficient manner. Parliamentary procedure, then, is for the purpose of enhancing a democratic way of arriving at group decisions.

In a society that is as complex as ours, there is a need for people who have the ability, willingness, and skill to work together. If any group,

even any nation, is to survive and progress, the people comprising it must work together in a harmonious manner. Possessing knowledge of parliamentary law is desirable for one to gain the ability, willingness, and skill of working with others.

CHAPTER 2

Teaching Parliamentary Procedure

Students. Because the principles of parliamentary procedure are so important to our democratic form of government and to the development of good citizenship, teachers may well justify the allocation of several days of school time to teaching parliamentary procedure. Teaching students to follow parliamentary principles will enable them to conduct more efficient and effective meetings and to become better citizens in a democratic society.

Selecting a starting point in the process of teaching parliamentary procedure is frequently a problem for the teacher. It is suggested, however, that such a study begin with the first chapter and continue through the book, spending only enough time on each chapter for students to obtain a working knowledge of principles involved.¹

Practice sessions may be conducted during the study of each chapter. Such sessions are important as they make teaching and learning more effective. During practice periods, it is suggested that students alternate in serving as president. As a method of alternating students, each individual may be given a number, this number placed in a box, then numbers drawn to see who serves as president. This procedure may add interest and fun to practicing parliamentary procedure.

Teams. Chapter conducting team events are held in many schools. Teams participating in such events benefit from training in addition to that obtained in the classroom. This concentrated training, even though directed toward winning, must also be directed toward becoming more proficient at solving parliamentary problems that might occur in any group meeting. To do this, serious consideration must be given to selecting members of the chapter conducting team. Some guidelines that might be used in making that selection are:

¹ See table of contents for suggested lesson plan

1. Willingness to work
2. Ability to learn parliamentary procedure
3. Team spirit
4. Well-developed voice
5. Calmness and self-confidence
6. Neat appearance

Hints for the Event. In addition to selection and training being important in developing a successful parliamentary team, appearance is also important. State leadership development event (LDE) rules require that all members of a chapter conducting team be in official FFA dress, creating a team appearance.

Answering Questions from Judges. When judges of a parliamentary event ask questions of team members, a better impression is made if members rise to answer. Too, if members desire that questions be repeated, they should not hesitate to request such.

Characteristics of a Presiding Officer. The presiding officer is probably the most important member of a chapter conducting team, or of an organization, since it is the presiding officer's responsibility to lead it. To be an effective leader, a presiding officer should possess the following characteristics:

1. Willingness to work
2. Ability to learn parliamentary procedure
3. Team spirit
4. Well-developed voice
5. Calmness and self-confidence
6. Neat appearance
7. Fair and impartial judgment
8. Skill in leading people

CHAPTER 3

Fundamental Parliamentary Practices

Quorums. A quorum is a minimum number of members who must be present at a meeting for the valid (legal) transaction of business to occur. The chapter has the right to set its own number for a quorum. Some examples could be half of the membership of the chapter, or the average number of members that attend a regular meeting. Whatever

the number the chapter or organization establishes as a quorum, it should be in the chapter bylaws. During a chapter meeting, if a quorum is not present, the chapter can do everything on the agenda except transact business that would require a vote.

Introducing Business. The most common way of bringing an item of business before the chapter is by a main motion. The purpose of a main motion, then, is to present an item of business for consideration and action by the chapter.

Steps in Presenting an Item of Business.

1. Rising and addressing the president: "Mr. / Madam President." Other appropriate titles, depending on the circumstances, are "Madam Chair" or "Mr. Chair" if someone other than the president is presiding. In large groups, members should, after addressing the presiding officer, give their name and the name of their chapter or town.

"Mr. / Madam President. (name of person) from (name of chapter or town)"

Members must wait until the floor has been yielded before they rise to request recognition. If a member rises before the floor has been yielded, or if another member is standing at the time, the member is not entitled to be recognized, provided someone else rises afterwards and addresses the chair.

It is out of order to be standing when another member has the floor, except to interrupt a speaker when such is permitted under parliamentary rules. Consequently, if one is standing when the floor is yielded, a member cannot claim that he or she rose first, since the member did not rise after the floor was yielded.

2. Recognition by the president: "(name of person.)"

If a member is entitled to the floor, the president recognizes the member by name or official title, such as "Mr. / Madam Reporter." In small assemblies, the president may merely bow or nod when recognizing a member. This is not nearly so formal, however, as calling the member by name.

3. Presenting the motion:

“I move that” or “I move to”

This is the recommended terminology to use in offering a proposal. Such terms as *I so move* or *I make a motion* are incorrect.

In general, when a member has obtained the floor while no motion is pending, it is appropriate for the member to make the motion or proposal immediately. Brief explanatory remarks may precede the making of a motion, without being considered debate.

Motions that obstruct or otherwise interfere with the purpose(s) of the assembly are not appropriate, and are referred to as *dilatory*. Examples of these types of motions include, but are not limited to, unfounded appeals, irrelevant points of order, divisions without merit and inappropriate or even ridiculous amendments; it is the chair's duty to prevent these type of motions. So when warranted, the presiding officer should either not recognize a member whose intent is obstructive or after presentation of such a proposal, rule it out of order altogether.

4. Seconding the motion:

“Mr. / Madam President, I second the motion.” or “Second”

A motion is seconded without obtaining recognition. Neither is it necessary to rise. Doubt as to whether a motion is seconded may be eliminated, however, by rising to second it. It is proper to second it, though, by merely stating, “I second the motion.” This may be done without rising or obtaining recognition.

If a motion that requires a second does not receive one, it dies for lack of a second. If a second is not offered immediately, the president may ask if there is a second. This is asked to make sure members are given ample opportunity to second it, if they so desire.

5. Statement of the question:

“It is moved and seconded that”

If the question is debatable, the president states, "The question is now open for debate." Or, the president may ask, "Are there any remarks?" or "Is there any debate?"

It is proper, but not necessarily essential, for the president to state whether the motion is debatable, amendable, and the vote required. On motions that are undebatable, unamendable, or require a two-thirds vote, it is good practice to so state.

A question is not before the chapter until it has been stated by the president. The president should always stand while presiding, except when someone has the floor for an extended time.

Obtaining the Floor. Following recognition by the president, a member "has the floor" and is entitled to speak or present business. In accordance with proper rules of procedure, other members should remain seated while this member has the floor, unless they are entitled to interrupt.

Debate. Debate, or discussion, on debatable questions is in order after the president has stated the question and a member has obtained the floor.

In basic parliamentary law, the maker or presenter of any debatable motion should be called on first by the presiding officer to debate the motion. The rule should be followed even if the presenter of the motion was not the first member to rise and request recognition, assuming the presiding officer had not recognized another member. The maker of the motion can always defer that privilege.

Also, unless the rules of debate were modified, a member is entitled to speak twice on the same day on the same proposal that is debatable. However, a member is not entitled to make a second speech on a motion if another member—one who has not spoken on the pending question—wishes to obtain the floor. Unless otherwise specified by rule, any one speech by a member may not exceed ten minutes in length. Unless the organization has a special rule, a member cannot yield any expired portion of the member's time to another member, or reserve any portion of the member's time for a later time. If a member yields the floor before speaking the member's ten minutes, that member is presumed to have waived the right to the

remaining time. If a speaker yields to another member for a question, the time consumed by the question is charged to the speaker. Further, the presentation of a secondary motion (e.g., an amendment) during the discussion period does not count toward a member's two allotted speeches.

It is the presiding officer's responsibility to make sure both sides of an issue are heard. If the first two debates are on the same side of the issue, the presiding officer should ask if anyone wants to speak for the other side of the issue. If someone wishes to speak for the other side, that person should speak next. If no one wants to speak for the other side of the issue the presiding officer should ask "Is there any further discussion?" or "Are you ready for the question?" There is no need to continue discussing an item if everyone in the meeting is on the same side of the issue.

Debate must be limited to the immediately pending question (this is known as *germane*), which is the last question stated by the president. During debate, members should be courteous and should avoid references to others that might be interpreted as personal conflicts. The right to the floor may be refused to those members who are not courteous and polite.

When no discussion occurs or it is evident that discussion is drawing to a close, the president may encourage its termination by asking, "Are you ready for the question?" or "Is there any further discussion?"

If there is no response, the president puts the question (or takes the vote). Such an inquiry does not stop debate because members may still offer discussion if they so desire. Too, a motion of higher rank may be proposed here or previously at the proper time.

If, after asking, "Are you ready for the question?" or "Is there any further discussion?" the president puts the question with such rapidity that members do not have time to claim the floor, they are entitled to do so even after the vote has been announced. However, if the president gave ample opportunity, members cannot claim the right of debate after voting has commenced.

The maker of a motion cannot offer discussion against the motion but is entitled to vote against it.

Putting the Question. Immediately prior to putting the question, or taking the vote, the president may wish to restate the question, or saying, "Those supporting the motion that ... say aye. Those opposed, say no." or "Those in favor of the motion that ... please rise." Then, "Those opposed please rise."

After voting is completed, the president announces the result and effect of the vote. "The ayes have it, and the motion is carried. We will (state effect of the motion passed)." A tap of the gavel should follow the announcement of the results. A vote does not go into effect until the announcement is made. Motions are voted upon in reverse order of their proposal.

Vote. The acceptable methods of voting are rising (show of hands or standing), voice, roll call, ballot, and unanimous (general) consent.

Frequently, when a voice vote is taken, the president is unable to determine on which side a majority voted. In such a situation, the presiding officer should immediately take another vote using a method that will permit an actual count of members, for example, a rising vote. A member can demand this by moving for a division of the assembly.

If a two-thirds vote is required, either a rising or a unanimous (general) consent vote should be taken.

Until the result of a vote is finally announced, members may change their votes. After the result of a vote is announced, members cannot change their votes without permission of the chapter. This may be done by general consent or by a motion to that effect. A member may not be compelled to vote.

When a counted vote is wanted, a motion to this effect must be made to have a counted standing vote, roll call vote, or a ballot vote (if secrecy is desired). This is an incidental motion; it requires a second, is undebatable and amendable, and it requires a majority vote. The presiding officer may use any of the types of voting without a motion from the membership; however, any member may order a rising or counted vote simply by presenting an incidental main motion to that effect. Counted votes are: rising, unanimous general consent, ballot, and roll call. These methods of voting **must** be used to determine the outcome of two-thirds votes.

When voting, the basic rule is “one member, one vote.”

Votes taken on motions conflicting with the constitution and bylaws are null and void. A tie vote means that a motion is lost, assuming the motion required a majority vote.

The president is entitled to vote when the vote is by ballot and in all other situations when the vote changes the result. For example, if the vote on a main motion is 12 for and 11 against, it will pass if the president does not vote. However, if the president wants the motion to fail, the chair could cast a negative vote, thus making it a tie vote and causing the motion to fail. Likewise, if the vote is a tie vote, the chair could cast a positive vote with the affirmative side, breaking the tie and causing the motion to carry. The chair cannot be compelled to vote.

Majority, Plurality, and Two-thirds. At least half of the votes cast plus one is a majority vote. Two-thirds of the votes cast is a two-thirds vote. When there are three or more candidates, and one candidate receives more votes than any other candidate, yet less than a majority, that candidate received a plurality vote.

Unanimous (General) Consent. Sometimes, the transaction of business is expedited by the president requesting that such be approved by *unanimous* or *general* consent. When this request is made, and there is no objection, approval is granted. If there is an objection, even by just one member, a vote must then be taken to determine the outcome.

The president may request action by unanimous (general) consent by asking, “Shall we (states action desired) by unanimous consent?” (If no objection) “We will (states action taken) by unanimous consent.” Or “Shall we, by unanimous consent, (states action desired)?” (If no objection) “We will, by unanimous consent, (states action taken).”

President Leaving the Chair. A president should rarely leave the chair and take part in debate. In so doing, particularly on questions where there are strong feelings on both sides, a presiding officer may lose the confidence of the opposing side. A president should be most concerned with presiding in a fair and impartial manner. It is not necessary for the president to leave the chair when providing

information for members. However, the president may sometimes desire to leave the chair for the purpose of debating an item of business.

When this is done, the president should ask the vice president, or some other officer if the vice president is absent, to preside. This may be done by the president merely asking, "Will the vice president please come to the chair and preside?" The president then hands the gavel to the vice president. The vice president presides for at least as long as is necessary to dispose of the item of business upon which the president debated. At a convenient time after disposing of such an item, the president should be asked to resume the chair.

If the president is absent for an extended period of time and it does not seem reasonable that his/her return is imminent, and the meeting business has been completed, the vice president should close or adjourn the meeting. In considering FFA chapter meetings, this would mean that the vice president conducts the closing ceremonies. If the president returns before the closing ceremonies have been conducted, then the president should be recalled and the president should conduct the closing ceremonies.

After the president returns and resumes the duties of the chair, either the vice president should inform the president of the business transacted during his/her absence, or the president should call on the secretary to do so.

CHAPTER 4

Classification and Order of Precedence of Motions

Rules of Precedence. According to rules of parliamentary procedure, some motions are of a higher rank than others. This rank of importance is called precedence. Two fundamental rules of precedence operate in parliamentary law. One rule specifies that when a motion is pending, one may propose a motion of higher precedence but cannot propose a motion of lower precedence. The other rule specifies that motions must be voted upon in reverse order of their proposal.

Privileged motions are secondary motions (**not** main motions) that assist the group in addressing particular situations of immediate

importance, such as items that should be allowed to interrupt the consideration of the main motion.

Subsidiary motions are secondary motions (**not** main motions) that assist the group in dealing with or disposing of a main motion.

Incidental motions are secondary motions (**not** main motions) that assist the group in addressing questions of procedure when dealing with a main motion or other item of business.

Motions to bring an item of business back before the assembly are secondary motions (**not** main motions) that assist the group in addressing items of business that need revision or further consideration.

Main motions are proposals by members of a group, assembly, or chapter that request that the group take a particular action. All proposals must be placed in the form of a motion before they may be considered by the group.

CHAPTER 5

Main Motion

Purpose. The purpose of a main motion is to present an item of business for consideration and action by the chapter. Only one main motion may be before the chapter at any one time. When a main motion is pending and a subsidiary or an incidental motion arises, the subsidiary or incidental motion must be disposed of before further consideration is given to the main motion. Additionally, a subsidiary motion may dispose of a main motion.

Pertinent Facts. A main motion has these characteristics:

- It may not interrupt a speaker.
- A second is required.
- It is debatable and amendable.
- A majority vote is necessary.
- It may be reconsidered.
- It ranks last in precedence.

Practice. To develop skill in performing this ability, students may alternate in serving as president, during which time they may receive and dispose of an item of business. The sequence may be as follows:

- President: "What is the next item of business?"
- Member: "Mr. / Madam President" or "Mr. / Madam Chair"
(Recognition)
- Member: "I move that"
- Member: "Mr. / Madam President, I second the motion."
- President: "The motion before the chapter is that This motion is debatable, amendable, and requires a majority vote. It is now open for debate."
(Debate, if any)
- President: "Are you ready for the question? Those supporting the motion that ... say 'aye' (pronounced "I"). Those opposed, say 'no.' The ayes (noes) have it, and the motion is carried (lost).
(The presiding officer should state the effect of passage, for example, "We will have an FFA party next Friday night.")

CHAPTER 6

Subsidiary Motion

Lay on the Table

Purpose. To lay an item on the table means to temporarily delay action on an item of business. Reasons for such a delay may be to consider business of a more urgent nature. A motion that is temporarily delayed should be brought back before the assembly as soon as possible. A motion that has been laid on the table should only remain there if the meeting is adjourned or delayed. If the motion is still on the table when the meeting is adjourned, at the next meeting (if not scheduled past a quarterly calendar time frame) the motion can be taken from the table as unfinished business. If the motion is not taken from the table at the next meeting, it would become void. The motion may be presented again in the form of a new motion at the next regular meeting.

When a main motion is tabled, all amendments and other motions belonging to it are also tabled. They will then accompany the motion back to the assembly when the motion is taken from the table.

Pertinent Facts. A motion laid on the table has these characteristics:

- It may not interrupt a speaker.
- A second is required.
- It is undebatable and unamendable.
- A majority vote is necessary.
- It cannot be reconsidered.

Practice. During discussion of a main motion, a member may gain possession of the floor and state:

- President: "What is the next item of business?"
- Member: "Mr. / Madam President" or "Mr. / Madam Chair"
(Recognition)
- Member: "I move to lay on the table the motion that" or "I move to table the motion that" (A reason for tabling the motion may be given.)
- Member: "Mr. / Madam President, I second the motion."
- President: "It has been moved and seconded to table the motion that This motion is undebatable, unamendable, and requires a majority vote. Those supporting the motion say 'aye.' Those opposed, say 'no.' The ayes (noes) have it, and the motion that ... is (is not) tabled."

CHAPTER 7

Subsidiary Motion

Previous Question

Purpose. The purpose of a previous question is to terminate discussion on the motion, or motions, before the chapter and to secure an immediate vote.

If the previous question is called for without qualifications, only the immediately pending question is affected. If it is desired to close debate on more than one pending question, which is called a *qualified previous question* or *previous question with qualifications*, and vote on all pending questions, such as to refer to a committee and its

amendment, then it is necessary to state, "I move the previous question on the motion to refer and its amendment" or "I move the previous question on all pending business."

Pertinent Facts. A previous question has these characteristics:

- It may not interrupt a speaker.
- A second is required.
- It is undebatable and unamendable.
- A two-thirds vote is necessary.
- It may be reconsidered before the affirmative vote is taken on the pending question or questions.

Practice. A main motion may be received, and during debate, the following sequence may take place:

- President: "What is the next item of business?"
- Member: "Mr. / Madam President" or "Mr. / Madam Chair"
(Recognition)
- Member: "I move the previous question."
- Member: "Mr. / Madam President, I second the motion."
- President: "The previous question has been called. This motion is undebatable, unamendable, and requires a two-thirds vote. Those supporting the motion please rise." Then, "Those opposed, please rise. The vote is 12 for and 3 against. There being a two-thirds majority in favor, the motion carries, and the previous question is called. We will now vote on the main motion that"

*Note: If the previous question is qualified, then the president would state, "The previous question has been called with qualifications" or "The qualified previous question has been called." This applies the results of the vote to any items of business related to that particular motion.

CHAPTER 8

Subsidiary Motion

Refer to a Committee

Purpose. The purpose of referring to a committee is to temporarily place the action in question in a committee.

This action may be desired (1) to secure more detailed information, (2) to secure a recommendation from a smaller group, (3) to ensure privacy when dealing with a delicate matter, (4) to allow a more informal discussion of the item of business, and (5) to give a committee power to act.

The member offering the motion to refer to a committee may specify whether it is to go to a standing or special committee. If the member specifies a special committee, the member may also indicate the number of members to serve on the committee, how members will be selected, who is to be chair, and special instructions for its operation. Amendments may also be used to bring about these events.

When a main motion is referred to a committee, the amendment or amendments that are pending to the main motion are also referred.

An item of business referred to a committee may be withdrawn (1) by reconsidering the vote referring to a committee, provided the question has not been taken up by the committee or (2) by discharging the committee if the question has been taken up. For the latter method of withdrawal, a motion should be offered to discharge the committee.

See Chapter 19, Discharge a Committee

Pertinent Facts. Referring to a committee has these characteristics:

It may not interrupt a speaker.

A second is required.

It is debatable and amendable.

A majority vote is necessary.

It may be reconsidered before the committee takes up the question.

Practice. After a main motion, with or without an amendment, has been opened for discussion, a member obtains the floor and states:

President: “What is the next item of business?”

Member: “Mr. / Madam President” or “Mr. / Madam Chair”
(Recognition)

- Member: "I move that we refer the motion that ... to a committee" or "to a committee consisting of ..." or "to the standing committee on"
- Member: "Mr. / Madam President, I second the motion."
- President: "It has been moved and seconded that we refer the motion that ... to a committee. This motion is debatable, amendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
- President: "Are you ready for the question? Those supporting the motion to refer the motion that ... to a committee, say 'aye.' Those opposed, say 'no.' The ayes (noes) have it, and the motion is (is not) carried." (Assuming passage) "It will be referred to a committee consisting of" or "It will be referred to the standing committee on"

If the motion is only to refer the item of business to a committee, it is then the responsibility of the president to appoint the committee. The presiding officer may do so during the meeting or, upon majority consent of the chapter, committee appointments may be made after the meeting adjourns.

CHAPTER 9

Subsidiary Motion

Amend

Purpose. The purpose of amending is to modify the motion that is under consideration.

Amendments are of two kinds—first rank and second rank. These two types of amendments are also called *primary* and *secondary* amendments. An amendment applying to an original motion is of the first rank and an amendment to an amendment is of the second rank. There can be only one amendment of each rank under consideration at a time (pending), but as soon as one is voted on, another of the same rank may be proposed.

Amendments must be *germane*; that is, they must pertain to the motion to which they apply. For example, a first rank amendment

must pertain to and modify the original motion, while an amendment to an amendment (an amendment of the second rank) must pertain to and modify the first rank amendment.

A member may offer an amendment to an amendable motion after the chair states the question and the member obtains the floor.

An amendment, either first or second rank, may be made by striking out words, inserting or adding words, or by striking out and inserting words.

Pertinent Facts. An amendment has these characteristics:

It may not interrupt a speaker.

A second is required.

It is debatable when the motion to which it applies is debatable.

An amendment can be amended by an amendment of the second rank; an amendment of the second rank cannot be amended.

A majority vote is necessary.

It may be reconsidered.

Practice. The president may receive a main motion, an amendment, and an amendment to the amendment when practicing these abilities. To explain fully the correct procedure, a specific example will be used to illustrate the proper steps. For example, after obtaining the floor a member, may state:

President: "What is the next item of business?"

Member: "Mr. / Madam President" or "Mr. / Madam Chair"
(Recognition)

Member: "I move that our chapter sell peanuts at basketball games."

Member: "Mr. / Madam President, I second the motion."

President: "It has been moved and seconded that our chapter sell peanuts at basketball games. This motion is debatable, amendable, and requires a majority vote. It is now open for discussion."

(Discussion, if any)

Member: "Mr. / Madam President."
(Recognition)

- Member: "I move to amend the main motion by inserting the words 'popcorn and cold drinks' after the word 'peanuts.'"
- Member: "Mr. / Madam President, I second the motion." or "I second the amendment."
- President: "It has been moved and seconded to amend the main motion by inserting the words 'popcorn and cold drinks' after the word 'peanuts.' This motion is debatable, amendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
(If an amendment to the amendment was not offered, a vote on the pending first rank amendment would be taken at this point.)
- Member: "Mr. / Madam President."
(Recognition)
- Member: "I move to amend the amendment by striking out the words 'and cold drinks.'"
- Member: "Mr. / Madam President, I second the motion." or "I second the amendment."
- President: "It has been moved and seconded to amend the amendment by striking out the words 'and cold drinks.' This motion is debatable, unamendable, and requires a majority vote. It is now open for discussion."
(Discussion, if any)
- President: "Are you ready for the question? Those supporting the amendment to the amendment that we strike out the words 'and cold drinks' say 'aye.' Those opposed, say 'no.' The ayes (noes) have it, and the amendment to the amendment is carried (lost)."
(Assuming passage) "The words 'and cold drinks' are stricken from the amendment."
(At this point, another second rank amendment may be introduced.)
- President: "The question now before the chapter is that we amend the main motion by inserting the word 'and popcorn' after the word 'peanuts.' It is now open for discussion."
(Discussion, if any)
- President: "Those supporting the amendment to the motion that we insert the words 'and popcorn' after the word 'peanuts' say aye. Those opposed, say 'no.' The ayes

(noes) have it, and the amendment is carried (lost).”
 (Assuming passage) “The amended motion that our chapter sells peanuts and popcorn at basketball games is now before the chapter. It is now open for discussion.” (NOTE: Using the word “and” as a conjunction is implied. If the intended meaning of the proposal is not substantially changed, this and similar words or phrases may be used at the chair’s discretion.)

(Discussion, if any)

(At this point, another first rank amendment may be introduced.)

President: “Are you ready for the question? Those supporting the amended motion that our chapter sells peanuts and popcorn at basketball games say ‘aye.’ Those opposed, say ‘no.’ The ayes (noes) have it, and the motion is carried (lost). (Assuming passage) We will sell peanuts and popcorn at basketball games.”

Amending Rules of Order, Bylaws, or Constitutions. Previous notice (determined by that organization’s rules) and a two-thirds vote are generally required for the adoption of changes to these types of documents. The previous notice document, or scope of notice, should include the current wording, the wording of the proposed amendment, and how the wording will read if the amendment passes. The amendment to the rules of order, bylaws, or constitution may be amended but only if the amendment is within the scope of notice. Example: if an amendment is to raise the dues of the organization \$10.00, it could be amended by any amount under \$10.00. Anything over that amount would be out of order, because it was outside the scope of notice. Once these amendments are passed, the vote cannot be reconsidered. If the amendment fails, that vote can be reconsidered.

CHAPTER 10

Incidental Motion

Point of Order

Purpose. The purpose of a point of order is to enforce the rules by calling attention to a violation of the rules or a mistake in procedure.