

The president is duty bound to enforce correct rules of procedure. Therefore, he/she should call members out of order when they are in error. Members may also insist upon correct procedure of business by rising to a point of order when the need arises. The point of order should be made at the time the breach of order occurs.

Exceptions to this are situations where the motion was in violation of the constitution or standing rules, so that, if adopted, it would be null and void. In these situations, it is never too late to rise to a point of order.

If a member rises to a point of order and does not agree with the decision rendered (chair's ruling), the member may appeal the chair's decision.

**Pertinent Facts.** A point of order has these characteristics:

- It may interrupt a speaker.
- Recognition is not necessary.
- It does not require a second.
- It is undebatable and unamendable.
- It cannot be reconsidered.

**Practice.** After a main motion has been presented, a member may offer an amendment that is unrelated, or not germane, to the main motion. Upon noticing this fact, another member would then rise and without obtaining recognition, state:

- Member: "Mr. / Madam President" or "Mr. / Madam Chair, I rise to a point of order." (Member takes a seat.)
- President: "State your point."
- Member: (Rising) "The amendment offered is not related to (germane to) the main motion, and therefore is out of order."
- President: "The point is sustained. The amendment is out of order." or "The point is not sustained. The amendment is in order."

A member wishing to appeal the decision of the chair must do so at this time.

If in doubt, the president may, rather than making a decision (ruling), ask the chapter to decide, in which case there can be no appeal. This is done as follows:

President: “The chair is in doubt as to the correct decision to make and submits the question to the assembly. The question is, ‘Is the amendment related to the main motion?’ Those of the opinion that the amendment is related say ‘aye.’ Those of the opinion that the amendment is not related say ‘no.’ The ayes (noes) have it, and the amendment is (is not) in order.”

## CHAPTER 11

### Incidental Motion

#### Appeal from the Decision of the Chair

**Purpose.** The purpose of an appeal from the decision of the chair is to obtain a decision from the chapter to a question on which the presiding officer has made a decision.

A decision is usually made in connection with items of business concerning the welfare of the entire chapter, such as the president deciding the chapter will sponsor a banquet, or the chair deciding on a point of order.

An announcement of a vote and an answer to a parliamentary inquiry are not decisions of the chair, and therefore cannot be appealed from.

An appeal must be made at the time the ruling (decision) is made and before any debate or business has intervened; otherwise, it is too late.

**Pertinent Facts.** An appeal from the decision of the chair has these characteristics:

It may interrupt a speaker

Recognition is not necessary.

It is debatable except in cases where it relates to indecorum (improper conduct), priority of business, or deviation from the rules of speaking.\*

It requires a second.

It is not amendable.

A majority vote or tie vote is required to sustain the chair.

It may be reconsidered.

**\*Note:** Rules of speaking deal with: the presenter of a motion offering remarks or debate before presenting the motion, the time allotment (10 minutes), the number of debates per member (2) per debatable motion, and the right of first refusal of debate for the presenter of the motion.

**Practice.** The president may, during the course of a business session, make a decision affecting the chapter, such as deciding that the chapter will purchase a portable computer. Immediately after the decision is made, a member may rise and, without obtaining recognition, state:

**Member:** “Mr. / Madam President” or “Mr. / Madam Chair, I appeal from the decision of the chair.”

**Member:** “Mr. / Madam President, I second the appeal.”

**President:** “An appeal has been taken from the decision of the chair. This motion is debatable, unamendable, and requires a majority or tie vote to sustain the chair. It is now open for discussion.”

(At this point the president may state his/her reason(s) for the decision, and may also ask the member appealing to state his/her reason(s) for making the appeal.)

(Discussion, if any)

**President:** “Are you ready for the question? Those supporting the decision of the chair that ... say ‘aye.’ Those opposed, say ‘no.’ The ayes (noes) have it, and the decision of the chair is (is not) sustained. We will (will not) purchase a portable computer for our chapter.”

## CHAPTER 12

### Incidental Motion

#### Suspend the Standing Rules

**Purpose.** The purpose of suspending the standing rules is to permit the chapter to do something that cannot be done without violating its standing rules.

Standing rules are those rules that are adopted in a meeting without the need of giving previous notice. A majority vote is required. These rules might pertain to the time for starting chapter meetings, the place where meetings will be held, the penalty for being late to a meeting, the changes to the chapter program of activities, or the spending of chapter funds.

The motion to suspend a standing rule may be offered prior to the item of business to which it pertains or it may be offered while the question is pending. For example, if it is desired to introduce an item of business that would be in violation of a standing rule, the rule might first be suspended, then the item of business introduced. However, it is also proper to first introduce the item of business and when it is opened for discussion, one may then move to suspend the rule involved and after this motion is passed, proceed with the disposal of the main motion.

The suspension of a rule is in effect only for the reason for which it was suspended. Following the action taken under the suspension, the original rule is again in effect.

Unanimous (general) consent is frequently used in situations where standing rules need to be suspended. This may be done by the president stating, "Shall we suspend, by unanimous (general) consent, the standing rule of this chapter that ...?"

It is not in order to suspend rules relating to a constitution or to bylaws. Neither is it in order to suspend rules dealing with fundamental principles of parliamentary law.

**Pertinent Facts.** The suspension of standing rules has these characteristics:

It may not interrupt a speaker.

A second is required.

It is undebatable and unamendable.

A majority or two-thirds\* vote is required.

It cannot be reconsidered.

**\*Note:** Advance notice and a two-thirds vote is necessary to suspend written rules of parliamentary procedure that were formally proposed and adopted by an assembly or group. Such rules relate to the orderly transaction of business in regular meetings or the duties of the officers with those duties.

**Practice.** Assume that a certain standing rule is in effect and an individual wishes to propose something in violation of this rule. For example, assume that a standing rule prohibits the spending of chapter funds for advertising in local newspapers. Also be assumed that a member wishes to propose that an advertisement be purchased to publicize the local chapter project show. After obtaining the floor, a member may state:

**Member:** “Mr. / Madam President” or “Mr. / Madam Chair, our chapter has a standing rule prohibiting the spending of chapter funds for advertising in local newspapers. Because it may be desirable to do this, I move that we suspend this standing rule.”

**Member:** “Mr. / Madam President, I second the motion.”

**President:** “It has been moved and seconded that we suspend the standing rule prohibiting the spending of chapter funds for advertising in local newspapers. This motion is undebatable, unamendable, and requires a majority vote. Those supporting the motion please rise.” Then, “Those opposed please rise. The vote is 35 for and 11 against; therefore, the motion carries and the standing rule is suspended.”

(At this point, the desired proposal may be presented and disposed of in the ordinary manner. For this purpose, a main motion would be appropriate.)

## CHAPTER 13

### Incidental Motion

#### Division of the Assembly

**Purpose.** The purpose of a division of the assembly is to determine the accuracy of a vote, especially when taken by voice or show of hands.

If a member feels that a voice vote, or one taken by a show of hands, is not accurate, that member may request verification of the vote by calling for a division of the assembly. This must be done before another motion has been stated and may be requested even if another member has the floor.

**Pertinent Facts.** A division of the assembly has these characteristics:

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

**Practice.** At any time a vote has been taken by voice or by show of hands, a member, without obtaining recognition, may rise and state:

**Member:** "I call for a division." or "Division."

**President:** "A division has been called for. Those supporting the motion that ... please rise." Then, "Those opposed, please rise. The affirmative vote is 19 and the negative vote is 15. The motion is carried (lost), and ... (The presiding officer states effect of the vote)."

## CHAPTER 14

### Incidental Motion

#### Nominations and Elections

**Purpose.** The purpose of nominations and elections is to present to the chapter the name of a candidate for a certain office or position.

Nominations may be made by six common methods: by the chair, from the floor by a member, by a committee, by ballot, by mail, and by petition. Even when a nominating committee is used, members may make nominations when the floor is open for further nominations.

There is no motion to open nominations. A member can move to have an election for a position with a main motion, and then the presiding officer opens the floor for nominations. Or, the presiding officer can inform the chapter of the need to elect an individual to fill a certain position, and then say "the floor is open for nominations." If a member moves to open nominations, he/she would have made an invalid motion.

To offer a nomination, after the floor is open for such, a member obtains the floor and states, "I nominate ... for ...." The president then asks for further nominations. If there are none, nominations are closed.

**Closing Nominations.** The motion to close nominations requires a second, is undebatable, and can be amended as to time only. Nominations may be closed by a two-thirds vote or by unanimous (general) consent. The vote on the motion to close nominations cannot be reconsidered.

**Practice:** After the main motion to elect has passed, the president may open the floor for nominations.

**President:** "The floor is now open for nominations."

**Member:** "I nominate ... for ... (office)."

**Member:** "I nominate ... for ... (office)."

**President:** "If there are no further nominations, then ..."

**Member:** "I move that nominations cease." or "I move to close nominations."

**Pertinent Facts.** Making nominations has these characteristics:

It may not interrupt a speaker.

A second is not required to nominate.

All nominees can be discussed.

Candidates are voted on in the order they were nominated.

A majority vote is required to elect.

**Pertinent Facts.** Closing nominations has these characteristics:

It may not interrupt a speaker.

A second is required.

It is undebatable.

It is amendable as to time only.\*  
 A two-thirds vote is required.  
 It cannot be reconsidered.

\*Note: A motion to close nominations may be amended as to time when an individual offers the amendment that 'nominations close in 30 minutes.' No other amendments to this incidental motion would be in order.

**Pertinent Facts.** Reopening nominations has these characteristics:

It may not interrupt a speaker.  
 A second is required.  
 It is undebatable.  
 It is amendable to time only.  
 A majority vote is required.  
 Only the negative vote can be reconsidered.

\*Note: The term *time only* refers to being able to amend the motions to close nominations and to reopen nominations by changing the motions to stipulate a specific time to close nominations or to reopen nominations. An example would be "I move to amend the motion to close nominations by inserting the phrase 'next Friday at 5:00 pm'" or "inserting the phrase 'after one more candidate is nominated.'" The same strategy applies to the motion to reopen nominations, "I move to amend the motion to reopen nominations by inserting the phrase 'reopen nominations at the conclusion of today's business, or next Friday at 5:00 pm.'" "

**Practice.** After the president has asked for further nominations and none is presented, a member may obtain the floor and state:

President: "What is the next item of business?"  
 Member: "Mr. / Madam President" or "Mr. / Madam Chair"  
 (Recognition)  
 Member: "I move that nominations cease." or "I move to close nominations."  
 Member: "Mr. / Madam President, I second the motion."  
 President: "It has been moved and seconded that nominations cease. This motion is undebatable, amendable to time only, and requires a two-thirds vote. Are there any amendments? We will now proceed to vote. Those



supporting the motion please stand.” Then, “Those opposed to the motion please stand. There being a two-thirds majority, the motion is carried and nominations are closed. Would anyone like to speak on any of the candidates?”

During this time, members may speak for the nominees. At the conclusion of the candidate discussion, they would vote on the candidates in the order they were nominated.

If, during the discussion of candidates, a member wanted to nominate someone else, he/she would do the following after gaining the floor.

Member: “I move to reopen nominations.”

Member: “Mr. / Madam President I second the motion.”

President: “It has been moved and seconded to reopen nominations. This motion is undebatable, amendable to time only, and requires a majority vote. Are there any amendments? We will proceed to vote, those supporting the motion say ‘aye.’ Those opposed, please say ‘no.’ The ayes have it, the motion is carried, and we will reopen nominations. The floor is now open for nominations.”

After nominations are complete the motion to close nominations should be offered. After closing nominations, the chapter would be allowed to again discuss the candidates. At the conclusion of the discussion the members would vote on the candidate in the order they were nominated. Unless provided for by a local assembly’s rules or constitution, a candidate must receive a majority vote to win an election.

Election by Acclamation. Sometimes, an error is made by offering the motion “to close nominations and elect by acclamation.” This is not correct because it combines two motions requiring different votes into one motion. The motion to close nominations requires a two-thirds vote, and the motion to elect requires a majority vote. To perform these two procedures correctly, nominations should first be closed, either by a two-thirds vote or by unanimous (general) consent, and then the nominee can be voted upon.

Election by acclamation is used when, during the nominating process,

the exact number of candidates that you are electing is nominated. An example would be: The motion passes to elect a student council representative. After one candidate is nominated, the motion to close nominations passes. The presiding officer could then state, "Since we have voted to elect one student council representative and only one candidate is nominated, shall we by unanimous general consent elect ... as our student council representative? There being no objections, ... is elected as our student council representative." It would be out of order for a member to close nominations and elect a candidate or candidates by acclamation. This is incorrect because you cannot have two main motions on the floor at the same time.

## CHAPTER 15

### Incidental Motion

#### Parliamentary Inquiry

**Purpose.** The purpose of a parliamentary inquiry is to permit a member to gain parliamentary information.

The parliamentary information desired may pertain to the procedure for introducing business, rules governing a motion, action to take concerning a pending question, which motion to use, or the effect of a motion.

**Pertinent Facts.** A parliamentary inquiry has these characteristics:

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

**Practice.** During a business session, a member desiring parliamentary information may, while the floor is vacant or while someone else is speaking, rise and, without gaining recognition, state:

**Member:** "Mr. / Madam President" or "Mr. / Madam Chair, I rise to a point of parliamentary inquiry."

(If such is made while someone else is speaking, that person should stop talking and wait for the president to give attention to the inquiry.)

President: "State your inquiry."  
(Immediate attention may be given the inquiry or, if there is no urgency, attention may be given at a more appropriate time.)

## CHAPTER 16

### Incidental Motion

#### Withdraw or Modify a Motion

**Purpose.** The purpose of withdrawing or modifying a motion is to permit the modification or withdrawal of a motion from consideration by the chapter.

The proposer of a motion may withdraw or modify his/her motion without consent of anyone before the chair has stated it. However, if the proposer modifies the motion in any way after it receives a second, the seconder may withdraw the second.

After the chair has stated a motion, it then belongs to the chapter and cannot be withdrawn without its consent. This may be granted by unanimous (general) consent. However, if there is an objection, a vote must be taken.

**Pertinent Facts.** (Assuming the presiding officer has stated a motion.)  
Withdrawing a motion has these characteristics:

It may interrupt a speaker.

It is undebatable and unamendable.

A majority vote is required.

Only the negative vote can be reconsidered.

A motion cannot be withdrawn after voting has commenced.

**Practice.** At some time after a motion has been stated by the president and before voting has commenced, the proposer of the motion, during a time when no one is speaking, may obtain the floor and state:

***Withdraw***

- Member: "Permission is requested to withdraw my motion."  
 President: "Shall we, by unanimous (general) consent, grant permission to withdraw the motion?" If there is no objection, the chair announces: "The motion is withdrawn." If there is an objection, the presiding officer may put the question to a vote, or a member may offer a motion that it be withdrawn.

### ***Modify***

- Member "Permission is requested to modify ... (by adding a word or words, subtracting word or words, or both)."  
 President "Shall we, by unanimous (general) consent, grant permission to modify the motion in the following way: ...?" If there is no objection, the chair announces, "The motion is modified, and now reads ...." If there is an objection, the presiding officer may put the question to a vote.

## CHAPTER 17

### Privileged Motion

#### Adjourn

**Purpose.** The purpose of adjournment is to terminate (close) the meeting.

The motion to adjourn is a privileged motion when unqualified, but if it is qualified (e.g., as to time), it loses its privilege and becomes a main motion. It is also a main motion when made in an organization that has no provision for another meeting.

For example, a motion to adjourn is unqualified when the maker of the motion merely states, "I move that we adjourn;" this proposal is a privileged motion. However, it becomes qualified when the proposer adds something such as, "I move that we adjourn in fifteen minutes;" this proposal is a main motion.

**Pertinent Facts.** (when unqualified.) Adjournment has these characteristics:

It may not interrupt a speaker.

A second is required.

It is undebatable and unamendable.

A majority vote is required.

It cannot be reconsidered.

It cannot be made while counting votes or verifying a vote unless the vote is by ballot.

**Practice.** A member, after gaining possession of the floor, may state:

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

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

**Member:** “I move that we adjourn.”

**Member:** “Mr. / Madam President, I second the motion.”

**President:** “It has been moved and seconded that we adjourn. 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 is carried (lost).” (Assuming the motion carried) “The meeting is adjourned.”

During an FFA meeting, the closing ceremony should be performed because adjourning affects only the business session. Any unfinished business resulting from adjournment becomes unfinished business at the next meeting and should be taken up where it was interrupted.

## CHAPTER 18

### Motions that Bring a Question Again Before the Assembly

#### Take from the Table

**Purpose.** The purpose of taking an item from the table is to again bring a question before the chapter for further consideration.

A motion cannot be taken from the table until some business has been transacted after it was tabled. When taken from the table, the motion is in exactly the same condition as when tabled.

**Pertinent Facts.** Taking an item from the table has these characteristics:

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

**Practice.** Assume that a certain motion has been tabled and that some business has been transacted after it was tabled. A member may obtain the floor and state:

- President: "What is the next item of business?"
- Member: "Mr. / Madam President" or "Mr. / Madam Chair"  
(Recognition)
- Member: "I move that the motion ... be taken from the table." or "I move that we take from the table the motion that ...."
- Member: "Mr. / Madam President, I second the motion."
- President: "It has been moved and seconded that we take from the table the motion that .... This motion is undebatable, unamendable, and requires a majority vote. It cannot be reconsidered. Those supporting the motion say 'aye.' Those opposed, say 'no.' The ayes (noes) have it, and the motion is carried (lost)." (Assuming the motion to take from the table carried)  
"The motion now before the chapter is ...." (The proposal now pending is the motion that was tabled previously.)

## CHAPTER 19

### Motions that Bring a Question Again Before the Assembly

#### Discharge a Committee

**Purpose.** The purpose of discharging a committee is to permit an assembly to again consider a question that was previously placed in a committee.

The motion to discharge a committee is in order only when the committee has not yet made its final report to the assembly. As long as the question remains in a committee, it is not permissible for the assembly to consider any proposal that is essentially the same

question. Usually, it is desirable to discharge a committee under only three circumstances:

1. When the committee has failed to report with appropriate promptness.
2. When an urgent reason encourages the assembly to proceed on the question without further assistance from the committee.
3. When the assembly has decided to drop the matter.

However, if a committee has not yet taken up the question, and it is the same day as referral or the next calendar day, then it is appropriate to reconsider the vote on the motion to refer.

Once a committee has been discharged and the assembly wishes to again take up the motion that had been put to the committee, the motion must be presented again since discharging the committee also discharges the item of business that was given to the committee.

Further, in the case of special committees following the passage of a motion to discharge, the committee ceases to exist; standing committees continue to function.

The motion to discharge a committee takes precedence over nothing, and can only be moved when no other question is pending.

**Pertinent Facts.** Discharging a committee has these characteristics:

It may not interrupt a speaker.

A second is required.

It is debatable.

It is amendable in special cases, such as time or outcome.

A two-thirds vote is required, unless previous notice of the discharge was given; then a majority vote is required.

Only the negative vote can be reconsidered.

**Practice.** At the last meeting, a motion was referred to a committee and the committee has not taken up the matter. A member gains the floor and states:

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

Member: "Mr. / Madam President" or "Mr. / Madam Chair"

(Recognition)

Member: "Mr. / Madam President, at the last meeting the motion ... was referred to a committee. Because the committee has not taken up the ... matter, I move to discharge the committee."

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

President: "It has been moved and seconded to discharge the committee .... This motion is debatable, amendable, and requires a two-thirds vote. It is now open for discussion."

(Discussion, if any)

President: "Are you ready for the question? Those supporting the motion to discharge the committee please stand." Then "Those opposed, please stand. The vote is 46 for and 12 against. There being a two-thirds vote in favor, the motion carries and the committee is discharged."

In discharging the committee, the chapter also does away with the motion referred to the committee. If the chapter wants to discuss that motion, it must be re-offered or remade.

## Chapter 20

### Motions that Bring a Question Again Before the Assembly

#### Reconsider

**Purpose.** The purpose of reconsideration is to permit the reevaluation of a vote previously taken on a motion and to again consider the question.

The motion to reconsider must be made by a member who voted on the prevailing side, unless the vote was by ballot. It is also necessary to offer the motion on the day the vote was taken or on the next calendar day.

**Pertinent Facts.** Reconsideration has these characteristics:

- It may not interrupt a speaker.
- A second is required.



It is debatable if the question to be reconsidered is debatable.

It is unamendable.

A majority vote is required.

It cannot be reconsidered.

**Practice.** Assume that a main motion has been voted on earlier in the current meeting or at a meeting held the previous day. A member may obtain 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 reconsider the vote on the motion that ....  
I voted on the prevailing side."

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

**President:** "It has been moved and seconded that we reconsider the vote on the question that .... This motion is debatable (if the motion to be reconsidered 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 motion to reconsider the vote on the question that ... say 'aye.' Those opposed, say 'no.' The ayes (noes) have it, and the motion will (will not) be reconsidered." (Assuming the motion to reconsider carried) "The motion now before the chapter is ...."  
(The motion is disposed of in the usual manner according to established rules of procedure.)

## CHAPTER 21

### Motions that Bring a Question Again Before the Assembly

#### Rescind

**Purpose.** The purpose of rescinding is to cancel action taken by the chapter.

Any action, except an action that cannot be reversed, may be rescinded. Motions to purchase an item in the future or to hold an

FFA banquet next month are examples of actions that may be rescinded. The motion to rescind is a main motion and can be made by any member when no other motion is pending. It is debatable and opens the main question to debate if the main question is a debatable motion.

**Pertinent Facts.** Rescinding an action has these characteristics:

It may not interrupt a speaker.

A second is required.

It is debatable and amendable.

A majority vote is required if previous notice\* of the proposed action was given; otherwise, a two-thirds vote is required.

It cannot be applied to action that cannot be reversed.

Only a negative vote can be reconsidered.

**Practice.** After an item of business is passed, a member may obtain the floor and state:

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

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

Member: "I move that we rescind the motion that ...."

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

President: "It has been moved and seconded that we rescind the motion that .... This motion is debatable, amendable, and requires a two-thirds vote." (Assuming no previous notice was given. If previous notice was given, a majority vote would be in order.) "It is now open for discussion."  
(Discussion, if any)

President: "Are you ready for the question? Those supporting the motion that we rescind the motion that ... please rise." Then, "Those opposed, please rise. There are 25 for and 7 against. This being a two-thirds vote, the motion is rescinded. We will not ...." (The president states the effect of the vote.)

\*Note: Previous notice is a verbal or written notice by a member of a society that he/she intends to try to cancel business that was previously passed by that society. This can be done at the conclusion

of the previous meeting or before the agenda or the next meeting has been set.

The motion to rescind may be amended if the motion contains multiple parts—one that a person or group wishes to cancel, and one or more other parts that the person or group wishes to keep.

Here is an example: The motion passed that the chapter buy a computer and printer. After passage of this motion and before the chapter has acted on the passed motion, the chapter is given a printer, thus removing the need to purchase one. A member makes a motion to rescind the motion to purchase a computer and printer. After the motion to rescind is presented, a member could rise and state that since there is still a need to purchase a computer, he/she moves to amend the motion to rescind by rescinding only the part of the motion dealing with the printer.

Two examples of motions that may not be rescinded are:

1. a motion that the chapter have a banquet, the facility has been rented, invitations have been sent, and the cancellation deadline has passed; and
2. a motion that the chapter buy a new set of scales when the chapter has already ordered the scales and paid a deposit.

## Classification and Summary of Motions

(Listed in order of rank, excluding incidental motions which can be offered at any time;  
incidental motions have NO rank amongst themselves.)

PAGE	CLASSIFICATION OF MOTION	SECOND REQUIRED	DEBATABLE	AMENDABLE	INTERRUPT A SPEAKER	VOTE REQUIRED	CAN RECONSIDER
<b>PRIVILEGED MOTIONS</b>							
44	Fix Time to Adjourn	Yes	No	Yes	No	Majority	Yes
45	Recess	Yes	No	Yes <sup>1</sup>	No	Majority	No
46	Raise a Question of Privilege	No	No	No	Yes	Chair Rules	No
48	Call for Orders of the Day	No	No	No	Yes	—	No
<b>SUBSIDIARY MOTIONS</b>							
49	Limit/Extend Limits of Debate	Yes	No	Yes	No	Two-thirds	Yes
50	Postpone Definitely	Yes	Yes	Yes	No	Majority	Yes
52	Postpone Indefinitely	Yes	Yes	No	No	Majority	Yes <sup>12</sup>
<b>INCIDENTAL MOTIONS</b>							
53	Object to Consideration of a Question	No	No	No	Yes	Two-thirds	Yes <sup>4</sup>
54	Division of a Question	Yes	No	Yes	No	Majority	No

- 1 Two-thirds negative vote required not to return to the orders of the day
- 2 No if it relates to indecorum, priority of business, or deviation from the rules of speaking
- 3 Time only
- 4 Only the negative vote
- 5 To elect
- 6 Before affirmative vote has been taken on the pending question or questions
- 7 Before any action is taken by the committee
- 8 If applied to a debatable question
- 9 Only first rank amendment
- 10 If the motion to be reconsidered is debatable
- 11 Majority when previous notice given; otherwise, two-thirds
- 12 Only the affirmative vote can be reconsidered

## CHAPTER 22

## Privileged Motion

## Fix the Time to Which to Adjourn

**Purpose.** The purpose for fixing a time to which to adjourn is to set the time, and sometimes the place, for another meeting to continue the business of the session, with no effect on when the present meeting will adjourn.

The motion to fix the time to which to adjourn can only be presented when no meeting has been scheduled for later within the same session. The motion is privileged only if it is presented when other business is pending. If it is made when no business is pending, it is debatable and subject to all rules that apply to main motions.

When brought before the assembly, the effect of this motion is to establish an adjourned meeting. That is a continuation of the current meeting at which the motion to fix the time to which to adjourn is adopted. This motion, when passed, together with that meeting, will make up one session. Passing this motion does not adjourn the present meeting or set a time for its adjournment.

**Pertinent Facts.** Fixing the time to which to adjourn has these characteristics:

It may not interrupt a speaker.

It takes precedence over all motions, when privileged.

It requires a second.

It is not debatable, when privileged.

It is amendable as to hour, date, and place.

It requires a majority vote.

It can be reconsidered.

**Practice.** The chapter is debating a main motion; 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: "Mr. / Madam President, I move to fix the time to which to adjourn so that when we adjourn, we adjourn to next Tuesday at 7:00 p.m. in our normal meeting room."
- Member: "Mr. / Madam President, I second the motion."
- President: "It has been moved and seconded to fix the time to which to adjourn so that when we adjourn, we adjourn to next Tuesday at 7:00 p.m. in the normal meeting room. This motion is undebatable; amendable to hour, date, and place; and requires a majority vote. Are there any amendments?"
- President: "Those supporting the motion say 'aye.' Those opposed, say 'no.' The ayes have it, the motion passes, and when we adjourn this meeting, we will adjourn until next Tuesday at 7:00 p.m. in the normal meeting room. The main motion is open for discussion."

## CHAPTER 23

### Privileged Motion

#### Recess

**Purpose.** The purpose of a recess is to allow a short intermission in a group's meeting, commonly for only a few minutes.

A recess does not close the meeting, and upon resuming the session, business will immediately be taken up at the same place where it was at the time of the recess. This motion can be either a privileged motion or an incidental main motion. If business is pending, it is a privileged motion. When there is no business pending, it is treated as an incidental main motion. When privileged, it takes precedence over all motions.

If the chair just needs a very short break in the proceedings (i.e. one (1) or two (2) minutes), the chair would merely state, "The chair will stand at ease to ...." When the chair is ready to resume, the chair would state, "The meeting is back in session." The chair would then pick up where the meeting was at the time of the pause.

**Pertinent Facts.** A recess has these characteristics:

- It may not interrupt a speaker.
- It requires a second.
- It is not debatable.
- It is amendable as to the length of the recess.
- It requires a majority vote.
- It cannot be reconsidered.

**Practice.** During the discussion of a motion, 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: "Mr. / Madam President, I move to take a ten minute recess."
- Member: "Mr. / Madam President, I second the motion."
- President: "It has been moved and seconded to take a ten minute recess; this motion is undebatable, amendable as to the length of recess, and requires a majority vote. Are there any amendments?"
- President: "Those supporting the motion to take a ten minute recess say 'aye.' Those opposed, say 'no.' The ayes have it, and we will take a ten minute recess. We will reconvene at (time)."

## CHAPTER 24

### Privileged Motion

#### Raise a Question of Privilege

**Purpose.** The purpose of raising a question of privilege is to permit a request or main motion that relates to the rights and privileges of the assembly or any of its members.

By raising a question of privilege, a member is asking for the chair to rule on two points. First, is the request or motion that would follow the granting of admission, in fact a question of privilege? Second, is the question sufficiently urgent to permit interruption of the assembly's pending business?

There are two types of questions of privilege: questions relating to the assembly as a whole and questions of personal privilege. An example of a question relating to the privileges of the assembly as a whole is one that involves the comfort of its members, such as temperature or noise level in the meeting room. Questions of personal privilege are less common; an example is a member's request to correct a mistake in the organization's minutes regarding that individual's previous meeting participation.

A member could request to raise a question of privilege by using a formal motion; for example, "I believe this question should be considered in a closed meeting. I move that our guests be excused and that the meeting go into executive session."

**Pertinent Facts.** Rising to a question of privilege has these characteristics:

It may interrupt a speaker.

Recognition is not necessary.

It does not require a second.

It is undebatable and unamendable.

It does not require a vote, only the ruling of the president, which can be appealed.

It cannot be reconsidered.

**Practice.** During a meeting, in the period of debate on a motion, a member, without recognition, states:

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

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

Member: "Mr. / Madam President, I rise to a question of privilege."

President: "State your question."

Member: "Could you ask the members to please speak louder during discussion? It is difficult to hear when they do not."

President: "Members, please speak loudly enough and clearly enough for all members to hear."



## Privileged Motion

### Call for Orders of the Day

**Purpose.** The purpose of calling for orders of the day is to demand that the chapter conform to its order of business or program.

A call for orders of the day can be made only when the order of business is being varied from and when no other privileged motion is pending. It is out of order to call for orders of the day when there is no variation from the order of business. No subsidiary motion may be applied to a call for orders of the day.

**Pertinent Facts.** A call for orders of the day has these characteristics:

It may interrupt a speaker.

Recognition is not necessary.

A second is not required.

It is undebatable and unamendable.

A two-thirds negative vote is required to not return to the orders of the day.

It cannot be reconsidered.

**Practice.** (Assume the chapter has previously adopted an orders of the day or a "program.") If, during the meeting, a variation from this sequence occurred, a member may rise and without recognition state:

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

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

**Member:** "Mr. / Madam President, I call for the orders of the day."

**President:** "Will the chapter proceed to the orders of the day? Those supporting this action please rise." Then, "Those opposed, please rise. The vote is affirmative 25 and negative 6. Because there is not a two-thirds vote supporting the negative (not to return to the orders of the day), we will proceed to the orders of the day."

## CHAPTER 26

## Subsidiary Motion

## Limit or Extend Limits of Debate

**Purpose.** The purpose of limiting or extending limits of debate is to permit the chapter to exercise special control over debate on a pending question, or on a series of pending questions.

In regular meetings the right to speak is a basic tenet of parliamentary law. Basic rules are set, however, to control **dilatory** debates and the number of times that person may speak.

This motion can be applied to any immediately pending debatable motion, or to an entire series of pending debatable motions (e.g., a main motion with adhering amendments), or to any consecutive part of such a series beginning with the immediately pending question.

Limiting debate takes away the fundamental right of all members to fully discuss a question before the assembly. Thus, it may restrict the right of the minority to present its positions. Limiting can be done two ways: 1) reducing the number or length of debate permitted, or 2) requiring that debate is closed and the question put to a vote at a specified later time or after debate for a specified length of time. However, this motion cannot be used to impose an immediate termination of debate.

It is not permissible to move to limit or extend limits of debate in a committee meeting.

If a motion to limit or extend limits is proposed while no question is pending, such a proposal is an incidental motion; however, it requires a two-thirds vote for adoption as well.

**Pertinent Facts.** Limiting or extending the limits of debate has these characteristics:

It may not interrupt a speaker.

A second is required.

It is undebatable.

It is amendable, but amendments are undebatable.

A two-thirds vote is required.

Prior to the order being exhausted, it may be reconsidered without debate. However, if the order has been partially carried out, only the unexecuted portion (e.g., the remaining time) may be reconsidered.

**Practice.** After debate on a motion begins, 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: "Mr. / Madam President, I move to limit debate on this motion to not more than twenty minutes."

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

President: "It has been moved and seconded to limit the debate on this motion to not more than twenty minutes. This motion is undebatable, is amendable, and requires a two-thirds vote. Are there any amendments?"

President: Those supporting the motion that we limit the debate on the motion to no more than twenty minutes please rise." Then, "Those opposed, please rise. The vote is 68 for and 13 against. There being a two-thirds vote in favor of the motion to limit debate, the motion carries; the debate on the main motion is limited to no more than twenty minutes. The motion is now open for discussion."

## CHAPTER 27

### Subsidiary Motion

#### Postpone to a Certain Time (Definitely)

**Purpose.** This motion permits the action on a pending question to be postponed to a specific day, meeting, or time, or until after a particular event.

A question may be postponed so it can be considered at a time that is more convenient or because debate has revealed one or more reasons to delay a decision. It is in order regardless of how much debate has already occurred on the main motion. It cannot be moved after adoption to close debate on the main question at a definite hour, or

following passage of a motion to limit the total time allowed for debate.

Usually, a question may be postponed until, but not beyond, the next regular business session. It is not proper to postpone a question to a time between meetings, without having first made provision for an adjourned meeting.

It is not permissible to postpone a class of business that includes multiple items or subjects, such as reports of committees. However, reports can be postponed individually as they arise.

This motion's application to a main motion affects any motions that may be pending such as a motion to amend, refer, or appeal. If an undebatable appeal is pending, the main question cannot be postponed until the appeal is disposed of.

**Pertinent Facts.** Postponing to a certain time (definitely) has these characteristics:

It may not interrupt a speaker.

A second is required.

It is debatable.

It is amendable to time.

A majority vote is required.

The affirmative vote can be reconsidered.

**Practice.** During discussion on a main motion, 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: "Mr. / Madam President, I move to postpone this motion until the next regular meeting."

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

President: "It has been moved and seconded to postpone the motion to the next regular meeting. This motion is debatable, amendable to time only, 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 postpone the motion ... to the next

meeting say 'aye.' Those opposed, say 'no.' The ayes (noes) have it, and the motion is (is not) carried. We will (will not) postpone this motion to the next meeting."

If the motion to postpone fails, then the chapter would continue to discuss the motion on the floor.

## CHAPTER 28

### Subsidiary Motion

#### Postpone Indefinitely

**Purpose.** To kill the motion on the floor and avoid a direct vote on the question.

The motion to postpone indefinitely can be applied only to the main motion: therefore, it can be made when a main motion is immediately pending.

The motion to postpone indefinitely is the lowest ranking of the subsidiary motions; however, it cannot be referred to a committee. If the main motion to which it applies is referred, the motion to postpone indefinitely is ignored and does not accompany the main motion to the committee. However, other subsidiary motions can be applied to the main motion or postpone indefinitely where applicable.

**Pertinent Facts.** Postponing a motion indefinitely has these characteristics:

It may not interrupt a speaker.

A second is required.

It is debatable and the debate may go fully into the merits of the main motion.

It is not amendable.

A majority vote is required.

Only the affirmative vote can be reconsidered.

**Practice.** During discussion on a main motion, 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: “Mr. / Madam President, I move to postpone the motion ... indefinitely.”
- Member: “Mr. / Madam President, I second the motion.”
- President: “It has been moved and seconded to postpone indefinitely the motion .... It is debatable, not amendable, and requires a majority vote. The motion is now open for discussion.”  
(Discussion, if any)
- President: “Are you ready for the question? Those supporting the motion to postpone indefinitely the motion ... say ‘aye.’ Those opposed, say ‘no.’ The ayes (noes) have it; the motion carries (fails), and we will (will not) postpone indefinitely the motion ....”

If the motion to postpone indefinitely fails, the chapter would continue to discuss the motion on the floor.

## Chapter 29

### Incidental motion

#### Object to the Consideration of a Question

**Purpose.** The purpose of objecting to the consideration of a question is to enable an assembly to avoid considering an original main motion when it believes it would be strongly undesirable for the question to come before the meeting.

While an objection is pending, the main motion may be laid on the table. If this occurs, the objection is also tabled.

Members are asked to vote for or against consideration of the question objected to (not for or against sustaining the objection.). So, those who wish to prevent consideration of the question vote in the negative.

If an objection to consideration is sustained, the motion is dismissed for that session and cannot be renewed during the same session except by unanimous (general) consent or by reconsidering the vote

sustaining the objection. However, the same main motion can be introduced at any succeeded session.

**Pertinent Facts.** Objection to the consideration of a question has these characteristics:

It may interrupt a speaker.

A second is not required.

It is not debatable and not amendable.

A two-thirds vote against consideration sustains the objection.

Recognition is not necessary.

Only the negative vote (sustaining) can be reconsidered.

It may only be presented before any debate or any subsidiary motion except lay on the table has been stated by the chair.

**Practice.** After a motion is made and before it is opened to debate, a member states:

**Member:** "Mr. / Madam President" or "Mr. / Madam Chair, I object to the consideration of the question."

**President:** "Object to consideration of the question has been called. It is undebatable, unamendable, and requires a two-thirds vote. Those supporting the consideration of the question please stand." Then, "Those opposed to consideration of the question please stand. The vote is 25 for and 28 against, this not being a two-thirds negative vote we will consider the question."

## Chapter 30

### Incidental Motion

#### Division of the Question

**Purpose.** The purpose of a division of the question is to permit a main motion or an amendment to be divided into two or more separate questions.

Division of the question assumes that the original motion is comprised of component parts that can stand as separate and distinct items of business, and that dividing the question is desirable for the purpose of discussion and action. It is preferable to divide a question immediately following its initial introduction.

Proposals containing parts that cannot be readily separated are not eligible for division of a question. For example, if, after separation, one or more of the subsequent question(s) failed, in effect, leaving the remaining motion(s) either irrelevant or illogical, it is not appropriate to divide the original question.

**Pertinent Facts.** Division of the question has these characteristics:

It may not interrupt a speaker.

A second is required.

It is undebatable.

It is amendable.

A majority vote is required.

It cannot be reconsidered.

**Practice.** A motion is made with two definite parts that can stand alone independently and, after debate begins, 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: "Mr. / Madam President, I move to divide the motion into two parts with the first part being ... and the second part being ...."

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

President: "It has been moved and seconded to divide the question into two parts with the first part being ... and the second part being .... This motion is undebatable, is amendable, and requires a majority vote. Are there any amendments? Those supporting the motion say 'aye.' Those opposed, say 'no.' The ayes have it, and the motion carries. We will divide the motion into two parts. The first motion to be considered is ...."