

PARLIAMENTARY PROCEDURE

for Youth Organizations

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INTRODUCTION

PARLIAMENTARY PROCEDURE

The underlying theme in developing this curriculum guide was to make it self-contained; i.e., no outside reference materials are needed. However, supplementary resource material which could be utilized to enhance student learning is listed in the Appendix.

These materials are divided according to the format given below.

I. Objectives

This guide contains one terminal behavioral objective and several specific behavioral objectives. The terminal objective is the goal for the unit and is accomplished when all specific objectives have been met.

II. Unit Outline

III. Activities with Handouts (H) Indicated

The activities are intended for class work or discussion. The sequence of activities is left to the discretion of the teacher. In addition, the teacher does not necessarily have to utilize all activities and should be constantly alert for modifying existing activities, deleting unsuitable ones, and adding new ones. The activities sheets are designed so that they may be duplicated and handed to students.

IV. Handout Materials

Handout materials also pertain to specific activities and may be duplicated so each student has his own copy.

V. Evaluation

Evaluation for students is based on the specific objectives and on class discussion arising from the activities. The teacher should keep in mind that if some activities are deleted, the evaluation may not pertain to the class discussion and should not be used. The evaluation sheets are also designed so that they may be duplicated and given to students.

VI. Answers to Evaluation

PARLIAMENTARY PROCEDURE

TERMINAL OBJECTIVE

After completing this unit, students should be able to demonstrate knowledge of and skill in utilizing the principles of parliamentary procedure by participating in and conducting a simulated meeting.

SPECIFIC OBJECTIVES

1. List two principles upon which parliamentary procedure is based.
2. List the order of business in proper sequence.
3. Rank the four basic motions from highest to lowest priority.
4. Identify the characteristics of motions (refer to table of motions).
5. Explain the object and effect of motions (refer to table of motions).
6. Demonstrate the ability to use parliamentary procedure correctly.

UNIT OUTLINE

I. Instructor

- A. Provide students with objectives sheet
- B. Provide students with activities sheet
- C. Provide students with handout sheets
- D. Discuss terminal and specific objectives
- E. Discuss activities
- F. Give evaluation

II. Student

- A. Read objectives
- B. Study activities sheet and handout sheets
- C. Complete each activity
- D. Take evaluation

III. Instructional Materials

- A. Objectives sheet
- B. Activities sheet
- C. Handout sheets
 - 1. H-1 - Introduction to Parliamentary Procedure
 - 2. H-2 - The Agenda or Order of Business
 - 3. H-3 - Suggested Meeting Procedure
 - 4. H-4 - What is a Motion?
 - 5. H-5 - Table of Motions
 - 6. H-6 - Object and Effect of Special Motions
 - 7. H-7 - Progression of a Motion

8. H-8 - Amendments

9. H-9 - Nominations and Elections

10. H-10 - Parliamentary Terms

D. Evaluation

E. Answers to Evaluation

ACTIVITIES FOR PARLIAMENTARY PROCEDURE

The activities for studying parliamentary procedure are broken down into four sections. Each section contains one or more handouts. The first section covers the basic procedures of parliamentary procedure. Section two discusses "motions." Included in this section is a table of motions which provides a quick overview of the basic motions and how each of them should be dealt with. The third section deals with amendments and nominations. Finally the fourth section is a listing of parliamentary terms.

1. Read and be prepared to discuss the following three handouts.
 - a. Introduction to Parliamentary Procedure H-1
 - b. The Agenda or Order of Business H-2
 - c. Suggested Meeting Procedure H-3
2. Read and be prepared to discuss the handouts pertaining to motions.
 - a. What is a Motion? H-4
 - b. Table of Motions H-5
 - c. Object and Effect of Special Motions H-6
 - d. Progression of a Motion H-7
3. Read and be prepared to discuss the two handouts pertaining to amendments and nominations.
 - a. Amendments H-8
 - b. Nominations and Elections H-9
4. Read and study the section pertaining to parliamentary terminology.
 - a. Parliamentary Terms H-10
5. Conduct a simulated meeting utilizing parliamentary procedure.

INTRODUCTION TO PARLIAMENTARY PROCEDURE

The purpose of parliamentary procedure is to promote efficiency during meetings so that business can be transacted in an orderly manner. Each member should know (1) how to take part in a meeting; and (2) how to conduct a meeting.

There are two basic principles of parliamentary procedure:

1. It enables the group to transact business with more efficiency.
2. It protects the rights of each individual in the group; i.e., the right of the majority to rule and the right of the minority to be heard and protected.

Parliamentary procedure is considered the tool for accomplishing the goals and objectives of the group. Parliamentary procedure should provide a flexible plan for the transaction of business within the group.

THE AGENDA OR ORDER OF BUSINESS

Every organization should have an established agenda or order of business. This not only insures efficiency but, in addition, the members will know what to expect and will participate more effectively. The format given below is suggested for regular meetings; however, each organization will need to adapt this to best fit its own needs. When these procedures are followed, there is greater assurance that no important business matters will be overlooked.

1. Call meeting to order
2. Preliminary announcements (might include agenda items, time limits, ground rules, welcomes, introductions)
3. Roll call (may be omitted)
4. Reading and approval of the minutes
5. Officers' reports (This includes any officer who has a report to make at the meeting, e.g., president, vice-president, secretary and treasurer.)
6. Committee reports - standing and special (Standing reports always precede special committee reports. These reports should be written and a copy given to the president.)
7. Special features - speakers, special music, etc. (Guests and speakers find it difficult at times to stay through an entire meeting. Therefore, their appearances are placed immediately after the committee reports.)
8. Unfinished business
9. New business
10. Adjournment (Unqualified form: Proposer moves for adjournment; motion is seconded; chairperson calls for a vote; action depends upon majority vote. This motion cannot be discussed. Qualified form: Proposer moves for adjournment to meet again at a specified time; motion is seconded; chairperson calls for discussion; a vote is taken; action depends on majority vote.)

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11. Entertainment, recreation, refreshments (This part of the meeting should be turned over to the committee in charge.)

SUGGESTED MEETING PROCEDURE

In addition to the brief outline given above, a more thorough description of how to conduct the meeting is outlined below. This outline is intended to be suggestive only, and an organization may need to modify it to best fit their own needs.

To facilitate the meeting procedure, the presiding officer should use a gavel. Two taps of the gavel call the meeting to order. Three taps on the gavel indicate the assembly should stand. One tap on the gavel should be used when members should be seated, immediately following the announcement that the meeting has been adjourned, or when a main motion has been passed or rejected. Finally, a series of sharp taps on the gavel should be used when the assembly has become boisterous.

Chairperson: The meeting will now come to order (preliminary announcements). The secretary will now take roll (Secretary can do this either by calling each member's name aloud or by checking silently.)

Chairperson: Thank you. The secretary will read the minutes from the previous meeting.

Chairperson: Thank you. Are there any corrections to the minutes? There being no corrections, the minutes stand approved as read or (if there have been corrections) are there any further corrections to the minutes? There being no further corrections, the minutes will stand approved as corrected.

Chairperson: We will now have the officers' reports; the president's report is first. (This report is general in nature; i.e., type of program, time and place for next meeting, special guests, or events forthcoming.)

Chairperson: We will now have the vice-president's report (providing that he has one).

Chairperson: We will now have the treasurer's report.

Chairperson: We will now have the committee reports. The report(s) of the standing committee(s) will be first. (A standing committee is normally elected for one year and includes activities such as program planning.)

Chairperson: Thank you. Are there any questions about this report? If none, the report is accepted as given. (Each standing committee report is handled in the same manner.)

Chairperson: We will now have the report(s) of the special committee(s).

Chairperson: Thank you. Are there any questions concerning this report? If none, the report is accepted as given. (Each special committee report is also handled in this manner.)

Chairperson: We will now have our guest speaker (etc.) at this time.

Chairperson: We come now to unfinished business. Is there any unfinished business to come before the meeting?

Chairperson: Is there any new business to come before the meeting?

Chairperson: (Adjournment)

WHAT IS A MOTION?

A motion is a proposal that the group take a certain action, e.g., a discussion to raise dues within the organization. When conducting business according to the outline under Suggested Meeting Procedures, Roberts Rules of Order have classified motions into four categories. These are, in order of precedence: (1) privileged motions, (2) incidental motions, (3) subsidiary motions, and (4) main motions. Only one main motion may be on the floor at a given time. In addition, ranking motions (privileged, incidental, and subsidiary) take priority over main motions. These higher ranking motions have to be taken care of before returning to the main motion. This means several motions can be on the floor at the same time providing they were made in ascending order (main, subsidiary, incidental, privileged) and the last motion made was taken care of first. Finally, a motion can be amended by inserting, striking out, or striking out and inserting words.

Motions from Highest to Lowest Priority

Privileged Motions

Motions in this category have no connection whatsoever with the main motion before the group but are of such importance they are entitled to be acted upon immediately. These motions have the privilege of setting aside temporarily the main business before the group. (Refer to accompanying table.)

Incidental Motions

Motions of this group have few general characteristics in common, but for convenience have been grouped together into one class. Such a motion must be disposed of before action can be taken on the motion from which the incidental motion originated. Incidental motions have no order of precedence among themselves, an aspect peculiar to these motions making them different from all others. However, each incidental motion must be disposed of before another incidental motion can be made. (Refer to accompanying table.)

Subsidiary Motions

A subsidiary motion is applied to other motions--normally a main motion--to alter, postpone, or temporarily dispose of such motion. Subsidiary motions could be considered middle motions as they rank in priority between privilege and main motions before the group; i.e., they are subordinate to them. Since they are tied in to a main motion, it is "in order" to propose them when a main motion is still before the group and to vote upon them before voting on the main motion. (Refer to accompanying table.)

Main Motions

Motions in this category introduce an action to the group for its consideration. (Refer to accompanying table.) Only one main motion can be considered at a given time by the group, and such a motion when introduced, excludes all other main motions until it has been disposed of.

MOTIONS

A PRIVILEGED MOTIONS

1. Fix time to adjourn	no	yes	lim.	maj.	yes	reconsider
2. Adjourn (unqualified)	no	yes	no	maj.	no	none
3. Take a recess	no	yes	lim.	maj.	yes	none
4. Raise a question of privilege	yes	no	no	c.r.	no	all ex. amend.
5. Call for order of day	yes	no	no	none	no	none

B. INCIDENTAL MOTIONS

1. Suspend rules	no	yes	no	2/3	no	none
2. Withdraw motion	no	no	no	maj.	no	reconsider
3. Point of order	yes	no	no	c.r.	no	none
4. Appeal	yes	yes	yes	maj.	no	all ex. amend.
5. Parliamentary inquiry	yes	no	no	c.r.	no	none
6. Object to consider	yes	no	no	2/3	no	all ex. amend.
7. Call for division of the assembly	yes	no	no	maj.	no	all ex. amend.

MOTIONS

	Interrupt Speaker	Sec. Req.	Debat- able	Vote Req.	Amend- able	Other Motions That May Apply
B. INCIDENTAL MOTIONS cont.						
8. Call for division of a question	no	yes	no	maj.	yes	all
9. To read papers	no	yes	no	maj.	no	reconsider
C. SUBSIDIARY MOTIONS						
1. Lay on the table	no	yes	no	maj.	no	none
2. Call for the previous question	no	yes	lim.	2/3	yes	reconsider
3. Limit or extend time for debate	no	yes	lim.	2/3	yes	reconsider
4. Postpone to definite time	no	yes	lim.	maj.	yes	re. prev. ques.
5. Refer to committee	no	yes	lim.	maj.	yes	re. prev. ques.
6. Amend to amendment	no	yes	yes	maj.	no	re. prev. ques.
7. Amend the motion	no	yes	yes	maj.	yes	re. prev. ques.
8. Postpone indefinitely	no	yes	yes	maj.	no	lim. deb. prev. ques.

MOTIONS

D. MAIN MOTIONS

	Interrupt Speaker	Sec. Req.	Debat- able	Vote Req.	Amend- able	Other Motions That May Apply
1. General main	no	yes	yes	maj.	yes	all
2. Specific main						
a. Take from table	no	yes	no	maj.	no	none
b. Reconsider	yes	yes	yes	maj.	no	lim. deb. prev. ques.
c. Rescind/repeal	no	yes	yes	2/3	yes	all
d. Adopt a resolution	no	yes	yes	maj.	yes	all
e. Adjourn (qualified)	no	yes	lim.	maj.	yes	all
f. Create order	no	yes	yes	gen. maj. spec. 2/3	yes	all
g. Amend	no	yes	yes	2/3	yes	all

ABBREVIATIONS

re. prev. ques.: reconsider previous
 sec. req.: second required
 lim.: limited
 vote req.: vote required
 spec.: special

lim. deb. prev. ques.: limit debate,
 previous question
 c.r.: chairperson rules
 maj.: majority
 gen. maj.: general majority
 all ex. amend.: all except amendment

SPECIAL MOTIONS cont.

OBJECT

EFFECT

- | | | |
|--------------------------------------|--|---------------------|
| 4. Object to consider | Prevent wasting time on unimportant business | Suppress the motion |
| 5. Call for division of the house | Determines accuracy of vote taken | Same as object |
| 6. Call for division of the question | Consider one thing at a time | Same as object |

C. SUBSIDIARY

- | | | |
|---|--|---|
| 1. Lay on the table | Clears floor for more urgent business | Delays action |
| 2. Call for the previous questions (motion) | Secures immediate vote on pending question (motion) | Ends debate |
| 3. Limit or extend time for debate | Provides more or less time for discussion | Shortens or lengthens discussion period |
| 4. Postpone to definite time | Gives more time for informal discussion and for securing followers | Delays action |
| 5. Refer to committee | Enables more careful consideration to be given | Delays action |
| 6. Postpone indefinitely | Prevents a vote on the question (motion) | Suppresses the question (motion) |

OBJECT AND EFFECT OF SPECIAL MOTIONS

SPECIAL MOTIONS

OBJECT

EFFECT

A. PRIVILEGED

- | | | |
|--------------------------------|---------------------------------------|---------------------------------|
| 1. Fix time to adjourn | Legal continuation of the meeting | Sets definite continuation time |
| 2. Take a recess | Secure an intermission | Delays action |
| 3. Raise question of privilege | Correct undesirable conditions | Same as object |
| 4. Call for order of day | Secure adherence to order of business | Same as object |

B. INCIDENTAL

- | | | |
|-------------------|--|--|
| 1. Suspend rules | Permits action not possible under the rules | Secures action which would otherwise be prevented by the rules |
| 2. Point of order | Calls attention to violation of rules | Keeps group functioning according to parliamentary procedures |
| 3. Appeal | Determines the attitude of the group of the ruling made by the chair | Secures ruling of group rather than by the chair |

SPECIAL MOTIONS cont.OBJECTEFFECT

D. Main

- | | | |
|------------------------|--|---|
| 1. Take from the table | Continues consideration of the question (motion) | Same as object |
| 2. Reconsider | Reconsiders the question (motion) | Secures further consideration and another vote on the question (motion) |
| 3. Rescind | Repeal action previously taken | Same as object |
| 4. Amend | Improves the motion | Change the original motion |

PROGRESSION OF A MOTION

1. Member rises to address Chairperson (Mr. President or Madam President).
2. The Chairperson recognizes the member by nodding to him or saying "Mr. Member " This person is said to have the floor and is the only person entitled to present a motion.
3. The member having the floor then presents the motion by stating, "I move that," followed by the motion No discussion is permitted at this point.
4. If the motion requires a second, another member (without being recognized by the Chairperson) simply states, "I second the motion." If no one comes forward to second the motion, the Chairperson may ask for a second. If there is none, the Chairperson indicates the motion is lost for lack of a second.
5. The Chairperson should then restate the motion.
6. The motion can now be discussed. The member discussing the motion must obtain the floor in the same manner as when presenting a motion. Generally, the first person who asks for recognition is entitled to speak; however, when several members wish to speak or present motions at the same time, the Chairperson should adhere to the following principles:
 - A. The Chairperson should always show preference to the proposer of the motion
 - B. A member who has not spoken should be recognized over another member who has already discussed the question
 - C. If the Chairperson is aware of the opinions of the various members, the Chairperson should alternate between those favoring it and those opposing it.
 - D. The Chairperson should give preference to a member who seldom speaks over one who speaks often.
7. After the motion has been discussed, the Chairperson places the motion up for a vote. The motion may be voted upon in several ways. The Chairperson can simply ask for a voice vote, "All in favor of the motion

(state the motion) say 'Aye,' " those opposed 'No.' " If it is difficult to determine if the aye's or no's have won, the Chairperson can ask the members to stand or raise their hands. In addition, certain motions may be voted on by secret ballot.

8. The Chairperson then announces the result of the vote by stating the motion has carried or the motion has failed. When this motion has been taken care of, another motion is in order.

AMENDMENTS

The purpose of amendments is to modify a motion.

Methods of amendment:

1. Adding or inserting - Adding or inserting words, phrases, or sentences.
2. Eliminating or striking out - Elimination or striking out words, phrases, or sentences.
3. Substitution - This is a combination of the first two methods. In amending by substitution, a word(s), phrase(s), or sentence(s) is stricken and a new word(s), phrase(s), sentence(s) is inserted in its place.

There are two types of amendments: (1) Amendment of the first rank (an amendment to a motion) and (2) an amendment of the second rank (an amendment to the amendment). The amendment of the second rank must pertain to the amendment of the first rank and not to the motion. In addition, no amendment beyond the second rank is permitted.

Finally, if one desires to amend two separate sections of a motion, it must be done by two amendments of the first rank, and one voted on before the other is proposed. However, it is possible to have a motion of the first and second ranks on the floor at the same time.

Sequence of voting:

Amendments are voted upon in inverse order; i.e., the one of second rank is voted on first.

1. Discussion is held and a vote taken on the amendment to the amendment (amendment of the second rank).
2. Discussion is held and a vote taken on the amendment to the motion (amendment of the first rank).
3. Finally discussion is held on the original motion (including amendments if they passed) and a vote is held on the original motion.

It should be remembered that an amendment may be hostile to the motion; however, if it is pertinent to the subject matter of the motion, then the amendment should be given consideration.

NOMINATIONS AND ELECTIONS

Nominations and elections are held to elect officers in the organization. There are three (sometimes four) methods for nomination of officers. Most organizations will provide specific provisions for nominating and electing officers in their constitution and by-laws; i.e., not all of the methods described below would necessarily be utilized by one organization.

Nominations

1. Nominations from the floor

- A. Nominations do not require a second.
- B. Nominations are in order only after the presiding officer calls for them.
- C. After the nomination is made, the presiding officer repeats it while the secretary is recording it.
- D. No member can nominate more than one candidate for each office.
- E. When all nominations have been made, the chairperson should state that nominations are closed.
- F. A motion to close nominations requires a two-thirds vote.
- G. Prior to voting but after nominations have been officially closed by the two-thirds vote, nominations may be reopened, which requires only a majority vote.

2. Nominations by Nominating Committee

- A. A nominating committee may be appointed or elected by the members (according to its by-laws).
- B. The nominating committee reports to the members presenting the names of the candidates for each office.
- C. Additional nominations may be made by the members.

3. Nominations by ballot

- A. Chairperson (with assistance of other officers, e.g., vice-president) passes out ballots and each member writes after each office the name of one person whom he desires to nominate.
- B. If a candidate receives a majority in this manner, it is usual to declare that candidate elected.
- C. If no majority is received, a second ballot is taken, in which candidates nominated by previous ballot are voted upon. If a candidate receives a majority vote on the second ballot, he is considered elected.
- D. If no one received a majority vote on the second ballot, a motion that only the two highest candidates on the second ballot be considered before having the third and final ballot. The third ballot becomes the decisive vote in electing the candidate for office.

4. Voting for candidates not nominated

Members may vote for anyone who is eligible even though he may not have been nominated. If a member receives a majority of the votes in this manner, he is considered elected.

Voting or Nominations (The Election Process)

1. After nominations are closed, the members proceed to vote upon the names by the method prescribed in the constitution.
2. An election becomes effective immediately if the candidate is present and does not decline, or if he is absent and has not consented, it becomes effective as soon as he has been notified provided he does not decline immediately.
3. Unless some other time has been specified in the by-laws, an officer assumes the duties of office immediately after he has been elected.

PARLIAMENTARY TERMS

1. Adjourn - To close the meeting. It may be in qualified or unqualified form. (Refer to table.)
2. Amendment - To change a motion either by adding, changing, or deleting a portion of it.
3. Appeal from decision of the chair - Any member who disagrees with the decision of the presiding officer (also called chairperson) may put the matter to a vote of the assembly. This is in order even though another member may already have the floor. (Refer to table.)
4. Assembly - The group of members of an organization gathered to transact business.
5. Ballot - A method of voting in writing.
6. Chairperson - The person who presides at a meeting, often called the president.
7. Committee on the whole - This is a technique which permits greater flexibility than the rules would normally allow. Sometimes certain matters may come up which should be studied by the entire assembly because of their importance to the group as a whole. The procedure is that the regular assembly then "adjourns" and the committee meeting begins. When the committee has finished its work, the assembly reconvenes and the committee chairman presents a report to the general assembly.
8. Convene - To meet and call the meeting to order.
9. Debatable - A motion that is open to controversy.
10. Division of the house - If a member of the assembly is dissatisfied with result of a vote, he may call for division of the house. The presiding officers simply asks those in favor of the motion to stand so they may be counted and then those opposed should stand so they may be counted. (Refer to table.)
11. Fix time to adjourn - This motion has precedence over all others. It may be amended by altering the time.

12. Floor - Any place other than the "chair" in the assembly.
13. Lay on the table - The purpose of the motion is to postpone consideration until a later time. It is a method to defeat a motion. (Refer to table.)
14. Minutes - The written records of the proceedings kept by the secretary.
15. Motion - A formal proposal to a meeting that it take a certain action.
16. New business - Matters which have not been discussed at prior meetings.
17. Nomination - Suggesting the name of a person for an office. It is not a motion and does not require a second.
18. Objection to consideration of a question - The purpose of this motion is to avoid consideration of a question which is irrelevant. This motion may be made to any principal motion, but only when the principal motion is first introduced and before it is debated. It may be made when another member has the floor. The presiding officer may decide the point or put the matter to a vote. (Refer to table.)
19. Orders of the day - This is a motion demanding that the present discussion be dropped and the presiding officer should announce and proceed in accordance with the organization's customary and established business routine.
20. Plurality - The person receiving the greatest number of votes when there are three or more candidates running for an office.
21. Point of order - This corrects a disorder in the proceedings. Anyone may rise and state, "Point of order." The member then states the point and the presiding officer decides if the point is well taken. In addition, the presiding officer may ask other members for opinions. (Refer to table.)

22. Postpone - One may postpone to a definite time or an indefinite time (refer to table - subsidiary motions). The object of postponing a motion to a definite time is to delay consideration either to a future time (postpone to definite time) or indefinitely (postpone to indefinite time).
23. Previous question - This motion is designed to bring a motion already on the floor to an immediate vote without further debate. (Refer to table.)
24. Question - The motion before the assembly is called the question.
25. Question of privilege - This motion is concerned with the general well-being of the assembly. (Refer to table.)
26. Quorum - A sufficient number of members present at a meeting to transact its business. This number is usually a majority unless otherwise specified in the constitution.
27. Power of chair - The presiding officer has the following authority:
 - A. He may decide in what order speakers shall be recognized.
 - B. He may refuse to recognize members whom he feels do not have the best interests of the group.
 - C. He may restrain speakers within the limits of the rules.
 - D. He may appoint committees.
 - E. He may decide points of orders.
 - F. He may vote in cases where his vote would change the result, e.g., to make or break a tie.
 - G. He should avoid influencing a vote by his own comments on a motion under consideration.

Actions by the presiding officer are subject to appeal.
(Refer to table)

28. Reconsider - This motion is intended to "reconsider" a motion previously made. It must be made by some person who voted on the affirmative side of the question. If carried, the original motion is put before the assembly. (Refer to table.)
29. Rescind - This motion is designed to nullify a former action by the assembly when it has become too late to reconsider the action. (Refer to table.)
30. Second - An indication that a second person approves of a motion (provided the motion requires a second).
31. Special committee - A committee chosen for some particular purpose. When it has completed what it was intended to do, it is dissolved automatically.
32. Standing committee - A committee appointed for a long period of time. These committees are usually indicated in the constitution, and members are usually appointed for one year.
33. Suspend the rules - This motion is used to save time; however, it must not conflict with the constitution and by-laws. (Refer to table.)
34. Unfinished business - Motions that have not yet been decided and were left over from a previous meeting.
35. Withdraw a motion - This permits a previous motion to be withdrawn. (Refer to table.) In addition, the person who made the initial motion may withdraw his own motion provided the person who seconded this initial motion agrees and the initial motion has not been considered or amended.

PARLIAMENTARY PROCEDURE EVALUATION

1. List two principles upon which parliamentary procedure is based.

a. _____

b. _____

2. List the "order of business" in proper sequence.

a. _____	A. Roll call
b. _____	B. Call meeting to order
c. _____	C. Reading and approval of minutes
d. _____	D. Preliminary announcements
e. _____	E. Adjournment
f. _____	F. Entertainment
g. _____	G. Officers' reports
h. _____	H. New business
i. _____	I. Committee reports
j. _____	J. Unfinished business
k. _____	K. Special features

3. Rank the four basic motions from highest to lowest priority.

a. _____
b. _____
c. _____
d. _____

4. Write the characteristics of the following motion by filling in the blanks in the following table.

	Interrupt Speaker	Second Required	Debatable	Vote Required	Amendable
a. Point of order	_____	_____	_____	_____	_____
b. Create order of the day	_____	_____	_____	_____	_____
c. Call for the previous question	_____	_____	_____	_____	_____
d. Amend the motion	_____	_____	_____	_____	_____
e. Amend the amendment	_____	_____	_____	_____	_____
f. Raise question of privilege	_____	_____	_____	_____	_____

PARLIAMENTARY PROCEDURE EVALUATION (answers)

1.
 - a. Promotes efficiency when conducting business.
 - b. Protects the rights of the majority to rule and the rights of the minority to be heard and protected.
2.
 - a. B
 - b. D
 - c. A
 - d. C
 - e. G
 - f. I
 - g. K
 - h. J
 - i. H
 - j. E
 - k. F
3.
 - a. Privileged motions
 - b. Incidental motions
 - c. Subsidiary motions
 - d. Main motions

	Interrupt Speaker	Second Required	Debatable	Vote Required		Amendable
4.	a.	yes	no	chairperson rules	no	
	b.	no	yes	general majority special 2/3	yes	
	c.	no	yes	2/3	no	
	d.	no	yes	majority	yes	
	e.	no	yes	majority	no	
	f.	yes	no	chairperson rules	no	

Object

Effect

- | | | | |
|----|----|--|--|
| 5. | a. | Determines the attitude of the group on the ruling made by the Chair | Secures ruling of group rather than by the Chair |
| | b. | Prevents wasting time on unimportant business | Suppresses the motion |
| | c. | Determines accuracy of vote taken | Same as object |
| | d. | Reconsiders the motion | Secures further consideration by taking another vote on motion |
| | e. | Repeals action previously taken | Same as object |

(To satisfaction of the instructor)

APPENDIX

References that would enhance student learning:

Parliamentary Procedure (Packet of three booklets -
(1) study manual, (2) answer book, (3) tests.)

Available from: Instructional Materials Laboratory
8 Industrial Education Building
University of Missouri - Columbia
Columbia, MO 65201

PARLIMENTARY PROCEDURE

TRANSPARENCIES

THE PURPOSE OF PARLIAMENTARY PROCEDURE IS TO PROMOTE EFFICIENT MEETINGS SO THAT BUSINESS CAN BE CONDUCTED IN AN ORDERLY MANNER.

EACH MEMBER SHOULD KNOW:

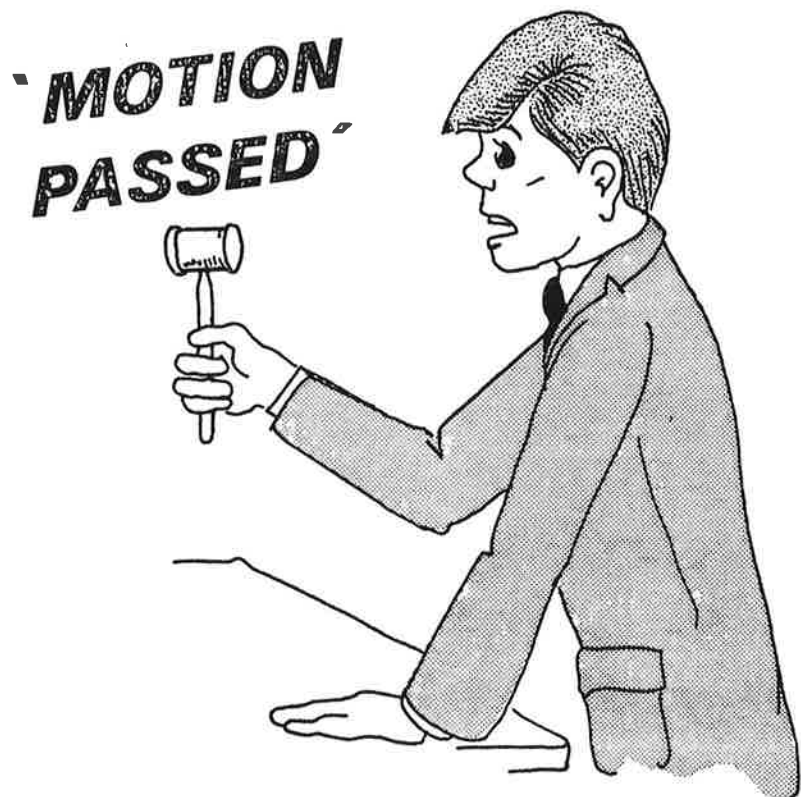
- A. HOW TO TAKE PART IN A MEETING.**
- B. HOW TO CONDUCT A MEETING.**
- C. HOW TO PROTECT THE RIGHTS OF MEMBERS.**

A KNOWLEDGE OF PARLIAMENTARY PROCEDURE WILL NOT ONLY STRENGTHEN THE CHAPTER MEETINGS, BUT WILL PROVIDE THE MEMBER WITH A VALUABLE TOOL OF LEADERSHIP AND PARTICIPATION IN HIS CHAPTER AS WELL AS IN OTHER ORGANIZATIONS IN THE SCHOOL AND COMMUNITY.



QUALITIES OF A GOOD CHAIRPERSON

1. DEMOCRATIC - NOT SHOW FAVORITISM.
2. BE ABLE TO THINK QUICKLY.
3. MAKE SUGGESTION - NO DISCUSSION.
4. KNOW PARLIAMENTARY PROCEDURE.
5. GOOD MEMORY.



QUALITIES OF GOOD MEMBERS

1. ORDERLY IN CONDUCT.
2. THINK QUICKLY.
3. KNOW PARLIAMENTARY PROCEDURE.
4. ATTEND MEETINGS - KNOW WHAT HAS HAPPENED.
5. LEAVE OUT PERSONALITIES.
6. BE ABLE TO "ACCEPT" GROUP DECISIONS.



OBTAINING THE FLOOR

MR. CHAIRPERSON

MADAM CHAIRPERSON

MR. PRESIDENT

MADAM PRESIDENT

THE CHAIR RECOGNIZES YOU BY CALLING
YOUR NAME _____.

THEN YOU MAY EXPRESS YOURSELF.

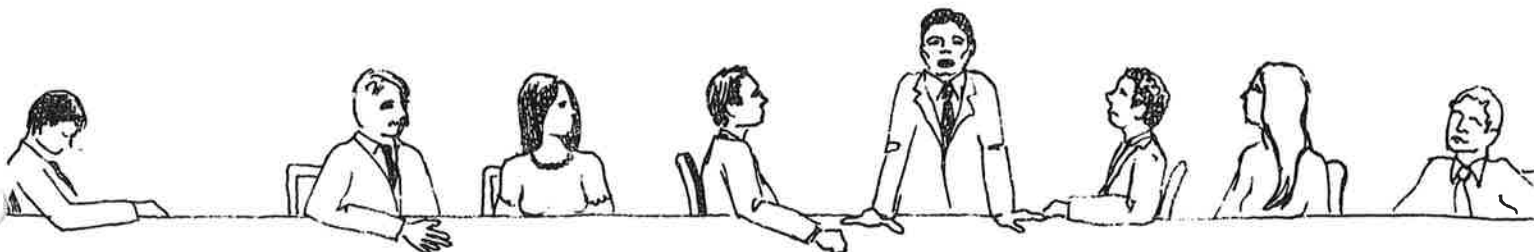


ASSIGNING THE FLOOR

A MEMBER MUST BE RECOGNIZED BY THE PRESIDING OFFICIAL BEFORE HE HAS POSSESSION OF THE FLOOR.

IF TWO OR MORE STAND AT THE SAME TIME:

1. NORMALLY THE FLOOR IS ASSIGNED TO THE FIRST PERSON TO RISE.
2. CALL ON THE ONE WHO MADE THE MOTION.
3. ALTERNATE BETWEEN FRIEND AND FOE.
4. CALL ON THE MEMBER WHO HAS NOT SPOKEN TO THE QUESTION.



PARLIAMENTARY DEFINITIONS

PRIVILEGED MOTIONS: PERTAIN TO THE CONVENIENCE AND COMFORT OF THE GROUP AND MUST BE DISPOSED OF IMMEDIATELY. DO NOT RELATE TO THE PENDING MOTION AND TAKE PRECEDENCE OVER ALL MOTIONS.

NONE ARE DEBATABLE

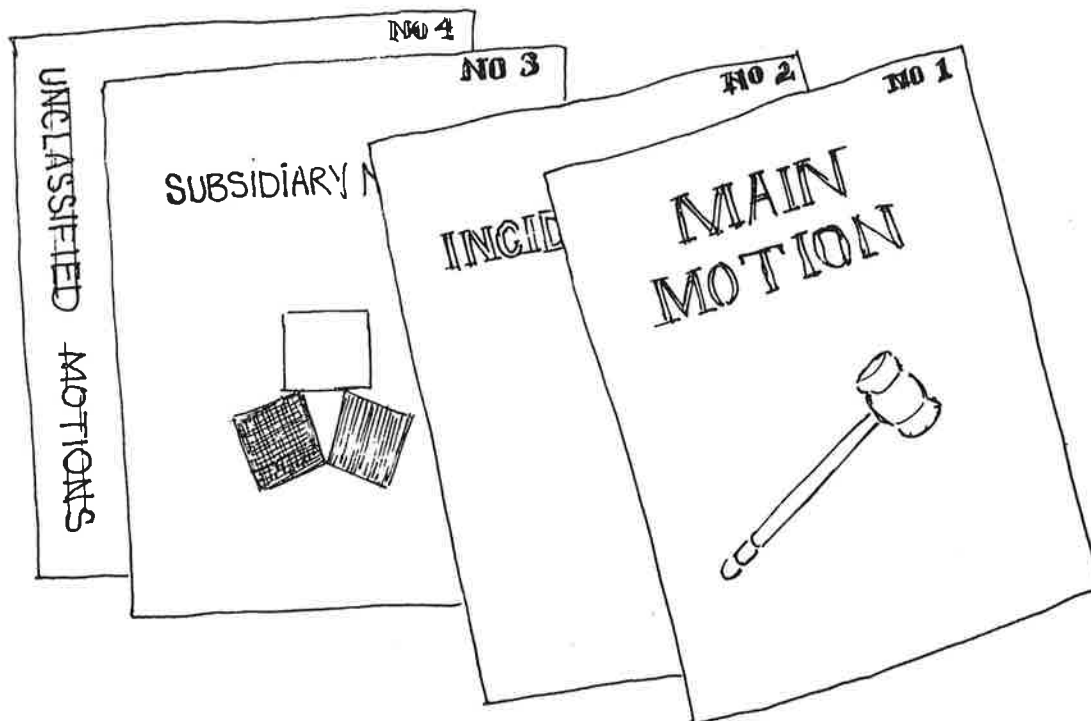
SUBSIDIARY MOTIONS: MOTIONS APPLIED TO A MAIN MOTION AND CERTAIN OTHER MOTIONS TO CHANGE OR DISPOSE OF OTHER MOTIONS.

INCIDENTAL MOTIONS: THEY ARISE OUT OF THE PENDING QUESTION. THEY MUST BE DECIDED BEFORE THE PENDING QUESTION.

PARLIAMENTARY DEFINITIONS (CON'T)

MAIN MOTION: MAIN ITEM OF BUSINESS. NO MAIN MOTION CAN BE MADE WHEN ANOTHER MOTION IS PENDING.

UNCLASSIFIED MOTIONS: ALL OTHER MOTIONS NOT PREVIOUSLY CLASSIFIED. RATIFY, RESCIND, TAKE FROM THE TABLE AND RECONSIDER.



PARLIAMENTARY PROCEDURE

RANK

KINDS OF MOTIONS

1-5

PRIVILEGED MOTIONS

6-12

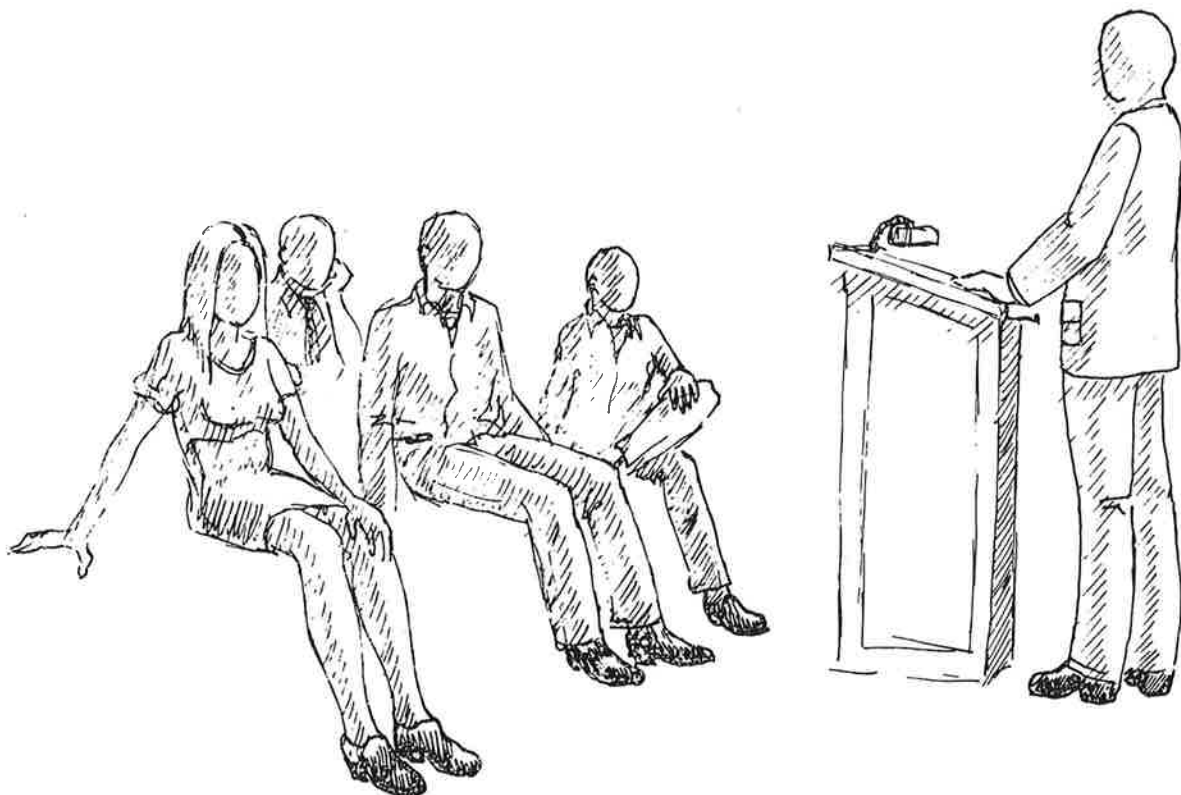
SUBSIDIARY MOTIONS
INCIDENTAL MOTIONS

13

MAIN MOTION
UNCLASSIFIED MOTIONS

PRIVILEGED MOTIONS

1. FIX THE TIME TO WHICH TO ADJOURN.
2. ADJOURN.
3. TO RECESS.
4. QUESTION OF PRIVILEGE.
5. ORDERS OF THE DAY.



PRIVILEGED MOTIONS:

1. TO FIX THE TIME TO WHICH TO ADJOURN

**PURPOSE: SETS A TIME TO BEGIN THE
CONTINUATION OF THE SAME MEETING**

**USAGE: "I MOVE TO FIX THE TIME TO
WHICH TO ADJOURN TO
8:30 A. M. TOMORROW AT THE
AGRICULTURE BUILDING."**

NOT DEBATABLE

AMEND THE TIME

VOTE: MAJORITY

PRIVILEGED MOTION

2. TO ADJOURN

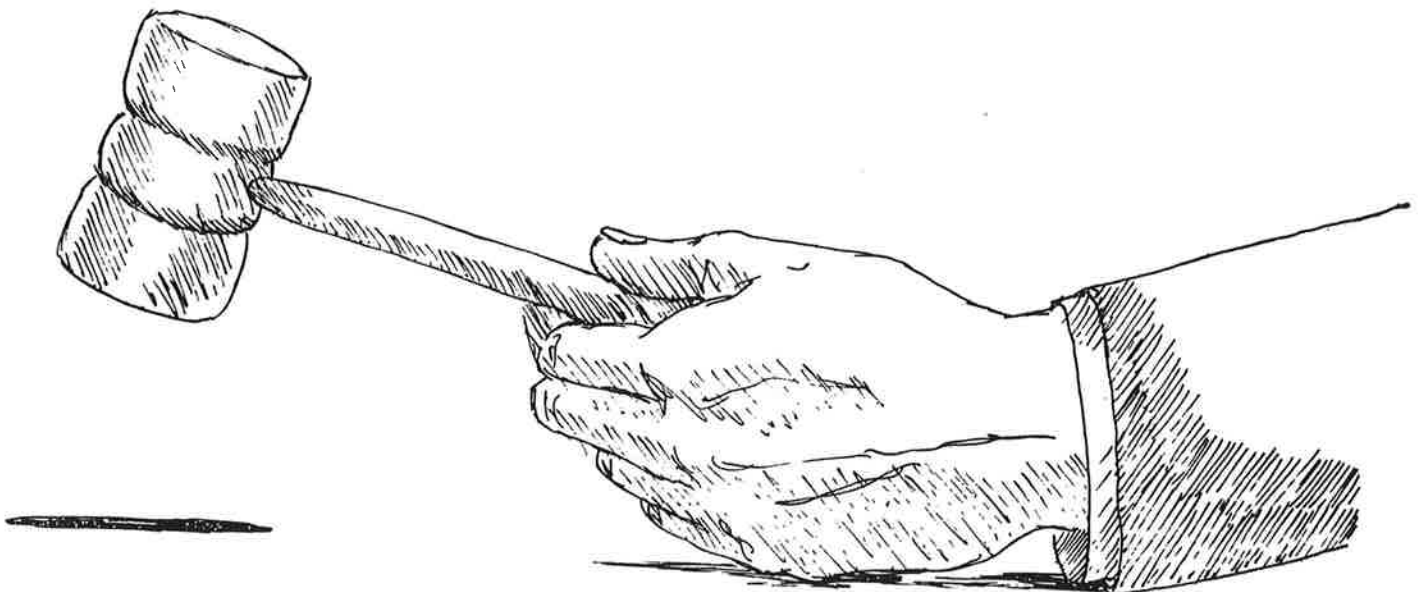
PURPOSE: TO STOP THE MEETING

USAGE: "I MOVE WE ADJOURN
THIS MEETING."

REQUIRES A SECOND

NOT DEBATABLE

VOTE: MAJORITY



PRIVILEGED MOTION

3. TO TAKE A RECESS

PURPOSE: REST, RELAXATION, THINK,
DELAY ACTION, INFORMATION

USAGE: "I MOVE WE TAKE A 30 MINUTE
RECESS."

REQUIRES A SECOND

NOT DEBATABLE

AMENDABLE: TIME ONLY

VOTE: MAJORITY



PRIVILEGED MOTION

4. TO CALL FOR A QUESTION OF PRIVILEGE

PURPOSE: ROOM TEMPERATURE, LIGHTING,
DISORDER

USAGE: "I CALL FOR A QUESTION OF
PRIVILEGE."

CHAIR: "STATE YOUR QUESTION."

MEMBER: "I THINK IT IS TOO HOT;
COULD WE HAVE THE HEAT
TURNED DOWN?"

DOES NOT REQUIRE A SECOND

NO VOTE: CHAIRPERSON DECIDES



PRIVILEGED MOTION

5. TO CALL FOR THE ORDERS OF THE DAY

**PURPOSE: KEEP US ON THE SUBJECT
OR THE AGENDA.**

**USAGE: "MR. CHAIRPERSON, I CALL FOR
THE ORDERS OF THE DAY."**

DOES NOT REQUIRE A SECOND

**VOTE: NORMALLY DISPOSED OF BY THE
CHAIRPERSON UNLESS THERE IS
OBJECTION. THEN IT TAKES
A 2/3 VOTE TO DEVIATE FROM
THE ORDERS OF THE DAY.**

SUBSIDIARY MOTIONS

6. LAY ON THE TABLE.
7. PREVIOUS QUESTION.
8. LIMIT OR EXTEND LIMITS OF DEBATE.
9. POSTPONE DEFINITELY, OR TO A CERTAIN TIME.
10. COMMIT OR REFER, OR RECOMMIT.
11. AMEND
12. POSTPONE INDEFINITELY.

SUBSIDIARY MOTION

6. LAY ON THE TABLE

PURPOSE: • CLEAR THE FLOOR FOR MORE URGENT BUSINESS, DELAYS ACTION

USAGE: "I MOVE TO LAY THE QUESTION ON THE TABLE"

INFORMATION: THE MOTION TO LAY ON THE TABLE TAKES WITH IT THE MAIN MOTION AND ALL MOTIONS ATTACHED TO IT

REQUIRES A SECOND

NOT DEBATABLE

VOTE: MAJORITY

OTHER BUSINESS MUST BE TRANSACTED. THEN THE MOTION TO TAKE FROM THE TABLE (UNCLASSIFIED MOTION) IS IN ORDER.

THE MOTION TABLED IS AUTOMATICALLY DEAD IF NOT REMOVED FROM THE TABLE BY THE END OF THE NEXT REGULAR MEETING.

UNCLASSIFIED MOTION

TAKE FROM THE TABLE

PURPOSE: TO BRING A MAIN MOTION
WITH ALL OF ITS ATTACHED
MOTIONS FROM THE TABLE.

USAGE: "I MOVE THAT THE MOTION
_____ BE TAKEN FROM
THE TABLE."

REQUIRES A SECOND

NOT DEBATABLE

VOTE: MAJORITY

NOT IN ORDER UNLESS AT LEAST ONE
ITEM OF BUSINESS HAS BEEN TRANSACTED
SINCE THE QUESTION WAS LAID ON
THE TABLE.

SUBSIDIARY MOTION

7. PREVIOUS QUESTION

PURPOSE: STOP DEBATE AND TAKE A VOTE

USAGE: "I MOVE THE PREVIOUS QUESTION"

REQUIRES A SECOND

NOT DEBATABLE

VOTE: 2/3

"QUESTION"- ONE PERSON READY TO VOTE

"PREVIOUS QUESTION ON ALL PENDING BUSINESS." VOTE ON ALL MOTIONS THAT ARE ON THE FLOOR WITH NO DISCUSSION BETWEEN EACH VOTE.

SUBSIDIARY MOTION

8. TO LIMIT TIME FOR DEBATE OR TO EXTEND TIME FOR DEBATE

PURPOSE: SET DEBATE LENGTH

USAGE: "I MOVE TO LIMIT THE TIME FOR DEBATE TO 2 MINUTES PER PERSON."

REQUIRES A SECOND

AMENDABLE

NOT DEBATABLE

VOTE: 2/3

SUBSIDIARY MOTION

9. POSTPONE TO A CERTAIN TIME

PURPOSE: DELAY ACTION, SETS A TIME
TO CONSIDER IT

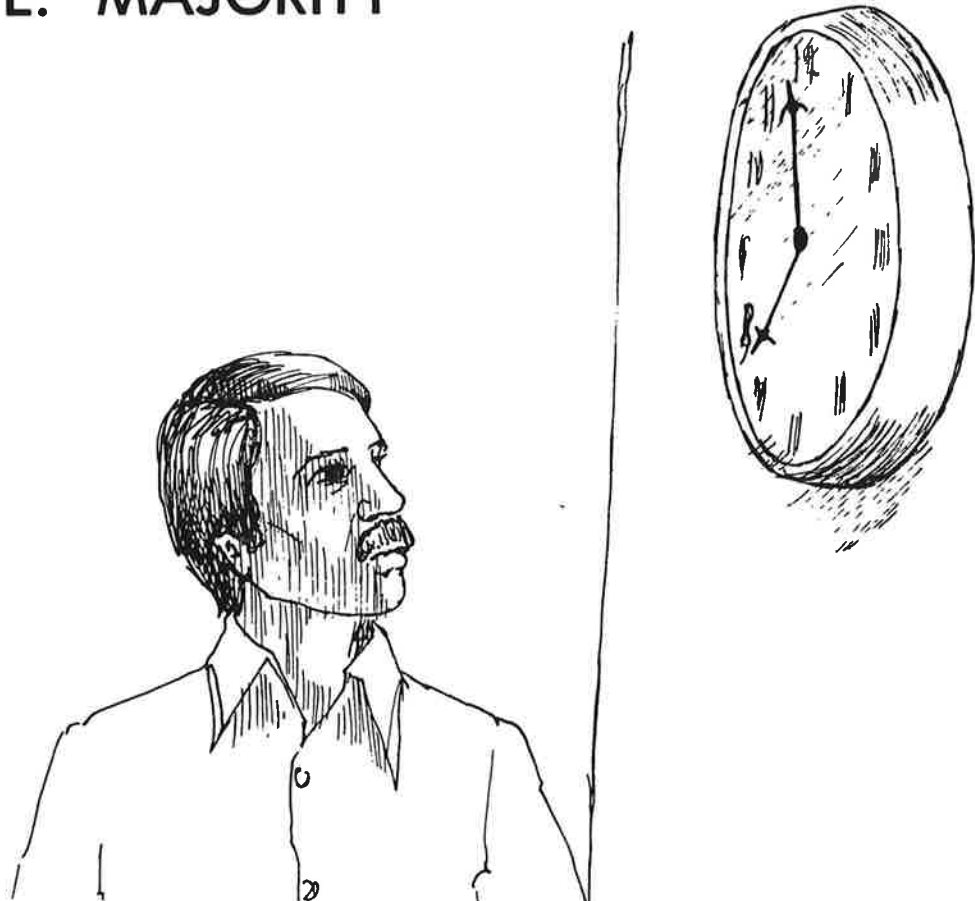
USAGE: "I MOVE TO POSTPONE THIS UNTIL
OUR NEXT REGULAR MEETING."

REQUIRES A SECOND

DEBATABLE

AMENDABLE

VOTE: MAJORITY



SUBSIDIARY MOTION

10. TO REFER TO A COMMITTEE

PURPOSE: THREE PEOPLE WORK ON A
COMPLEX PROBLEM - TAKES LESS
TIME - RECOMMENDATIONS.

USAGE: "I MOVE THAT WE REFER THE
MOTION TO A COMMITTEE OF
THREE APPOINTED BY THE
CHAIRPERSON AND THEY REPORT
BACK AT OUR NEXT MEETING."

REQUIRES A SECOND

AMENDABLE

DEBATABLE

VOTE: MAJORITY



SUBSIDIARY MOTION

11. TO AMEND

PURPOSE: TO CHANGE OR IMPROVE
THE MOTION

USAGE: "I MOVE TO AMEND THE MOTION
BY INSERTING _____ INTO
THE MOTION MAKING IT READ
_____."

REQUIRES A SECOND

DEBATABLE: WHEN THE MOTION IT
APPLIES TO IS DEBATABLE.

VOTE: MAJORITY

SUBSIDIARY MOTION

11. TO AMEND (CONTINUED)

WAYS TO AMEND

1. INSERT
2. STRIKE OUT AND INSERT
3. ADD
4. STRIKE OUT
5. SUBSTITUTE (PARAGRAPH)

AMEND ONE TIME:

PRIMARY AMENDMENT

SECONDARY AMENDMENT

THERE CAN BE ONLY ONE PRIMARY
AND ONE SECONDARY AMENDMENT
ON THE FLOOR AT A TIME.

SUBSIDIARY MOTION

12. POSTPONE INDEFINITELY

PURPOSE: GET RID OF MOTION,
INDICATOR VOTE WITHOUT
VOTING ON THE MAIN MOTION,
ALSO TO PREVENT A VOTE
ON THE QUESTION.

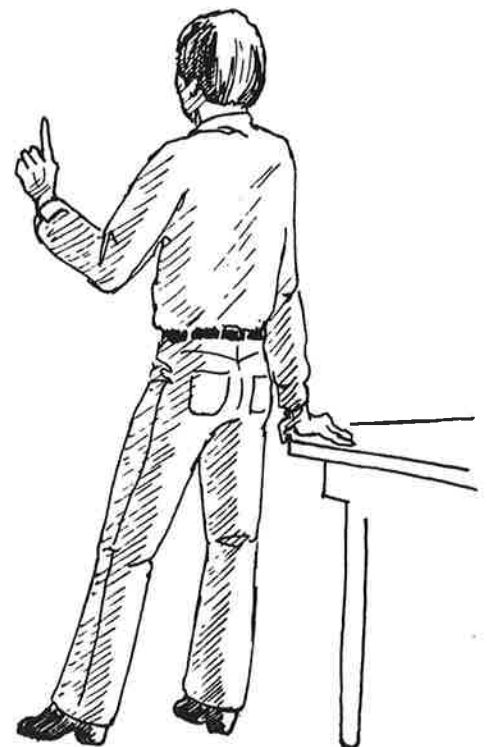
USAGE: "I MOVE TO POSTPONE THE
MOTION INDEFINITELY."

REQUIRES A SECOND

DEBATABLE

NOT AMENDABLE

VOTE: MAJORITY



13. MAIN MOTION

PURPOSE: MAIN ITEM OF BUSINESS,
SUBJECT WE ARE TALKING
ABOUT

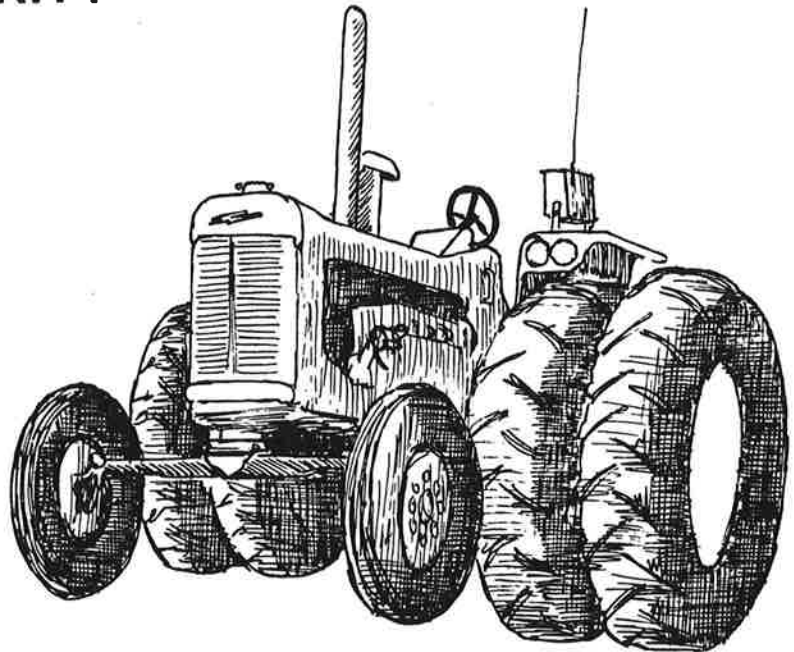
USAGE: "I MOVE THE FFA CHAPTER BUY
A TRACTOR."

REQUIRES A SECOND

DEBATABLE

AMENDABLE

VOTE: MAJORITY



INCIDENTAL MOTIONS

TO RAISE A POINT OF ORDER

**TO OBJECT TO THE CONSIDERATION
OF A QUESTION**

TO APPEAL FROM THE DECISION OF THE CHAIR

TO SUSPEND THE RULES

TO NOMINATE

TO DIVIDE THE QUESTION

TO CALL FOR A DIVISION OF THE ASSEMBLY

TO MAKE A REQUEST

REQUEST INFORMATION

PARLIAMENTARY INQUIRY

**PERMISSION TO WITHDRAW
A MOTION**

READ A PAPER

INCIDENTAL MOTIONS

RISE TO A POINT OF ORDER

PURPOSE: TO ENFORCE PARLIAMENTARY RULES OR TO STRAIGHTEN OUT A MISTAKE IN PARLIAMENTARY PROCEDURE

USAGE: "MR. CHAIRPERSON, I RISE TO A POINT OF ORDER."

CHAIRPERSON "STATE YOUR POINT."

YOU "CORRECT THE SITUATION."

CHAIRPERSON "YOUR POINT IS WELL TAKEN, MR. _____ WILL CONTINUE AND SHOULD CONFINE HIS REMARKS TO THE QUESTION BEING CONSIDERED."



INCIDENTAL MOTION

TO OBJECT TO THE CONSIDERATION OF A QUESTION

**PURPOSE: TO PREVENT WASTING TIME
ON UNIMPORTANT BUSINESS**

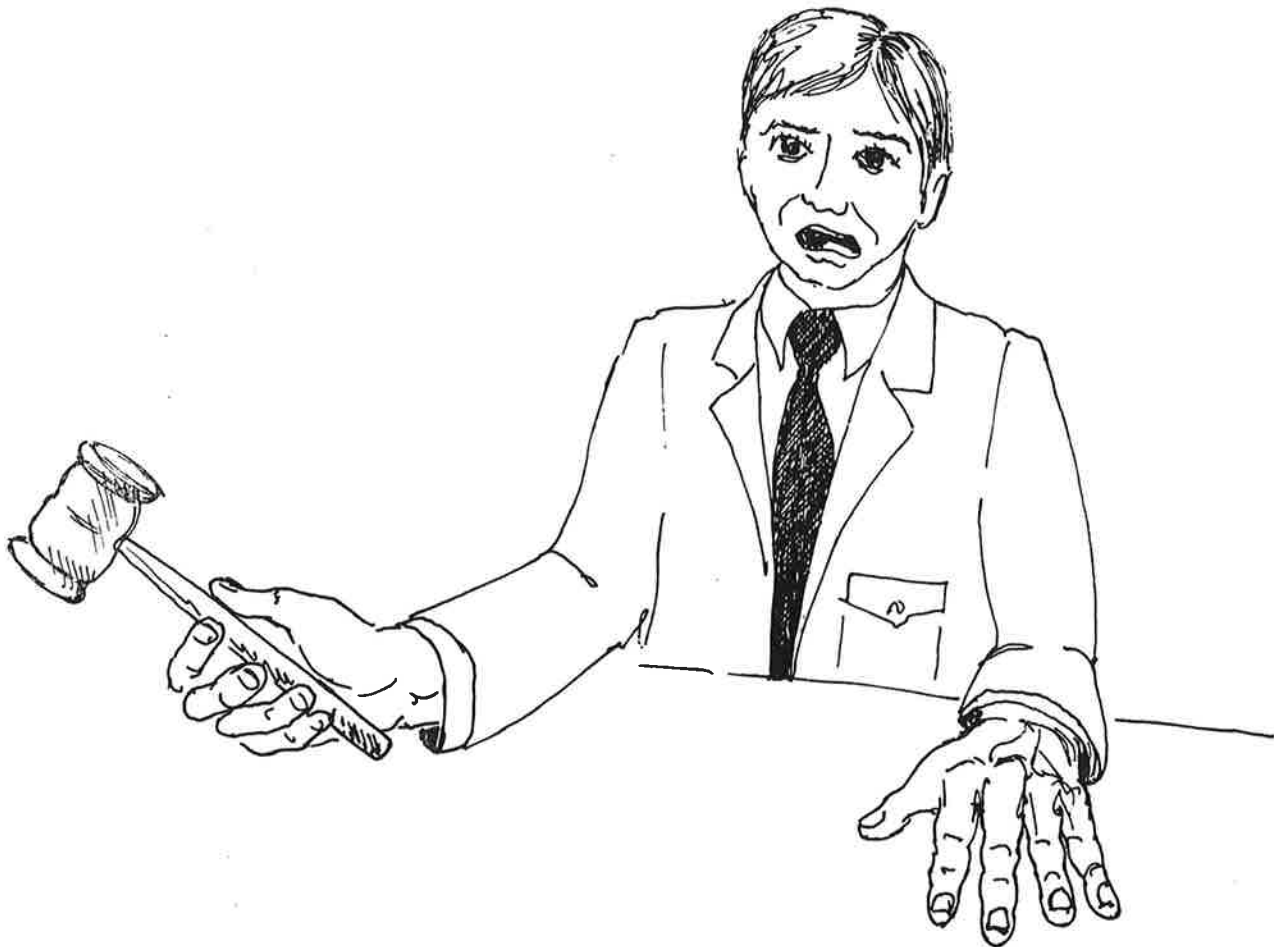
**USAGE: "I OBJECT TO THE CONSIDERATION
OF A QUESTION."**

**"THE CONSIDERATION OF THE
QUESTION HAS BEEN OBJECTED
TO. SHALL THE QUESTION BE
CONSIDERED? THOSE IN FAVOR
OF CONSIDERING THE QUESTION,
RAISE THEIR RIGHT HANDS.
THOSE OPPOSED RAISE THEIR
HANDS.
THERE BEING TWO-THIRDS
OPPOSED, THE MOTION IS
DISMISSED FOR THIS SESSION, OR
(THERE BEING LESS THAN
TWO-THIRDS OPPOSED TO THE
CONSIDERATION OF THE
QUESTION,
THE OBJECTION IS LOST, AND THE
MAIN QUESTION IS NOW OPEN
FOR DISCUSSION)."**

**TO OBJECT TO THE CONSIDERATION pp 29
OF A QUESTION (CON'T).**

**MUST BE MADE BEFORE THERE HAS BEEN ANY
DEBATE ON THE MOTION.**

APPLIES TO ORIGINAL MAIN MOTION ONLY.



INCIDENTAL MOTION

TO NOMINATE

**PURPOSE: ELECT THE BEST PERSON FOR A
POSITION THAT THE GROUP IS
IN FAVOR OF**

USAGE: "I NOMINATE MR. DOE."

"I NOMINATE MR. GREEN."

"I NOMINATE MS. BURCH."

**"I MOVE THAT THE NOMINATIONS
CEASE."**

REQUIRES A SECOND

VOTE: 2/3

ANNOUNCE THE RESULTS

**VOTE ON NOMINEES IN ORDER THEY
WERE NOMINATED.**

INCIDENTAL MOTION

TO APPEAL FROM THE DECISION OF THE CHAIR

**PURPOSE: TO DETERMINE THE ATTITUDE
OF THE GROUP ON THE RULING
MADE BY THE CHAIR**

**USAGE: "I APPEAL FROM THE DECISION
OF THE CHAIR."**

REQUIRES A SECOND

**VOTE: MAJORITY. A TIE VOTE SUSTAINS
THE DECISION OF THE CHAIR.**

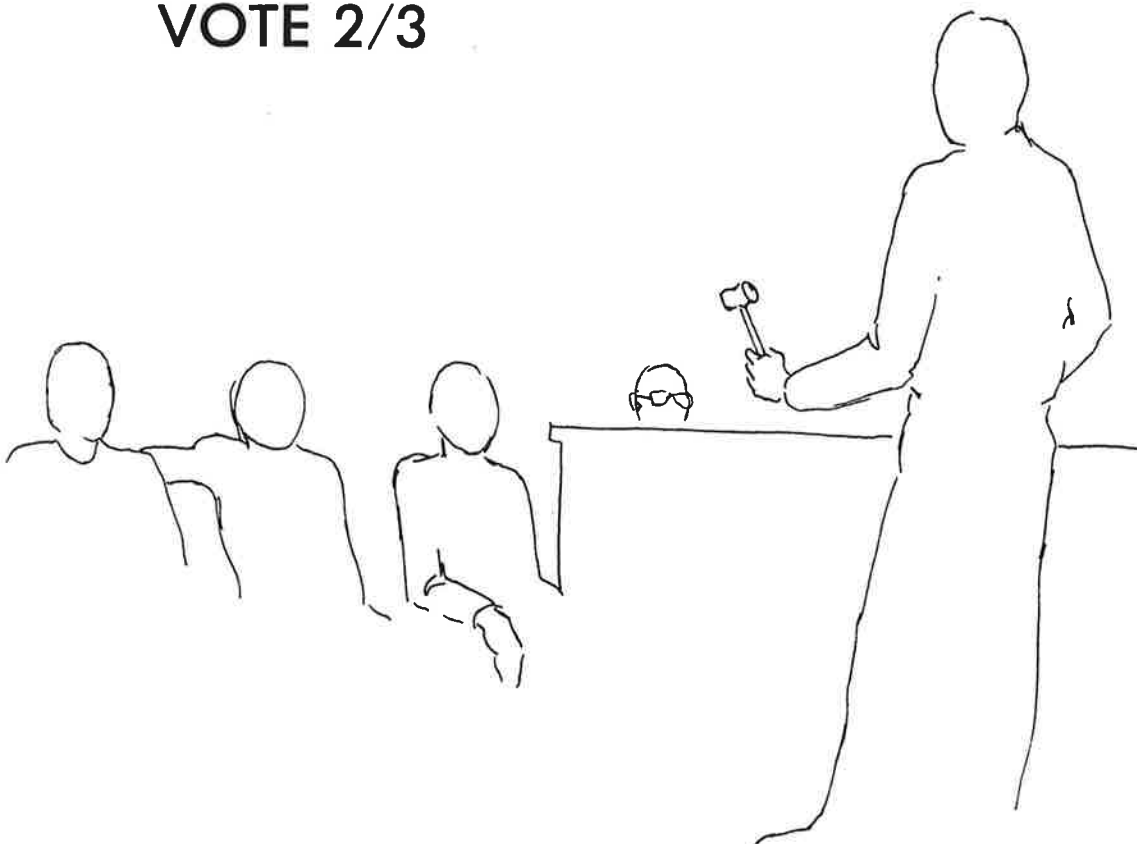
**CHAIRMAN: "APPEAL HAS BEEN CALLED
FOR. THOSE IN FAVOR OF
CONSIDERING THE QUESTION
SAY 'AYE' . THOSE OPPOSED
SAY 'NO'. THE 'AYES' HAVE
IT AND THE DECISION OF THE
CHAIR IS UPHELD. (OR THE
'NOES' HAVE IT AND THE
DECISION OF THE CHAIR IS
REVERSED)."**

INCIDENTAL MOTION TO SUSPEND THE RULES

**PURPOSE: TO PERMIT ACTION NOT
POSSIBLE UNDER THE RULES**

**USAGE: "I MOVE TO SUSPEND THE RULES
AND APPOINT A FRESHMAN TO
THIS COMMITTEE."**

**REQUIRES A SECOND
NOT DEBATABLE
VOTE 2/3**



INCIDENTAL MOTION

TO DIVIDE A QUESTION

**PURPOSE: SECURE MORE CAREFUL
CONSIDERATION BY PARTS**

**USAGE: "I MOVE WE DIVIDE THE QUESTION
AND CONSIDER THE FIRST PART
FIRST."**

REQUIRES A SECOND

AMENDABLE

NOT DEBATABLE

VOTE: MAJORITY

**THE FORMALITY OF A VOTE IS USUALLY
DONE AWAY WITH BY SECURING
UNANIMOUS OR SILENT CONSENT. IF
GENERAL CONSENT IS NOT GIVEN,
THEN A FORMAL VOTE IS NECESSARY.**

INCIDENTAL MOTION

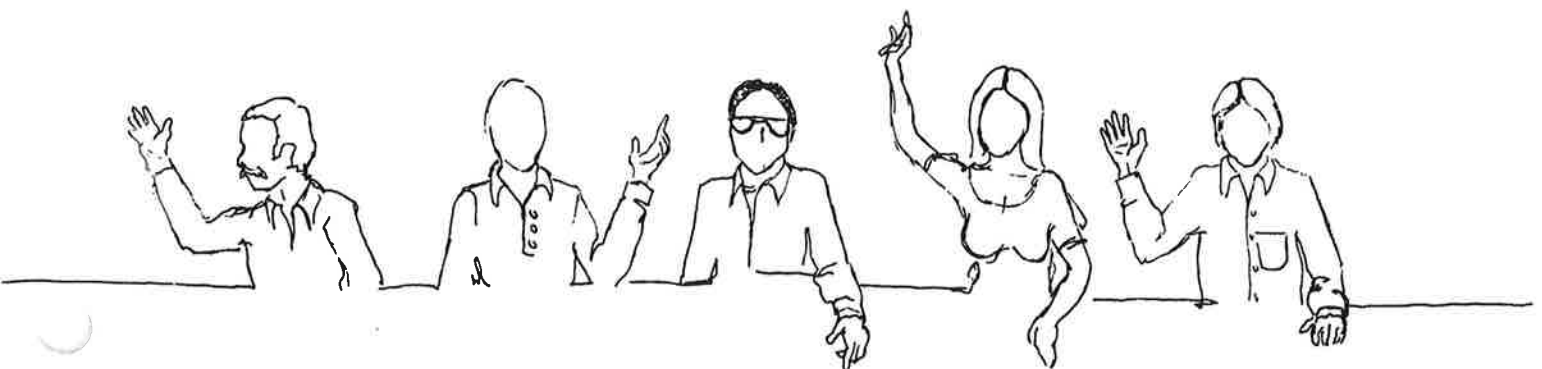
TO CALL FOR A DIVISION OF THE ASSEMBLY

**PURPOSE: A. TO DETERMINE THE ACCURACY
OF A VOICE VOTE**

**B. TO SECURE EXPRESSION OF
INDIVIDUAL MEMBERS VOTE,
(RE-VOTE) USING A SIGN VOTE**

**USAGE: "DIVISION" OR "I CALL FOR A
DIVISION"**

NO VOTE REQUIRED FOR THIS MOTION



INCIDENTAL MOTION

pp 35

**MAKE A REQUEST -- REQUEST FOR INFORMATION,
PARLIAMENTARY INQUIRY,
OR PERMISSION TO
WITHDRAW A MOTION**

**PURPOSE: TO OBTAIN INFORMATION
PERTAINING TO THE MOTION**

**USAGE: "MR. CHAIRPERSON, MAY I ASK
IS OCTOBER THE 13th A FRIDAY?"**

**PURPOSE: TO OBTAIN PARLIAMENTARY
INFORMATION**

**USAGE: "MR. CHAIRMAN, IS THE MOTION
TO ADJOURN IN ORDER AT THIS
TIME?"**

**PURPOSE: PERMISSION TO WITHDRAW
A MOTION**

**USAGE: "MR. CHAIRMAN, I WISH TO
WITHDRAW MY MOTION."**

USE OF THE GAVEL

**(AN INSTRUMENT FOR MAINTAINING ORDER
AND DIGNITY)**

ONE TAP

- IMMEDIATELY FOLLOWS THE ANNOUNCEMENT
ADJOURNING THE MEETING.**
- BE SEATED.**
- FOLLOWS THE DECISION OF A MOTION.**

TWO TAPS

- CALLS THE CHAPTER MEETING TO ORDER.**

THREE TAPS

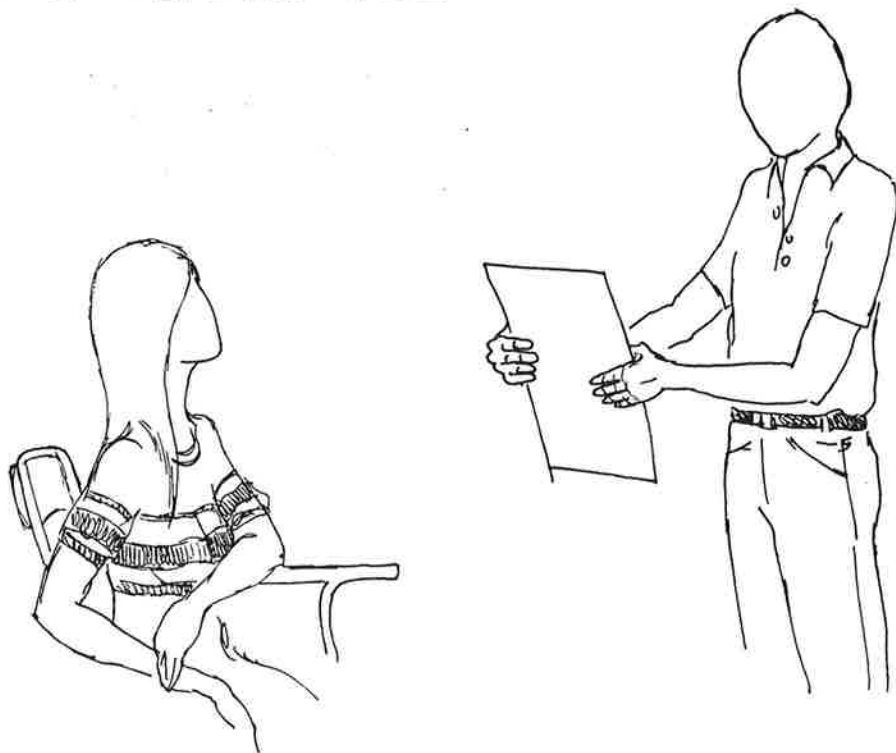
- SIGNAL FOR ALL MEMBERS TO STAND.**

RESTORE ORDER

**A SHARP TAP OR A SERIES OF SHARP TAPS
SHOULD RESTORE DIGNITY AND ORDER.**

CHAPTER MEETING ORDER OF BUSINESS

1. OPENING CEREMONIES
(INCLUDES ROLL CALL)
2. MINUTES OF THE PREVIOUS MEETING
3. OFFICERS REPORT
4. REPORT ON CHAPTER PROGRAM OF WORK
5. SPECIAL FEATURE (SPEAKER, FILM, ETC.)
6. UNFINISHED BUSINESS
7. STANDING AND SPECIAL COMMITTEE
REPORTS
8. NEW BUSINESS
9. CLOSING CEREMONIES



DEMONSTRATE MOTIONS

TO LAY ON THE TABLE

TO AMEND

TO ADJOURN

TO RECESS

TO RAISE A POINT OF ORDER

TO NOMINATE

DEMONSTRATE MOTIONS

TO ADJOURN

TO CALL FOR A QUESTION OF PRIVILEGE

TO RISE TO A POINT OF ORDER

CALL FOR A DIVISION

TO LAY ON THE TABLE

TO AMEND

TO NOMINATE

TO DIVIDE THE QUESTION

DEMONSTRATE MOTIONS

TO LAY ON THE TABLE

TO ADJOURN

TO NOMINATE

TO APPEAL FROM THE DECISION OF THE CHAIR

TO RECESS

TO REFER TO A COMMITTEE

TO RISE TO A POINT OF ORDER

DEMONSTRATE MOTIONS

RISE TO POINT OF ORDER

LAY ON THE TABLE

OBJECT TO THE CONSIDERATION OF THE
QUESTION

TO AMEND

TO RECESS

APPEAL

RAISE A QUESTION OF PRIVILEGE

DEMONSTRATE MOTIONS

TO LAY ON THE TABLE

TO RISE TO A QUESTION OF PRIVILEGE

POSTPONE INDEFINITELY

DIVIDE THE QUESTION

ADJOURN

SUSPEND THE RULES

DEMONSTRATE MOTIONS

TO LAY ON THE TABLE

TO ADJOURN

TO REFER TO A COMMITTEE

**TO OBJECT TO THE CONSIDERATION
OF A QUESTION**

TO RISE TO A POINT OF ORDER

TO FIX THE TIME TO WHICH TO ADJOURN

DEMONSTRATE MOTIONS

RISE TO A POINT OF ORDER

LAY ON THE TABLE

TO AMEND

TO RECESS

TO APPEAL

TO RISE TO A QUESTION OF PERSONAL
PRIVILEGE

PARLIAMENTARY INQUIRY

DEMONSTRATE MOTIONS

TO CALL FOR THE PREVIOUS QUESTION

TO COMMIT

TO CALL FOR A DIVISION

TO SUSPEND THE RULES

TO CALL FOR THE ORDERS OF THE DAY

TO ADJOURN

DEMONSTRATE MOTIONS

PREVIOUS QUESTION

RISE TO A POINT OF ORDER

ADJOURN

TO FIX THE TIME TO WHICH TO ADJOURN

DIVISION

POSTPONE DEFINITELY

TO RATIFY

DEMONSTRATE MOTIONS

TO ADJOURN

RISE TO A QUESTION OF PRIVILEGE

RISE TO A POINT OF ORDER

LIMIT DEBATE

APPEAL

PREVIOUS QUESTION

TO RECONSIDER

DEMONSTRATE MOTIONS

TO LIMIT OR EXTEND TIME FOR DEBATE

TO COMMIT OR REFER

**TO OBJECT TO THE CONSIDERATION
OF A QUESTION**

TO MAKE A REQUEST

TO FIX THE TIME TO WHICH TO ADJOURN

TO CALL FOR THE ORDERS OF THE DAY

TO RATIFY

DEMONSTRATE MOTIONS

TO LAY ON THE TABLE

POINT OF ORDER

FIX THE TIME TO WHICH TO ADJOURN

PREVIOUS QUESTION

APPEAL

ADJOURN

LIMIT DEBATE

SUSPEND THE RULES

RECESS

POSTPONE TO A CERTAIN TIME

OBJECTION TO CONSIDERATION OF QUESTION

QUESTION OF PRIVILEGE

DIVIDE THE QUESTION

