RESOURCE INFORMATION ON

PARLIAMENTARY PROCEDURE

AND

ROBERT'S RULES OF ORDER

Office of the Secretary for Academic Governance
BASIC PARLIAMENTARY INFORMATION
Prepared by the Education Committee
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RANKING MOTIONS
Motions are listed in the order of their precedence, with
the highest ranking at the top. After a motion has been
stated by the chair, higher ranking motions are in order
but not lower ranking motions, except that Amend and
Previous Question can be applied to amendable and/or
debatable motions of higher rank than themselves.

<table>
<thead>
<tr>
<th>PRIVILEGED MOTIONS</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
<th>Reconsider</th>
</tr>
</thead>
<tbody>
<tr>
<td># Fix the time to Which to Adjourn</td>
<td>S</td>
<td>A</td>
<td>M</td>
<td>R</td>
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<td>* Adjourn</td>
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<td># Recess</td>
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<tr>
<td>Raise a Question of Privilege</td>
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<tr>
<td>Call for the Orders of the day</td>
<td>I</td>
<td></td>
<td></td>
<td>+</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSIDIARY MOTIONS</th>
<th>Lay on the Table</th>
<th>Previous Question (close debate)</th>
<th>Limit or Extend Limits of Debate</th>
<th>Postpone to a Certain Time (or Definitely)</th>
<th>Commit or Refer</th>
<th>Amend</th>
<th>Postpone Indefinitely</th>
<th>MAIN MOTION</th>
</tr>
</thead>
<tbody>
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<td>M</td>
<td>2/3 R*</td>
<td>A 2/3 R*</td>
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<td>D A M R*</td>
<td>D A M R*</td>
<td>D A M R*</td>
<td>D A M R*</td>
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</tbody>
</table>

MEANING OF SYMBOLS
A — Can be amended.
D — Is debatable.
I — Is in order when another has the floor.
M — Requires a majority vote (i.e., more than half the votes cast).
R — The vote on this motion may be reconsidered.
S — Requires a second.
2/3 — Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative.)
+ — Usually no vote is taken. The chair decides.
# — A main motion when no other motion is pending.
— — No vote is taken. The chair responds.

PROCEDURE FOR HANDLING A MAIN MOTION
I. Obtaining and assigning the floor
A. Member rises and addresses chair.
B. Chair recognizes member.

II. How the motion is brought before the assembly
A. Member makes motion.
B. Another member seconds motion.
C. Chair states motion.

III. Consideration of the motion
A. Members debate motion.
B. Chair puts question and members vote.
C. Chair announces result of vote.

See next page for sample dialogue of proper procedures.

PROCESSES OF AMENDING
1. To Insert or to add (a word, consecutive words, or a paragraph)
2. To strike out (a word, consecutive words, or a paragraph)
3. To strike out and insert (which applies to words) or to substitute (which is not applied to anything less than a complete paragraph of one or more sentences)
### NON-RANKING MOTIONS

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debate</th>
<th>Amend</th>
<th>Vote</th>
<th>Reconsider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>I</td>
<td>S</td>
<td>D⁺</td>
<td>M⁺</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Close Nominations or Close the Polls</td>
<td>S</td>
<td>A</td>
<td></td>
<td></td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Consideration by Paragraph or Serial</td>
<td>S</td>
<td>A</td>
<td>M</td>
<td></td>
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<tr>
<td>Create a Blank</td>
<td>S</td>
<td></td>
<td>M</td>
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<tr>
<td>Division of a Question</td>
<td>S⁺</td>
<td>A</td>
<td>M⁺</td>
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</tr>
<tr>
<td>Division of the Assembly</td>
<td>I</td>
<td></td>
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<tr>
<td>Objection to the Consideration of a Question</td>
<td>*</td>
<td></td>
<td></td>
<td>2/3</td>
<td>R⁺</td>
<td></td>
</tr>
<tr>
<td>Parliamentary Inquiry</td>
<td>I</td>
<td></td>
<td></td>
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<tr>
<td>Point of Information</td>
<td>I</td>
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<tr>
<td>Point of Order</td>
<td>I</td>
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<td>+</td>
</tr>
<tr>
<td>Reopen Nominations or the Polls</td>
<td>S</td>
<td>A</td>
<td>M</td>
<td>R⁺</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for Permission to Withdraw a Motion</td>
<td>*</td>
<td></td>
<td></td>
<td>M</td>
<td>R⁺</td>
<td></td>
</tr>
<tr>
<td>Suspend the Rules</td>
<td>S</td>
<td></td>
<td></td>
<td>2/3</td>
<td></td>
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</tr>
</tbody>
</table>

### MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

- Take from the Table: S M
- Rescind or Amend Something Previously Adopted: S D A * R⁺
- Discharge a Committee: S D A * R⁺
- Reconsider: S D⁺ M

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**Pertinent Facts**

A main motion brings business before the assembly.

A subsidiary motion assists the assembly in treating or disposing of a main motion and sometimes of other motions.

A privileged motion deals with special matters of immediate importance. It does not relate to the pending business.

An incidental motion is related to the parliamentary situation in such a way that it must be decided before business can proceed.

### Forms of Voting

A voice vote is the most commonly used form of voting.

A rising vote is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A show of hands is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A count can be ordered by the chair or by a majority vote of the assembly.

Unanimous consent is a vote of silent agreement without a single objection.

A ballot or roll call vote can be ordered by a majority.

Rulings of the chair can be appealed.

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Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and can be made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which a business meeting is held.
PROCEDURE FOR HANDLING A MAIN MOTION

I. Obtaining and assigning the floor
   A. A member rises when no one else has the floor and addresses the chair.
      "Mr./Madam President," "Mr./Madam Chairman," or by other proper title.
      1. In a large assembly, the member gives his name and identification.
      2. The member remains standing and awaits recognition by the chair.
   B. The chair recognizes the member by announcing his name or title, or in a
      small assembly, by nodding to him.

II. How the motion is brought before the assembly
   A. The member makes the motion: "I move that (or "to")..." and resumes his seat.
   B. Another member, without rising, seconds the motion: "I second the motion" or "I
      second it" or, even, "Second."
   C. The chair states the question on the motion: "It is moved and seconded that (or
      "to")... Are you ready for the question?"

III. Consideration of the motion
   A. Members can debate the motion.
      1. Before speaking in debate, members obtain the floor as in I above.
      2. The maker of the motion has first right to the floor if he claims it promptly.
      3. All remarks must be addressed to the chair.
      4. Debate must be confined to the merits of the motion.
      5. Debate can be closed only by order of the assembly (2/3 vote) or by the
         chair if no one seeks the floor for further debate.
   B. The chair puts the question (puts it to vote).
      1. The chair asks: "Are you ready for the question?" If no one then rises
         to claim the floor, the chair proceeds to put the question.
      2. The chair says: "The question is on the adoption of the motion that (or
         "to")... Those in favor of the motion, say Aye. (Pause for response) Those
         opposed, say No." (Pause for response)
   C. The chair announces the result of the vote.
      1. "The ayes have it, the motion is adopted, and... (indicating the effect
         of the vote or ordering its execution)." (or)
      2. "The noes have it and the motion is lost."
Clarification of Rules for Academic Governance

Academic Governance has adopted Robert’s Rules of Order for all meetings as stated in the University Bylaws. The following points, that have confused some members in the past, have been summarized for your review.

MOTIONS

- Before a subject is open for debate:
  - A motion is made
  - The motion is seconded
  - The motion is stated by the presiding chair

- Suggestions of alterations are permissible before the motion is stated by the Chair.

- Brief informal remarks may be made before the motion is stated by the Chair but these are never allowed to go into debate on the merits of the motion.

- The member offering the motion can modify or even withdraw it entirely before it has been stated by the Chair; after stated, he can do neither without consent of the body by a majority vote.

- When a mover modifies his motion before it has been stated by Chair, the member who seconded can withdraw his second.

DEBATE

- The Chair opens debate after stating the motion.

- After the Chair has stated the motion it is in the possession of the body for debate and consideration.
PERTINENT DISCUSSION GUIDELINES

- Voting members are eligible to speak, make motions and vote.

- A member of the body may ask permission of the Chair to grant voice to a non-Council member for a one ten minute time period. The Chair requests consent from the body and if there is an objection a majority vote is needed.

- Only the person who has the floor may speak. Any interjections, except by the Chair, or a member directing a Point of Order or a Point of Information to the Chair, are out of order.

- A member who wishes to speak will approach the microphone, wait to be acknowledged by the Chair and open by stating his or her name.

- On each debatable motion, each member will be entitled to speak up to two times, each time for no longer than ten minutes.

- To speak a second time on the same issue, a member must wait until those who wish to speak on it for the first time have done so.

- In order to speak a third time, the member goes to the microphone and requests to speak from the Chair, this requires permission from the assembly. If granted permission to speak a third time on the issue, the time allotted is three minutes.

- Debate must be germane to the motion that is on the floor, as determined by the Chair. Members may raise a Point of Order regarding pertinence.

- In the interests of maintaining clarity and efficiency, the Chair may require that a motion or an amendment be submitted in writing before it is considered.

A member may rise to ask a question, by raising a Point of Information directed to the Chair. The amount of time consumed by the Chair answering the question or referring it to someone else to answer, is part of the questioner’s 10 minute time allotment.

- If someone asks a question about a report, it can be answered by the reporting member or any other members of the committee making the report.
• If someone is speaking and another member wants to ask a question about something they are saying and they consent to answer the question, the time comes out of the speaker’s 10 minutes. They can also decline to answer.

Attendance and Voting

• A Council member, who is unable to attend a particular meeting, may identify another person notifying the Governance Office of the person attending. This person may observe and speak, but cannot vote.

• Proxy voting is not permitted. A voting member may not pass his or her voting card to another person to vote on his or her behalf.

CLASSIFICATION OF MOTIONS

• **Main (or principal) motions** are motions brought before the body for consideration on any particular subject independent of any other pending motion. It requires a second, is debatable and is amendable.

• **Subsidiary motions** are motions applied to other motions for the purpose of disposing of them. There are seven such motions and take precedence of main motions and must be decided before a final decision on the main motion.
  
  o The following are the subsidiary motions as they appear in the order of precedence:
  o Lay on the table
  o Order the previous question
  o Limit or extend limits of debate
  o Postpone definitely
  o Commit or refer
  o Amend

• **Incidental Motions** are motions that arise out of other motions and consequently must be decided before the motions that gave rise to them. Usually they cannot be debated or amended and they have no fixed order of precedence. The most common incidental motions are the following:
  o Point of Order
  o Appeal
  o Object to the consideration of a question
  o Divide the question