



PARLIAMENTARY PROCEDURE IN ACTION

Coordinator's Guide



**WHERE LEADERS
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Series

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PREVIEW

"Parliamentary Procedure in Action" is a program designed to help participants learn basic parliamentary procedure. The program is split into five 15-minute sessions which can be presented over five meetings or in one meeting lasting at least 75 minutes. Included in the program are preparation guidelines, instructions on how to present the program, and a complete script/outline, including exercises and PowerPoint visuals. To begin, study the instructions and script, assemble your group of participants, and follow the script and exercises as you present the program. Be sure to read the exercises beforehand, since they require you to select someone before the session to assist you.

The Member Achievement Record (Item 1328) keeps track of members who coordinate and conduct a workshop. When applying for the Advanced Communicator Gold (ACG) award, use this recorded information to complete the application. A single workshop is conducted by one coordinator and involves at least five participants. Even if the coordinator receives help, only one coordinator per workshop may earn credit toward an award. For example, Janet Jones, working toward her ACG award, coordinates a workshop for 15 fellow club members. Only Janet may be recognized as coordinator, even if other members assisted her.

Toastmasters International's educational materials were developed to provide additional learning opportunities for members in the areas of speaking, listening, thinking, and leadership. The purpose for conducting these workshops is to further the mission of Toastmasters International and its clubs.

Workshops conducted outside of the club must support this purpose and comply with Toastmasters International policy. Coordinators are club members acting as representatives of their clubs, thereby preserving the identity of the workshop, their clubs, and the organization as a whole. Workshops conducted outside the club for nonmembers promote the club within the community or company and build membership. No individuals or organizations may derive financial gain, either directly or indirectly, from the presentation of these workshops. If you are uncertain whether the workshop you are planning is in keeping with this purpose or policy, contact World Headquarters.

HOW TO PREPARE

Thorough preparation by the coordinator is vital to the success of this workshop. Promote session attendance well in advance.

MATERIALS

The following items are included in the workshop package:

- ▶ Coordinator's Guide
- ▶ Visuals
- ▶ Charts of Motions
- ▶ Certificate for coordinator and participants

In addition, you will need the following materials:

- ▶ Lectern or table
- ▶ Laptop computer
- ▶ Data projector
- ▶ Screen (measuring at least six feet by eight feet)
- ▶ Pens or pencils for participants
- ▶ Flipchart with easel and marking pen or whiteboard with pens

Ask participants to bring pens or pencils to the meeting. If more than 10 participants will attend, you should order additional workshop materials from www.toastmasters.org/shop.

YOUR SCRIPT

A complete script for your workshop appears in this Coordinator's Guide. Within the text are boxes containing instructions and guidelines for presentation features such as group exercises.

Follow these tips for handling your script:

- ▶ Study the script content and presentation format carefully so you're at ease. The importance of preparation cannot be overemphasized.
- ▶ Do not read the script when you present the workshop! Instead, paraphrase it in your own words, injecting your own presentation style.
- ▶ Orchestrate your script. Mark areas you wish to place special verbal emphasis, to pause, or to gesture a certain way. Underline words or sentences to help you present the workshop effectively.
- ▶ Be expressive. Use all the presentation skills you've learned as a Toastmaster. Maintain eye contact to keep participants involved. Use vocal variety and gestures to breathe life into your presentation.
- ▶ With enough preparation, you only need to scan the pages in order to stay on track and to avoid reading the script word for word.

VISUAL AIDS

Visual aids help your audience retain the information you present. You will need a laptop computer, data projector, a table on which to place them, and a screen for the presentation.

Indicators in the margins of the script show when to display the visual aids (in the form of PowerPoint slides) included in this package. For example, V#1 indicates the first slide. Use the margins for your own notes, too.

If you don't have access to projection equipment, copy the material from the visual aids onto a flipchart before the presentation. Use a heavy marking pen that doesn't seep through the paper, and write on every third or fourth page so subsequent visual aids won't show through the paper. Also, make your letters large and heavy with plenty of space between words.

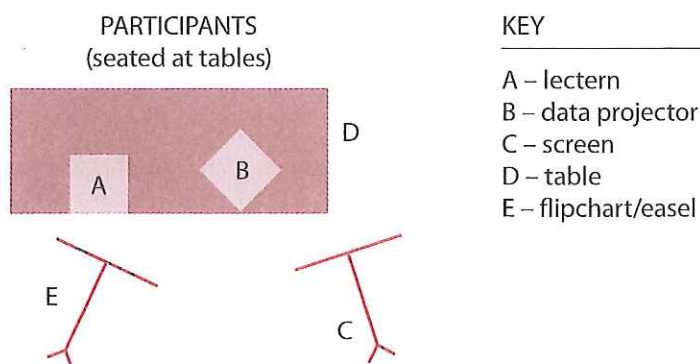
Follow these tips when using visual aids:

- ▶ Set them up and try them out before the meeting begins. Arrange the space so the visual aids are easily visible to your audience. Set up your projector so it projects a large, high, undistorted image on the screen. Focus the image.
- ▶ Bring spare equipment, such as a projector bulb, extension cord, and extra marking pens.
- ▶ Display your visual aids only when indicated. If you use a flipchart, flip the page out of view when you begin another topic.
- ▶ Do not stand between the audience and the screen or flipchart. You will block listeners' views.
- ▶ Maintain eye contact with your audience; don't talk to the screen or flipchart. If you must turn your back to point out something, pause as you point it out, then resume speaking after you have turned back to face the audience.

ROOM ARRANGEMENTS

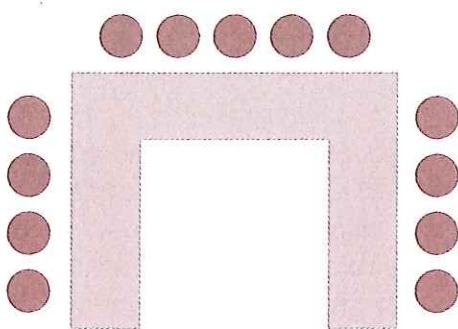
Prepare all workshop materials. Obtain the laptop computer, data projector (with spare bulb and extension cord), and screen. Prepare completion certificates, with necessary signatures, for participants.

Arrange, in advance, for the meeting room to be properly set up for this workshop. Use this diagram as a guide:

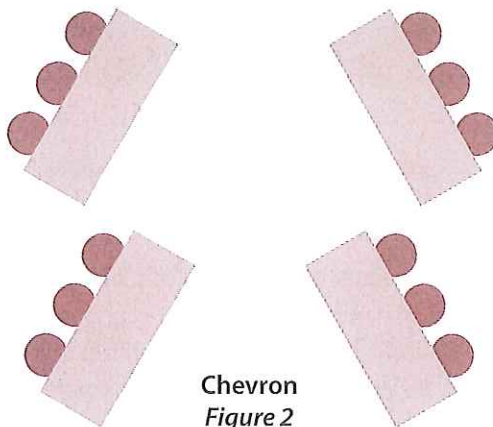


Any arrangement where participants face one another and the leader stands in front, is referred to as a horseshoe. (See Figure 1.) The horseshoe arrangement is the ideal training room arrangement because it promotes discussion and fosters interaction. The only limitation is the number of people it will accommodate, which is 20 or 30.

If you have a larger group, you may have to resort to the classroom style. In this setup, tables and chairs are arranged in neat rows. This format has its disadvantages because it creates a scholastic environment. An alternate version of the classroom style is to arrange the audience in a chevron, with tables slanted at an angle toward the center aisle. (See Figure 2.) If you have a big group, the chevron setup is recommended.



Horseshoe
Figure 1



Chevron
Figure 2

CLIMATE SETTING

Climate is established before your audience arrives at the training room. Once participants arrive, their first impression of the climate sets the tone for their learning.

- ▶ Make it a practice to greet participants upon arrival.
- ▶ Check the temperature. If a room is too warm, especially in the afternoon, participants struggle to stay awake. Besides missing important points, participants are exhausted and become irritated. A cold room keeps people awake but distracts them from the presentation. Whenever participants are uncomfortable, it's hard for them to focus on learning.

MANAGING TIME

Successfully managing your presentation time takes careful attention and flexibility. Encourage audience participation while heeding time constraints. Pause to hear comments from your audience and to answer questions, but avoid engaging in a discussion that veers off topic and erodes valuable time. Finally, make time for participants to stretch or even have a refreshment.

On the next page is an estimated agenda of this workshop including approximate presentation times for each section. Use this agenda to keep you on track as you present the workshop, but remember that the times shown are only estimates. Be flexible to account for your delivery pace and audience participation.

WORKSHOP AGENDA

ESTIMATED TIME

Session 1	15 minutes
Session 2	15 minutes
Session 3	15 minutes
Session 4	15 minutes
Session 5	15 minutes
TOTAL TIME:	75 minutes

COORDINATOR'S SCRIPT

SESSION 1 HANDLING A MOTION

Presenter:

You may wish to open your program with some brief remarks in your own words. But remember, now and throughout the seminar, time is precious and must be controlled carefully.

Today people spend large amounts of time in meetings. Corporate executives and managers spend 50 to 75 percent of their days in meetings. Others spend their time in civic, professional, or service organization meetings.

Whenever groups of people assemble to discuss issues, conflict will arise. Parliamentary procedure rules were developed to help groups conduct their meetings in an orderly manner. The rules take into account the often conflicting interests that develop during meetings, and they provide procedures that ensure decisions are made fairly. Parliamentary rules are based on the following principles:

- ▶ The votes of all voting members are counted equally. No member votes twice, and no member's vote is counted more than once.
- ▶ Absent members and members holding minority opinions have rights.
- ▶ All members have the right of free and fair debate and the right to know the meaning of the motion (or question) before the assembly and what its effect will be.
- ▶ The majority has the right to decide and the minority has the right to be protected and to speak on the issue.
- ▶ Parliamentary procedure facilitates the transaction of business and harmony and is characterized by fairness and by good faith.

During each of the next five sessions, we will spend about 15 minutes learning parliamentary procedure. We will review some of the basic principles, learn about the motions used most often, talk about the rules governing debate on the motions, and discuss different methods of voting in a meeting. You will have the opportunity to participate and ask questions as we practice how certain motions should be handled.

The procedures we will discuss can be helpful in either of two roles you may play: as the presiding officer of an organization, or as a member of the group. As presiding officer, you will need to understand basic parliamentary rules in order to proceed through the agenda in a timely fashion while observing the rights of all members. As a member of the group, you will need to be familiar with the various motions so you will know how and when to use them. A member knowledgeable in parliamentary procedure may be valuable as a parliamentarian, advising officers and members in deliberative assemblies.

V1

BRIEF HISTORY

Legislative assemblies have had rules for centuries, but the basis of Roberts Rules of Order dates to 1876. General Henry M. Robert was an officer in the United States Army who had been transferred to many sections of the country in the years after the Civil War. He was a civic-minded person who attended many fraternal, community, and church meetings in the cities where he was stationed. He had been concerned by the absence of consistency in conducting such meetings. Therefore when the Army stationed him in Milwaukee, Wisconsin, during a long winter in 1876, Henry Robert compiled a "Manual of Rules of Order." This parliamentary milestone has been expanded through numeric editions into the current *Robert's Rules of Order Newly Revised*, 10th edition. It is the most widely used parliamentary authority in existence today. The instruction presented in this series is based upon *Robert's Rules of Order Newly Revised*, 10th edition. You should know that many other parliamentary authorities also are in print, but an acceptance of the basic principles is common to all of them.

BASIC DEFINITIONS

Here are some parliamentary terms you will encounter:

V2a

Quorum: A quorum is the minimum number of members who must be present for business to be transacted legally. The quorum should be specified in the organization's constitution or bylaws; if no regulation is made in an organization's rules of a quorum, then the quorum is a majority of the active members.

Constitution: The constitution contains the basic regulations governing the organization, including such matters as name, purpose, members, officers, meetings, and the parliamentary authority.

Bylaws: The bylaws contain provisions for their amendment, but usually bylaws are amended infrequently and only after considerable deliberation. Generally a two-thirds vote is required.

Bylaws usually do not deal with matters of parliamentary procedures, except to the extent that the organization wishes to be governed by procedures different from those provided in the parliamentary authority.

V2b

Standing Rules: Standing rules generally are about administration of the organization rather than about parliamentary procedure, and they can be changed by majority vote of the members. For example, the organization may adopt a standing rule that "meetings shall be scheduled for every Tuesday of each month." (For Toastmasters Clubs, meetings are set in the bylaws.)

Main Motions: A motion is a formal proposal by a member, during a meeting, that the organization take certain action. Main motions should be very specific in nature and written if lengthy. They should cover the what, when, who, and dollar value of the proposal, if money is involved. A main motion brings business before the assembly and can be made only while no other question is pending.

Presiding Officer: The member who conducts the meeting and sees that the rules are observed is called the presiding officer. Usually, an elected president, vice president, or chairperson carries out the obligations of the presiding officer.

HANDLING A MAIN MOTION

Ordinarily, there are six steps in handling a main motion during small meetings — three by which the motion is brought before the assembly and three in the consideration of the motion. The steps are:

V3

1. A member is recognized and makes the motion.
2. Another member, without recognition, seconds the motion.
3. The chair formally places the motion before the group by restating the motion. (This is the point at which the motion changes from the property of the maker to the property of the entire assembly.)
4. The members debate the motion, alternating between pro and con.
5. The chair asks if the assembly is ready to vote. The chair then puts the motion to a vote, asking for the affirmative and negative votes in equal fashion.
6. The chair announces the result of the vote and designates appropriate action.

Let's look at each step more closely.

STEP 1

To obtain recognition by the chair, the member raises a hand or stands, depending upon the formality of the meeting, and waits to be recognized by the presiding officer. If the member is entitled to the floor at that time (if no other motions are pending), the presiding officer recognizes the member by stating the member's name or, in more informal surroundings, by some other sign of recognition.

STEP 2

Another member who wants the motion to be considered then seconds the motion by stating, "I second the motion." The member does not need to be recognized by the chair to second a motion.

Seconding the motion merely implies that the seconder agrees the motion should come before the meeting for consideration, not necessarily that the seconder favors the motion. In most cases, the person seconding the motion will be in support of the motion, though the ensuing debate might change this. Requiring a second prevents time from being consumed by discussion of a motion only one member wants introduced.

STEP 3

When the chair determines that the motion made and seconded is in order, he or she formally places it before the assembly by stating the motion. He or she repeats the motion exactly as stated by the maker and states that the motion is now open for discussion. The chair would usually say, "It is moved and seconded that ... We now are ready for discussion on the motion." The presiding officer might suggest minor wording changes in the motion, being careful not to change the substance of the motion, with the consent of the maker before formally stating the motion for the assembly. After the presiding officer states the motion, it becomes the property of the assembly and cannot be withdrawn or amended by the maker of the motion without the assembly's consent.

STEP 4

Immediately after stating the motion, the presiding officer should ask the maker of the motion if he or she wants to speak. The maker of the motion is entitled to speak first on the motion, if he or she asks to speak. After the first speaker has been heard, the presiding officer allows others to speak, alternating between those favoring and those opposing the motion as much as possible.

The chair may ask those wishing to speak in opposition to the motion to raise their hands.

No one is entitled to speak a second time in debate on the same motion as long as any other member who has not spoken wants to speak.

Debate must be confined to the merits of the pending motion. The presiding officer can interrupt to remind a member of the requirement that comments must be pertinent to the question before the assembly.

STEP 5

When debate appears to have ended, the presiding officer asks, "Are you ready for the question?" or "Are you ready to vote?"

If no member seeks recognition then, the presiding officer states exactly the motion that is pending. If no amendments have been adopted, the motion as stated in Step 3 will be stated in Step 5. After stating the motion to be voted on, the chair indicates how the vote will be taken and proceeds to call for those in favor of the motion to indicate in the prescribed manner. The presiding officer then must call for the negative vote, no matter how nearly unanimous the affirmative vote may appear.

The vote on a motion normally is taken by voice, by a show of hands, or by standing. Other forms of voting requiring major vote of the assembly, include a counted vote, secret ballot, or a roll-call vote. After stating the motion to be voted on, the presiding officer says, "All those in favor say aye (or please raise a hand, or please stand). (Pause) All those opposed say no (or please raise a hand, or please stand)."

If the result of a voice vote is not clear, the chair should call for a show of hands or a standing vote. Also, a member may request the same by calling for "division of the assembly."

STEP 6

Immediately after taking the vote, the presiding officer should announce the results, always indicating the number in favor and the number opposed if the vote was counted. On a voice vote, the presiding officer might say, "The ayes have it and the motion is adopted," or "The noes have it and the motion is lost."

If the vote was counted, the announcement might be, "There are 18 in favor and 14 opposed; the motion is adopted," or "There are 14 in favor and 18 opposed; the motion is defeated."

The presiding officer then should make appropriate comments about the implementation of action to be taken, if any action is called for by a motion that has been approved.

The presiding officer does not vote (in the case of voting by show of hands or by standing) unless his vote would affect the result. For example, if the vote is 16 in favor and 16 opposed, the presiding officer could vote in favor of the motion, thus breaking the tie and adopting the motion. If the presiding officer is opposed to the motion, he would not vote because the motion would be defeated without his vote (*motions are defeated on a tie vote*).

If, however, the vote is 16 in favor and 15 opposed, the presiding officer could vote in the negative, thus creating a tie vote and defeating the motion. In this example, the presiding officer who is in favor of the motion would not vote because the motion is adopted without his vote.

Remember the presiding officer votes only if the vote will affect the result (the presiding officer may, of course, abstain from voting at any time, as can any member of the organization).

For the remaining few minutes of today's lesson, we will present a main motion and carry it through the six steps we've just discussed. I will be the presiding officer and we will assume this organization is in the midst of a business meeting and no pending motions are before the assembly. Action taken in practice is not recorded as part of the business.

Exercise 1

"Is there any further business?"

Presenter:

Before the session, select a member to stand and make a motion at this point. You will act as the presiding officer.

The motion can be any short, simple statement that proposes a course of action. A motion dealing with a topic of current interest to the group will be most appropriate. For example, "Madam Chairman, I move that the (local club) of Toastmasters International contribute \$100 to the Ralph C. Smedley Memorial Fund."

The chair asks, "Is there a second to the motion?" A member, not recognized, seconds the motion. There may be several seconds to the motion.

The chair states, "It has been moved and seconded that the (local club) of Toastmasters International contribute \$100 to the Ralph C. Smedley Memorial Fund. We are now ready for debate on the motion."

The member who made the motion speaks briefly in support of the motion; another member speaks in opposition. If time permits, other members alternate speaking on the motion.

"Are you ready to vote?"

(If members still want to speak on the motion, remind them time is limited and you want to finish the six steps in handling a motion.)

"We are voting on the motion that the (local Club) of Toastmasters International contribute \$100 to the Ralph C. Smedley Memorial Fund. All those in favor say aye. All those opposed say no. The ayes have it and the motion is adopted." or "The noes have it and the motion is defeated."

For a more detailed review of the material covered in this lesson, refer to pages 19-54 and 325-333 in *Robert's Rules of Order Newly Revised*, 10th edition. You can purchase the book through your Toastmasters supply catalog.

SESSION 2 SUBSIDIARY MOTIONS

Last time we discussed some basic definitions of parliamentary procedure and reviewed the six steps in handling a main motion. During today's lesson, we will review the seven subsidiary motions and how they can be applied to main motions. But first, some related questions need to be answered.

PENDING QUESTIONS OR PENDING MOTION

An important rule to remember is only one main motion can be considered by the assembly at any given moment. As we will discover later, a series of motions may be made and debated, all connected in some way to the main motion that was introduced at the beginning of the meeting, but at any given time in the debate only one of the subsidiary motions is the immediately pending motion.

Action on that immediately pending motion must be taken before the assembly can move on to consider a lower pending motion. A primary role of the presiding officer is to clarify for the members what motion is under consideration as the assembly proceeds through the agenda.

The motion with the lowest priority, or order of precedence, is the original main motion, which can be introduced only when no other motion is pending. Each of the seven subsidiary motions has an order of precedence. The five privileged motions (we'll talk about them in Session Three) also are ranked in priority order. There is a logic to the order of precedence among the motions that will become clear as we discuss the motions. Without the ranking of the motions, the assembly's business quickly could become hopelessly confused because the more urgent business could not be conducted properly.

The seven subsidiary motions help the assembly to treat or dispose of a main motion. They are in order only when another motion is under consideration, and they modify, delay action on, or dispose of that motion.

Each of the following seven subsidiary motions takes precedence over a main motion and over all the other subsidiary motions listed before it.

The following are listed in order of increasing rank.

V4

1. **Postpone Indefinitely.** This motion permits an assembly to avoid a direct vote on a main motion and, in effect, to defeat the main motion indirectly. It is used to dispose of a motion that is inappropriate for the assembly to consider or that might cause undesirable consequences if either adopted or rejected.

A motion that seeks endorsement of a controversial ballot proposition or urges support of one particular candidate might be "postponed indefinitely" by a majority of members who feel that an unfortunate division might result if the organization goes on record as either supporting or rejecting the motion.

The motion to postpone indefinitely is debatable and requires a majority vote for approval. Its adoption also kills the main motion for the duration of the meeting.

2. **Amend.** The motion to amend allows a member to modify the wording of another motion. Probably the most widely used of the subsidiary motions, its adoption changes the wording of the previously pending motion. However, the pending motion still remains before the assembly for debate in its amended form. Rejecting the motion to amend leaves the pending motion worded as it was before the attempt to amend it.

An amendment must be germane to the motion that is to be amended. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it applies. An amendment can alter the original intent of the motion and still be germane.

For example, a member could move to strike the word "commend" and insert the word "criticize" in a motion recognizing the services of an officer. The amendment would be in order because it does address the question of the assembly's reaction to the officer, which was the purpose of the original motion.

There are three basic forms of amendment:

- ▶ To insert words or, if they are placed at the end of the sentence being amended, to add words,
- ▶ To strike out words, and
- ▶ To strike out and insert words.

The three forms of amendment can be illustrated on the stated motion by the following examples:

- ▶ "Moved to purchase a new personal computer" "I have priced the personal computers at three different office supply stores, therefore, I move to amend by adding at the end of the sentence the following words: 'at a cost not to exceed \$1,000.'"
- ▶ "I move to amend by striking the word 'new.'"
- ▶ "I move to amend by striking the words 'personal computer' and inserting in its place the words 'notebook computer.'"

When an amendment is made and seconded, debate proceeds on the merits of the amendment. It is possible to amend an amendment or to have what are called primary and secondary amendments. For instance, in the example I gave earlier where a member moved to amend by adding at the end of the sentence the words: "at a cost not to exceed \$1,000", it would be possible for another member then to offer a secondary amendment as follows: "I move to amend the amendment by adding the word 'net' after \$1,000 in the amendment."

Debate is then on the secondary amendment; when the secondary amendment is disposed of, the primary amendment (as amended if approved) becomes the pending motion.

Only a primary and secondary amendment are permitted at one time. New primary and secondary amendments may be made as soon as the others are disposed of, however. Any number of amendments may be offered in succession.

The amendment process can become complicated, and there are variations on the amendment process, such as amendment by substitution (*Robert's Rules of Order Newly Revised*, 10th edition; pages 146-154) or amendment by filling of blanks (*Robert's Rules of Order Newly Revised*, 10th edition; pages 155-160), that we do not have time to explore today.

The motion to amend requires a second and is debatable whenever the motion to which it is applied is debatable. A majority vote is required for approval.

3. **Refer to Committee.** The motion to refer to committee usually is used to send a pending question to a small group of selected persons who will investigate it carefully.

This motion often is used when a group discovers, during the debate on a motion, that the group needs more information before it can reach a decision and that a few people should be assigned the task of providing the information.

The motion to refer to committee should designate the committee to which the motion is referred — perhaps a standing committee or a committee consisting of one or more members appointed by the chair or the assembly. The motion also should carry instructions for the committee, for example, “a committee of three, appointed by the chair, to report at the next meeting.”

When a main motion, a primary amendment, and a secondary amendment are all pending, and the motion to refer to committee is adopted, all three pending motions are referred.

The motion to refer to committee is debatable only to the extent of debating the desirability of referring the motion or motions; the assembly cannot debate the merits of the motion or motions to be referred. A majority vote is required for approval. (This motion requires a second and usually is debatable. It can be amended, e.g. which committee, how many people, when to report, amount of authority, etc.)

4. **Postpone to a Certain Time.** (Postpone Definitely.) Sometimes postponing consideration of a motion until another time is desirable. For example, some of the most interested or informed members on a particular subject are absent and a majority of the members feel that a decision should not be reached in their absence. Or some crucial information will not be known until later, and a decision made now would be premature. Perhaps the members only recently have received background information on the subject and want more time to study it. In any of these situations, the motion to postpone to a certain time is in order.

The effect of this motion differs from the motion to refer to committee because the assembly retains full control of the pending motion or motions. Rather than ask a committee to study a question, the assembly is willing to engage in that study but wants more time before the group reaches a decision.

The motion to postpone must state the time to which the motion or motions are postponed. (For example, “I move that further debate on this question be postponed until our next meeting” [or “until after the address by our guest speaker”].)

The motion to postpone to a certain time is debatable but only on the merits of postponement, not on the merits of the motion or motions to be postponed. It requires a second and a majority vote for approval. It can be postponed only to the next meeting and it is placed under “unfinished business and general orders” on the agenda.

A special order may be made by moving to postpone a motion to a certain time of the day during the agenda. Since this amends the agenda previously adopted, it takes a two-thirds vote. When the specific time comes, the motion takes priority over other business being conducted.

5. **Limit or Extend Limits of Debate.** The least frequently used of the subsidiary motions, the move to limit or extend the limits of debate occasionally is used to limit either the number or length of speeches on a motion or to place a maximum time limit on debate of a pending motion. A member might say, “I move that at 8:30 p.m. debate be closed and a vote be taken on the motion,” or “I move that debate be limited to one speech of no longer than five minutes for each member.”

Unless otherwise specified, the motion to limit debate applies only to the immediately pending motion; it is possible, however, to move “that at 8:30 p.m. debate be closed and a vote be taken on all pending motions.”

The motion to limit or extend the limits of debate is not debatable and requires a two-thirds vote for approval because it affects members’ rights.

6. **Previous Question (or Close Debate).** This motion is used to bring one or more pending motions to an immediate vote. The appropriate use of the motion occurs when members believe they have heard enough debate to know how to vote on a motion or when the discussion becomes repetitive. The motion also might be used to close debate on a motion considered less important than several agenda items remaining to be discussed, especially if the meeting has been in progress for some time and there is danger of losing a quorum.

To introduce this motion, a member must be recognized by the presiding officer and say, for example, "I move to close debate on all pending motions."

If there is a second, the chair is obliged to call for a vote on the motion to close debate. The chair explains the motion is not debatable and requires a two-thirds vote. If the motion is approved, the presiding officer immediately moves to a vote on all pending motions, each without further debate, taking them in order of preference.

(Where a main motion, an amendment, and a motion to refer are before the assembly, a member may move "the previous question" on the motion to refer only.)

Confusion sometimes occurs when members shout out "question" from the floor, hoping to stop further debate. (Note: The call for question is improper without recognition.) The presiding officer, however, should not consider such comments as a motion to close debate unless she recognizes the member and provides an opportunity for a motion to be introduced.

The motion to close debate requires a second, is not debatable, and requires a two-thirds vote for approval.

7. **Lay on the Table.** When used properly, this motion has a specific purpose: to permit the assembly temporarily to set aside the pending motion when something more urgent has arisen.

Use this motion sparingly and only when something urgent happens that requires consideration of the pending motion to be interrupted.

For example, the assembly may have a surprise visit from the mayor or other important official who, a member realizes, probably cannot stay for the rest of the meeting. In this case, it would be appropriate for the member to say:

"Mr. Chairman, I notice the mayor of our city has just entered the room. I, therefore, move that the pending motion be laid on the table so we might hear from our mayor at this time."

The motion to table requires a second, is not debatable, and requires only a majority vote. Because it's a subsidiary motion that is not debatable and requires only a majority vote, it often is misused. Members often will try to use the motion to table when they are really moving to kill or to postpone indefinitely, which is debatable. The chair may ask for what purpose does the member wish to table. If the purpose is improper, the chair should rule the motion out of order and continue with consideration of the pending motion.

Any qualification of the motion to table is an improper motion and the chair should clarify it immediately.

When the urgent business facing the assembly is finished, members typically would return to the previously pending motion by moving to "take from the table" the motion that had been placed there. In less formal settings, the presiding officer can inquire if the assembly is ready to "take from the table" whatever motion had been under consideration when the interruption occurred. If she hears no objection, the motion that had been tabled is before the assembly for further consideration.

ORDER OF PRECEDENCE

The seven subsidiary motions we have just discussed were listed in order, from the motion with the lowest rank (to postpone indefinitely) to the motion holding the highest rank (to table). Remember a subsidiary motion is in order only if a main motion is pending or if another subsidiary motion **with a higher rank** is not pending. It would be possible, for example, to introduce a main motion, a motion to amend, a secondary motion to amend, a motion to refer to committee, a motion to postpone until the next meeting, a motion to close debate, and a motion to table and have all seven motions pending before the assembly *if they were introduced in that order*. The **immediately pending motion** always would be the motion with the highest order of precedence.

A rule to remember is "the last motion made is the first motion to be considered."

For the remaining time in today's session, we will present a main motion and as many of the seven subsidiary motions as possible. We will follow the six steps for handling a motion that we reviewed in our first session, and I will act as presiding officer.

Any of these motions can be made after the chair has stated the motion and before the assembly has voted.

Exercise 2

"Is there any further business"

Presenter:

Before the session, select a member to present a simple main motion on any topic of current interest to the group. During Step 4 of handling a motion, when debate is in process, other members should introduce as many of the seven subsidiary motions as time permits. You, as presiding officer, should rule out of order any motion that has a lower rank than the immediately pending motion before the assembly.

During this simulated meeting, members should address the presiding officer when they introduce motions or when they debate any of the motions. The presiding officer should, as necessary, remind members of the immediately pending motion that is under consideration.

For a more detailed review of the material covered in this session, refer to pages 59-64 and 121-210 in *Robert's Rules of Order Newly Revised*, 10th edition.

SESSION 3 HANDLING PRIVILEGED MOTIONS

During the first two sessions, we discussed some basic principles of parliamentary procedure and reviewed the use of the main motion and the seven subsidiary motions. Today we will talk about the five motions called privileged motions.

Privileged motions do not relate to the pending business before the assembly. They address matters of immediate importance which, without debate, should be allowed to interrupt the consideration of other motions. Like the seven subsidiary motions, the five privileged motions fit into an order of precedence. The lowest privileged motion in the order of precedence ranks immediately above the motion to table, which, you will recall, was the highest-ranked subsidiary motion.

Each of the following five privileged motions take precedence over all other motions except other privileged motions with a higher priority.

1. **Call for the Orders of the Day.** If the adopted program or printed agenda is not being followed, or if consideration of a certain question had been set for a specific time and has not been introduced, any member without recognition can “call for the orders of the day” and require that the schedule be enforced. If the presiding officer is carefully following the agenda, most likely this motion will not be necessary. However, the chairman sometimes forgets to call on some committee chair or inadvertently overlooks an item of unfinished business. In such instances, any member can interrupt and say, “Madam Chairman, I call for the Orders of the Day.”

In less formal situations, the member simply may interrupt to remind the presiding officer that an agenda item has been overlooked. In either case, the presiding officer responds by moving immediately to the proper order of business.

The motion need not be seconded, is not debatable, and usually does not involve any voting. However, the orders of the day can be set aside by a two-thirds vote of the assembly. Such action would be similar to approving a suspension of the rules relating to the agenda.

2. **Raise a Question of Privilege.** When something happens that affects the rights or privileges of a member of the assembly, that member can interrupt pending business or discussion by “raising a question of privilege.”

For example, imagine you are sitting in the back of the room listening to an interesting debate when loud noises outside the hall make it difficult for you to hear the speaker. Rather than wait until the speaker has finished, missing what he said, you could stand and say, “Mr. Chairman, I rise to a question of privilege.”

The presiding officer at that point must ask you to state your question of privilege.

“Mr. President, those of us in the back of the room are having difficulty hearing the speaker because of the noise coming from outside the hall. I wonder if we might close the doors or have the members speak more loudly.”

If the presiding officer considers the request reasonable, he will grant it. The assembly then continues to consider the pending motion.

There are questions of privilege for groups and privilege for individuals. The previous remarks deal with the rights and privileges of the assembly.

The “raising of a question of privilege” does not require a second, is not debatable, and is ruled upon by the chair. No voting would be involved unless someone appeals the chair’s decision.

V5

3. **Recess.** A recess is a short intermission in the assembly's proceedings, after which business is immediately resumed at the point where it was interrupted. A recess may be taken for many reasons: to permit members to stand and walk around for a few minutes during a lengthy meeting; to count ballots after an election; to secure information; to await the arrival of an important guest, etc.

The motion to recess takes precedence over all motions except the two higher ranking privileged motions. It must be seconded, is not debatable, and requires a majority vote. The motion to recess is not amendable except as to the length of the recess, which also is not debatable.

In the midst of a lengthy debate, a member might obtain the floor and say, "Mr. Chairman, I move we recess for ten minutes," or "Madam Chairman, I move we take a recess until 9:00 p.m."

If the motion is seconded and approved by majority vote, the presiding officer announces the meeting is recessed for ten minutes (or until 9:00 p.m.). At the end of the specified period, the presiding officer calls the meeting back to order.

4. **Adjourn.** A member can propose to close the meeting entirely by moving to adjourn. The motion to adjourn cannot interrupt a speaker, has the second highest order of precedence, and can be made either when other business is pending or when no main motion is under consideration, provided the time for the next meeting is established by a rule of the assembly.

Usually the motion to adjourn is moved after the assembly has completed the published agenda and no other new business is introduced. However, the motion to adjourn can be moved at almost any time during a meeting and sometimes will be used to close a meeting that is becoming unruly—perhaps members are leaving or creating an unrepresentative attendance. Or maybe it's late and the members aren't paying attention to the motions being introduced.

A member can introduce the motion to adjourn without providing a reason; a basic principle of parliamentary law is that no assembly should be required to continue in session when, for any reason, a majority of its members would prefer not to remain in session.

The motion to adjourn requires a second, is not debatable except in some very special circumstances, e.g. move to adjourn at a certain time, and requires only a majority vote for approval. The assembly is not formally adjourned until the presiding officer declares it adjourned after the assembly approves a motion to adjourn. This rule enables the presiding officer to make any important announcements before adjournment.

Instead of waiting for a member to introduce the motion to adjourn or asking the member to hold the motion a minute, sometimes the presiding officer can ask, "Is there any further business to come before the assembly?"

If no one answers, or if the published agenda has been completed, the presiding officer can say, "Since there is no further business, the meeting is adjourned."

5. **Fix the Time to Which to Adjourn.** This is the highest ranking of all motions and sets the time, and sometimes the place, for another meeting to continue consideration of agenda items before the assembly. The motion requires a second, is not debatable, has no effect on when the present meeting will adjourn, and has no effect on the next regularly scheduled meeting of the organization.

The motion, if passed, schedules another meeting which will be a legal continuation of the meeting at which the motion was adopted.

This motion usually would be stated in the following form: "Mr. Chairman, I move that when we adjourn, we adjourn to 7:30 p.m. next Tuesday, October 14."

The motion is not used often, but might be appropriate if a member notices that members are beginning to leave because it is late and several agenda items remain that cannot wait until the next monthly meeting. The motion "to fix the time to which to adjourn" must be seconded, is not debatable, and requires a majority vote for adoption.

We now have reviewed all thirteen motions that are arranged in order of precedence. We discussed the main motion, the seven subsidiary motions, and the five privileged motions in ranking order, with the main motion the lowest ranking (it can be introduced only when no other motion is pending) and the motion to fix the time to which to adjourn the highest ranking (it takes precedence over all other motions).

As we discuss the characteristics of these motions, you see the ranking of the motions depends upon the urgency or significance of the proposed action. For example, the two motions dealing with adjournment have the highest priorities because when a majority of an assembly agree the meeting should end, all other proposed actions become secondary.

For the remainder of our time today, we will conduct a business meeting and try to use as many of the thirteen motions we have discussed as possible. We will continue the practice of assuming we are at the point in our business meeting when announcements and reports have been completed and we are ready for new business. I will continue to act as presiding officer. We will want to handle each of the motions, to the extent possible, according to the six steps for handling motions we discussed in our first lesson.

Exercise 3

"Is there any further business?"

Presenter:

Before the session, select a member to introduce a simply stated main motion different from any introduced during the two previous exercises. During Step 4 of handling the main motion, other members should introduce as many of the seven subsidiary motions and as many of the five privileged motions as seem appropriate.

As presiding officer, you should allow debate only on those motions that are debatable; should rule out of order motions that have a lower rank than the immediately pending motion; and should remind the members their comments should be directed to the chair. Because so many motions can be introduced, you frequently should remind the members of the immediately pending motion at that particular moment.

Before the meeting, arrange for one member to say, "Mr. Chairman, I move that we adjourn," a few moments before the exercise is scheduled to end.

For a more detailed review of the material covered in this lesson, refer to pages 64-66 and 211-239 in *Robert's Rules of Order Newly Revised*, 10th edition.

SESSION 4 INCIDENTAL MOTIONS

Today we will learn about a series of motions called *incidental motions*. Incidental motions apply to the *method* of transacting business rather than to the substance of the business; they are, in other words, “incidental” to the pending motions before the assembly. With few exceptions, all the incidental motions relate to the pending motions in such a way that they must be decided immediately.

Each of the incidental motions is applicable only in special circumstances, which means you rarely will encounter some of them. However, when the rare circumstance develops, you should understand the appropriate motion for that situation. Unlike the thirteen motions we have studied so far, the incidental motions do not fit into any order of precedence. They are in order not according to any priority list of motions, but according to whether a situation exists that permits introduction of the motion.

The following eight incidental motions are the most frequently used of the dozen or so that are cited in most parliamentary manuals. They are listed in random order, except the first three probably are often used.

V6

1. **Point of Order.** When a member thinks the rules of the assembly are being violated, he can make a “point of order,” calling upon the presiding officer for a ruling and an enforcement of the regular rules. It is the presiding officer’s duty to enforce the rules of the assembly, but any member who notices a violation of rules has a right to bring that error to the chair’s attention. A point of order can interrupt another speaker, does not require a second, is not debatable, and is normally ruled upon by the chair.

In most cases, a point of order can be resolved quickly. The presiding officer either concurs by stating, “The point of order is well taken,” and requests the correction, or the presiding officer disagrees and explains why the rules of the assembly are not being violated.

For example, the assembly may have just adopted a motion to close debate but the presiding officer is allowing a member to debate the pending motion. A member could interrupt by calling out, “Point of order.”

The presiding officer then asks the member to state his point of order.

The member states, “I believe we just adopted a motion to close debate and the chair is allowing further debate on the pending motion.”

The presiding officer, realizing the error, says, “The point of order is well taken. We will move immediately to a vote on the motion, which reads...”

2. **Appeal.** Any two members have the right to force an “appeal” from a decision. When one member moves to “appeal from the decision of the chair,” and another member seconds the motion, the question is taken from the presiding officer and placed in the hands of the assembly for final decision.

Appeals usually occur on questions that have to be decided on a subjective basis; for example, a member might rise to a point of order that a member’s comments in debate are not germane to the pending motion. The presiding officer might disagree and ask the member to continue speaking. At that point any member may “appeal from the decision of the chair.”

If another member seconds the motion, the presiding officer then is obliged to state the question. If the matter was debatable, special rules for debate allow the chair to speak first, members to speak only once and the chair to speak last. Then the presiding officer puts the question to vote by saying:

"There has been an appeal from the decision of the chair. The question is: Shall the decision of the chair be sustained? Those in favor of sustaining the decision of the chair say aye. Those opposed to sustaining the decision of the chair say no . . ."

An appeal is debatable, if the matter appealed is debatable, and a majority or tie vote sustains the chair, on the premise that the chair's decision should stand until reversed by a majority.

3. **Request for Information.** A point of information is a request (in the form of a question — not to offer debate), directed to the presiding officer, for information relevant to the business at hand but unrelated to parliamentary procedure.

For example, during a long debate about the merits of authorizing an expensive remodeling of the organization's headquarters, a member might want to know some information about the organization's finances. "Mr. Chairman, I rise to a point of information."

When the presiding officer asks the point of information to be stated, the member says, "Please have the treasurer tell me about the current balances in our various accounts."

The point of information usually is supplied immediately and the assembly continues with the pending business. The motion does not need a second, is not debatable, and requires no vote.

4. **Suspend the Rules.** When an assembly wants to do something it cannot do without violating one or more of its regular rules, it can in some circumstances adopt a motion to "suspend the rules" that interfere with the proposed action. Any action that is proposed to be taken under suspension of the rules cannot conflict with the organization's bylaws; local, state, or federal law; or the fundamental principles of parliamentary procedure.

The motion to suspend the rules usually occurs when someone wants to consider a motion out of its proper sequence in the agenda, or when some standing rule of the assembly dealing with the time, place, or date of a meeting, for example, needs to be changed for one or more meetings. The motion is not debatable and, in most cases, requires a two-thirds vote for approval.

Early in the meeting, a member might discover that another member, who is particularly knowledgeable on an item far down the agenda, soon will have to leave. In order to have the benefit of her comments, the member could obtain the floor and say, "Mr. Chairman, I move to change the agenda as follows, or move we suspend the rules governing the order of business so Ms. Smith, who has to leave soon, can speak to the question . . ."

If the motion is seconded and adopted by two-thirds vote, the agenda is changed to take up the question that had been mentioned. A motion to suspend the bylaws is never in order unless so specified in the bylaws.

5. **Object to Consideration of a Question.** This motion permits the assembly to avoid debate or consideration of a particular main motion when two-thirds of the members believe the topic should not even come before the assembly. Objection must take place before any debate has occurred on the motion; therefore, the maker of the motion can interrupt a speaker to introduce the motion. The motion does not require a second, is not debatable, and requires a two-thirds vote against consideration to sustain the objection. If the motion is rejected, the presiding officer announces the proposed motion is objected to and the question will not be considered.

6. **Division of a Question.** If a pending motion contains two or more parts capable of standing as separate questions, the members can vote to treat each separately by moving to "divide the question."

This motion can be made only if the pending motion can be divided into two independent motions that can stand or fall on their own. For example, a member might move that "the convention of this organization be held in San Diego during the third week of August."

Another member could say, "Mr. Chairman, I move to divide the question so as to consider the location of the convention and the time of the convention separately."

The motion requires a second, is not debatable, and is adopted by majority vote.

Many times when this motion is used, no one will object to dividing the question. In such cases, the presiding officer might properly inquire, after hearing the motion to divide and the second to the motion, "If there is no objection, the question will be divided."

If no one objects, the presiding officer then states the motion on the first question: "That the convention of this organization be held in San Diego."

7. **Consideration by Paragraph Seriatim.** A lengthy motion consisting of several paragraphs might best be handled by opening each paragraph separately to debate and amendment before any motion adopting the entire motion is considered. Often the presiding officer will suggest such a course of action, but if not, any member can use this incidental motion to move the assembly in that direction. The motion applies only to resolutions, committee reports, or other motions of some length. It must be seconded, is not debatable, and requires a majority vote for adoption.

If the motion to consider seriatim or by paragraph is adopted, the presiding officer should remember each paragraph is treated separately with debate and amendments allowed.

When all paragraphs have been discussed (and only then), a vote on approval of the entire motion is in order.

8. **Division of the Assembly.** If a single member doubts the accuracy of the announced result of a voice vote, he can demand a standing vote by calling for "division of the assembly" or merely shouting out "division."

When a division is demanded, the presiding officer immediately takes the vote again, first by having the affirmative rise, then by having the negative rise. In small or less formal groups, this vote can be taken by a show of hands.

The call for division does not require a second, is not debatable, and does not require a vote, since a single member has the right to demand a division of the assembly. This is how, without recognition, a single member may request action of a large assembly.

Other incidental motions also are available, including motions dealing with nominations and elections, methods of voting, and requests for permission to modify a motion or read a paper. These motions deal with special circumstances and aren't used often.

The presiding officer quickly can handle many incidental motions (and some privileged motions) by providing appropriate information or by admitting an error in the case of "point of order." Motions that seek more information, ask for division of the assembly, raise a question of privilege, or call for the orders of the day can and should be handled promptly and with as little interruption as possible in the debate or consideration of the pending motion. An alert presiding officer will handle such motions quickly, almost never asking for a vote on such motions, and satisfying the member who introduced the motion in the process.

Exercise 4

"Is there any further business?"

Presenter:

For the remaining time, conduct a business meeting as done in earlier exercises. Make certain at least two members are prepared to introduce main motions at the appropriate time. Proceed as during the earlier sessions, except try to use as many of the eight incidental motions as possible.

For a more detailed review of the material covered in this session, refer to pages 66-72 and 240-288 in *Robert's Rules of Order Newly Revised*, 10th edition.

SESSION 5 ADDITIONAL MOTIONS AND SPECIAL PROBLEMS

During this final session in our study of parliamentary procedure, we will discuss two additional motions, bringing to twenty-three the number of separate motions we will have reviewed. We will conclude our brief study with a review of some other principles that relate to the use of the various motions.

1. **Reconsider.** The motion to reconsider allows an assembly, within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The purpose of this motion is to permit hasty, ill-conceived, or erroneous action to be corrected or to take into account added information or a situation that developed since the vote was taken. In most organizations that meet weekly or monthly, motions to reconsider can be introduced only at the same meeting the vote to be reconsidered was taken. In a convention, a motion to reconsider may be made the next day of the convention.

Another unique characteristic of the motion to reconsider is that it can be made only by a member who voted with the prevailing side of the motion that is to be reconsidered. This restriction prevents those in the minority from thwarting majority opinion by repeatedly bringing back for further consideration a motion that has been disposed of.

The motion to reconsider must be made, seconded, debated (if the motion to be reconsidered is debatable), and voted on. If approved by a majority vote, the motion to reconsider has been adopted. The assembly then "reconsiders" the previous action by proceeding with further consideration of the "reconsidered" motion at the point when it was voted on. The outcome of the reconsideration could be the same as the original action. Or the original motion might be amended before the approval, or the previously approved motion, after reconsideration, might be defeated.

The presiding officer should remind the members that a vote approving the motion to reconsider only brings a previously adopted motion back for further consideration; the reconsidered motion must then be disposed of in some way before a decision on the question is reached.

V7

2. **Rescind.** By using the motion to rescind, an assembly can cancel a motion previously adopted. This motion takes precedence over no other motion, and therefore can be moved only when no other motion is pending; in this regard, it is similar to a main motion.

The motion requires a second, is debatable, and in most instances requires a two-thirds vote (although only a majority vote is required if notice of intent to make the motion was announced at the previous meeting or in the agenda for the current meeting). In most cases, the motion to rescind is used to strike down a previous action that:

- ▶ May have been unrepresentative of the full membership
- ▶ Might have to be corrected because more recent financial reports reveal that funds are not available to undertake a previously approved project, or
- ▶ Dealt with a topic that, on further reflection, the assembly would prefer to avoid.

There is no time limit on introducing the motion to rescind, provided that none of the action called for in the original motion has been carried out in a way that is too late to undo.

Usually, however, the motion to rescind will be introduced within one or two meetings after the original motion has been adopted.

To introduce the motion, a member obtains recognition from the presiding officer and says, "Mr. Chairman, I move to rescind the action taken at last month's meeting regarding the location of the convention."

If members were unaware the motion to rescind would be offered, a two-thirds vote would be required for approval. This requirement for a two-thirds vote protects against a small number of members, at a subsequent meeting, canceling the action of a more representative membership taken some time earlier.

Other motions that affect an action previously taken include the motion to amend something previously adopted, which is handled similar to a motion to rescind, to remove from the table, to discharge a committee, and several motions dealing with correcting or amending the minutes.

We have discussed only the 23 most frequently used motions. There are 86 motions listed in the 10th edition of *Robert's Rules of Order Newly Revised*, but most of these deal with special circumstances that rarely occur in the average meeting. The 23 motions we've discussed would be enough for most members of the typical organization.

In the brief time remaining, I will review several other aspects of parliamentary procedure that sometimes cause confusion.

Can a motion be adopted if only a few members vote in favor and many members abstain?

The basic rule is that a motion requiring a majority vote is adopted if more members vote in favor of the motion than vote in opposition. Members who are entitled to vote but who abstain are not counted when determining a majority. In effect, they have relinquished their right to be a factor in the decision. For example, it is possible to have 30 members in attendance at a meeting and when the votes are counted discover there are seven votes in favor and five opposed. The motion would be adopted because a majority of those voting were in favor of the motion.

Can a member be required to vote on any motion?

No. The right to abstain is protected under parliamentary law. A member would wish to abstain on a motion for several reasons:

- ▶ She could feel uninformed and prefer to leave the decision to those more knowledgeable on the question;
- ▶ She might be so evenly divided on the question she cannot decide which way to vote; or
- ▶ She might believe there would be a conflict of interest (if the motion personally benefitted her) and therefore it would be inappropriate to vote.

Can a motion be adopted by plurality vote rather than majority vote?

A plurality is defined as the largest number of votes to be given to any candidate or to several items to be selected while a majority is defined as more than 50% of the votes being given to a candidate or issue. A plurality that is not a majority never adopts a motion unless the assembly has previously adopted a rule permitting such action. Occasionally, most often in elections by mail ballot, candidates are elected by a plurality vote, but in general such exceptions to the rule should not be encouraged.

Can the presiding officer participate in debate on a motion?

The impartiality required of the presiding officer precludes his exercising the right of debate while presiding. (An exception to this rule may be in small boards, where bylaws may require all members to vote.) The chair can offer comments on pending motions as long as the comments simply provide basic information, but the chair should not engage in debate on the merits of a motion while presiding. If the presiding officer wants to debate a motion, he or she should turn the gavel over to the vice president or other appropriate officer, step down from the chair, and take a seat in the assembly. The presiding officer who does relinquish the chair should not return to it until the pending motion has been disposed of, because he or she has shown partisanship concerning that particular motion.

Can the presiding officer introduce a motion?

No. However, as we have noted in earlier sessions, the presiding officer can encourage members to introduce motions or can expedite business by inquiring if anyone objects to taking a certain course of action. If no member objects to the suggested course of action, the chair can assume unanimous consent has been granted and can proceed.

What is meant by the term “ex-officio member?”

Frequently, boards or committees include “ex-officio” members. These are members who qualify by virtue of an office they hold or some position they fill. Unless otherwise indicated in the bylaws or rules of the organization, ex-officio members have full rights of membership and there is no distinction between them and other members concerning voting or debating rights. When ex-officio members cease to hold the office or position that entitled them to such membership, they immediately cease to be members. Ex-officio members usually are not counted in quorum requirements for committee meetings.

I hope you have gained some insights into parliamentary procedure through the discussions we have held over the past five meetings. In the few minutes remaining, we want to conduct our final practice session, using several motions at a time and as many of the 23 motions as possible, practicing the various principles we have mentioned. It is not realistic and is confusing for most members to have too many motions pending.

To help you use the motions properly, I have a chart of motions for each of you. This chart has basic information about each of the motions we have discussed and can be a quick reference guide when you want to know about any particular motion.

V8

Presenter

At this point, distribute the chart of motions.

Now, let us begin our practice meeting using as many of the motions as possible.

Exercise 5

"Is there any further business?"

Presenter:

Before the session arrange for a member to introduce a simple main motion and proceed, as presiding officer, to handle whatever motions are introduced. Refer members to the chart of motions to illustrate any errors you mention when motions are presented. Perhaps they are out of order because of the relative priority of the motion, perhaps the immediately pending motion is not debatable, etc. Continue the meeting until time has elapsed; at that point, one member should offer the motion to adjourn.

For a more detailed review of the material covered in this session, refer to pages 284-324 (motions to bring back), 387-393 (voting), 393-403 (voting), 431-451 (officers' duties), and 466-467 (ex-officio members) in *Robert's Rules of Order Newly Revised*, 10th edition.



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PARLIAMENTARY PROCEDURE IN ACTION

Coordinator's Guide

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**WHERE LEADERS
ARE MADE**