



## How to Use Parliamentary Procedure

This short section about parliamentary procedure is not to be considered a complete set of rules to cover all possible questions that might arise. It is to be used as a guide to cover the points most often encountered. For a more detailed set of rules, we recommend *Robert's Rules of Order, Revised* and *Sturgis Parliamentary Manual*.

### How to Make a Motion

Obtain the floor as follows: Address the president by saying "Mr. President" or "Madam President" and then wait to be recognized before presenting a motion. State the motion carefully. This usually is done by saying, "I move that . . ." or "I move the adoption of the following resolution." The motion must be seconded. A motion cannot be discussed unless it is seconded; also, unless it receives a second, it is lost. Any eligible voter other than the one making the motion may second it. That person simply says, "I second the motion."

The chairperson must repeat the motion in full and call for any discussion. The motion is then open for discussion. This is done by members

of the group who obtain the floor by addressing the chair and being recognized by the chair. The person who made the motion is usually given the opportunity to open and close the discussion.

After the discussion, the vote is taken in one of the following ways: (1) acclamation, (2) standing or raising the hand, (3) roll call, or (4) ballot.

### How to Amend a Motion

An amendment to a motion is really a new motion made to change or modify the previous motion that is under consideration. An amendment may consist of any of these four things:

- Add or insert a certain word, words, or sentence to the motion under consideration.
- Strike a certain word, words, or sentence from the motion.
- Substitute another motion for the one being considered.
- Substitute words to replace wording under consideration.

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for making an

amendment is: "I move to amend the motion to read . . ." or "I move to amend the motion . . ."

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted as amended.

### Point of Order

A point of order may be raised by someone whenever an unparliamentary or disorderly procedure has been made. This may be done without recognition by the chair. If a person is speaking when a point of order is raised, then that person must stop speaking. The chair decides whether the point was well made.

The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by anyone in the assembly and decided by a vote of the assembly. Business is resumed where it broke off, with any changes needed.