Parliamentary Owl Consulting

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Parliamentary Procedure Rules at a Glance Abbreviated for the FFA Conduct of Chapter Meetings LDE

Based on the 12th edition of Robert's Rules of Order, Newly Revised

Main Motions						
Motion	**Interrupt**	**Requires 2nd**	**Debatable**	**Amend**	**Vote Required**	**Reconsider**
§10 Main Motion	No	Yes	Yes	Yes	Maj.	Yes
Purpose: *§6:1* "A *main motion* is a motion whose introduction brings business before the assembly."						
Member States:	**Member A (obtaining the floor):** "I move that . . ." (Second.)					
Stated by the Chair	**Chair**: It is moved and seconded that _____					

Subsidiary Motions						
Motion	**Interrupt**	**Requires 2nd**	**Debatable**	**Amend**	**Vote Required**	**Reconsider**
§11 Postpone Indefinitely	No	Yes	Yes	No	Maj.	Positive only
Purpose: §6:5(1) "If an embarrassing main motion has been brought before the assembly, a member can propose to dispose of this question without bringing it to a direct vote, by moving to *Postpone Indefinitely*."						
Member States:	**MEMBER A (obtaining the floor)**: I move that the motion be postponed indefinitely. (Second.)					
Stated by the Chair:	**CHAIR:** It is moved and seconded that the motion pertaining to _____ be postponed indefinitely.					
§12 Amend	No	Yes	Yes	Yes	Maj.	Yes
Purpose: §6:5(2) "If a motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning) before the motion is voted on can be introduced by moving to *Amend.*" §6:7 "When the motion to *Amend* is applied to another subsidiary motion, its rank is modified so that it takes precedence over the motion to which it is applied, even if that motion ranks higher than *Amend* in the regular order of precedence of motions."						
Member States:	**MEMBER A (obtaining the floor):** I move to _____ the words "_____ [clearly state location if inserting, striking, or inserting and striking; adding words are placed at the end of the motion]." (Second.)					
Stated by the Chair:	**CHAIR**: It is moved and seconded to _____ the words "_____." If the amendment is adopted, the main motion will read, "_____." The question is on _____ the words "_____."					
§13 Commit or Refer	No	Yes	Yes	Yes	Maj.	Positive only before the committee begins
Purpose: §6:5(3) If; "it would be better to turn the motion or resolution over to a committee for study or redrafting before the assembly considers it further. Such action can be proposed by moving to *Commit* the main question—or *Refer* it to a committee."						
Member States:	**MEMBER A (obtaining the floor):** I move to refer this to the ___[standing] committee with [list any special instruction to the committee]. **OR,** *if creating a special committee* **MEMBER A (obtaining the floor):** I move to refer this to a committee of: a) number or names of members of the committee and their method of selection b) instructions to the committee (may include) i. when to meet ii. how to consider the motion iii. when it is to report iv. powers, if any					
Stated by the Chair:	**CHAIR**: It is moved and seconded to refer the motion (or resolution) to ____ [list the details as provided by MEMBER A].					

Motion	Interrupt	Requires 2nd	Debatable	Amend	Vote Required	Reconsider
§14 Postpone Definitely	No	Yes	Yes	Yes	Maj.	Yes
Purpose: §6:5(4) "If the assembly might prefer to consider the main motion later in the same meeting or at another meeting, this can be proposed by moving to *Postpone to a Certain Time*—also called the motion to *Postpone Definitely*, or simply to *Postpone.*"						
Member States:	**MEMBER A: I move to postpone the motion pertaining to [subject or question] until [time; not beyond the next regularly scheduled meeting].**					
Stated by the Chair:	**CHAIR**: It is moved and seconded that the motion pertaining to [subject or question] be postponed until [certain time; no later than the next regularly scheduled meeting]. OR **CHAIR**: Are you ready for the question? [Handle debate.] **CHAIR**: The question is on the motion to postpone the motion pertaining to [subject or question] until [time]. Those in favor of the motion, say aye. [Pause] Those opposed, say no. [Pause] **CHAIR**: The ayes have it, the motion is adopted. The motion pertaining to [subject or question] is postponed until [time]. **CHAIR**: The next item of business is … OR **CHAIR**: The noes have it, the motion is lost. The question is on the motion that (to) ___ [stating the immediately pending question].					
§16 Previous Question	No	Yes	No	No	2/3	Positive only
Purpose: §6:5(6) "If it is desired to close debate and amendment of a pending motion so that it will come to an immediate vote, this can be proposed by moving the *Previous Question.*"						
Member States:	**MEMBER A:** I call/move the previous question. **OR** **MEMBER A:** I call/move the previous question on [name the motions on which it will apply]					
Stated by the Chair:	**CHAIR**: The previous question is called/moved. -OR- **CHAIR**: The previous question is called/moved on [naming the motion(s) unless none was specified]. **CHAIR**: The question is on ordering the previous question on [Repeating the motion(s) unless none was specified]. **CHAIR**: Those in favor of ordering the previous question on [repeating the motion(s) unless none was specified] will rise. [Pause] Be seated. Those opposed will rise. [Pause] Be seated. **CHAIR**: There are two-thirds in the affirmative and the previous question is ordered on [naming motion(s) to which the order applies]. The question is now on [stating the question on the immediately pending motion]. -OR- **CHAIR**: There are less than two-thirds in the affirmative and the motion for the previous question is lost. The question is now on [stating the immediately pending motion].					

Privileged Motions

Motion	Interrupt	Requires 2nd	Debatable	Amend	Vote Required	Reconsider
§19 Raise a Question of Privilege	Yes	No	No	No	Chair Grants	No
Purpose: §6:12(2) "If a pressing situation is affecting a right or privilege of the assembly or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can *Raise a Question of Privilege* (**19**), which permits him to interrupt pending business to state an urgent request or motion."						
Member States:	**MEMBER A** (rising and addressing the chair without pausing): Mr. President, I rise to a question of privilege affecting the assembly [OR a question of personal privilege].					
Stated by the Chair:	**CHAIR:** The member will state their question. **MEMBER A:** Mr. President, [states the question of privilege] **CHAIR:** [Addresses the question of privilege]					
§20 Recess	No	Yes	No	Yes	Maj.	No
Purpose: §6:12(3) "A short intermission in a meeting, even while business is pending, can be proposed by moving to *Recess* (**20**) for a specified length of time."						
Member States:	**MEMBER A** (obtaining the floor): I move to recess for [number] of minutes -OR- until [time].					

Stated by the Chair:	**CHAIR:** It is moved and seconded to recess for [minutes] -OR- until [time]. Are there any amendments? [Handle amendments] **CHAIR:** Are you ready for the question? The question is on recessing for [time]. All those in favor say aye. [Pause] All those opposed say no. [Pause] **CHAIR:** [Announce the result of the vote]

Incidental Motions

§6:17 "An incidental motion is in order only when it is legitimately incidental to another pending motion, or when it is legitimately incidental in some other way to business at hand (see 6:15); *it then takes precedence over any other motions that are pending*."

Motion	Interrupt	Requires 2nd	Debatable	Amend	Vote Required	Reconsider
§23 Point of Order	Yes	No	No	No	Normally no vote, chair rules	No
Purpose: §6:17(1) "Although the presiding officer has the responsibility of enforcing the rules, any member who believes he has noticed a case where the chair is failing to do so can, at the time the breach occurs, call attention to it by making a *Point of Order."*						
Member States:	**MEMBER A**: I rise to a point of order. ***OR*** **MEMBER A**: Point of Order! [*Anyone who is speaking takes their seat*]					
Stated by the Chair:	**CHAIR**: State your point of order. **MEMBER A**: I make the point of order that… **CHAIR**: The point of order is well taken [briefly stating the reason** and taking any action if needed.] ***OR*** **CHAIR**: The point of order is not well taken [briefly stating the reason**]. **The chairs ruling and reasons for accepting or denying the point of order should be recorded in the minutes.					
§29 Division of the Assembly	Yes	No	No	No	No vote, demand	No
Purpose: §6:17(7) "If a member doubts the accuracy of the chair's announcement of the result of a voice vote (or even a vote by show of hands)—or doubts that a representative number of persons voted—he can demand a *Division of the Assembly* (**29**); a single member thus has the power to require a standing vote, but not to order a count, which only the chair or the assembly can do."						
Member States:	**MEMBER A:** Division! **OR** I question the outcome of the vote! **OR** I call for [or "demand"] a division.					
Stated by the Chair:	**CHAIR: A division is called for [or demanded]. Those in favor of [state motion/resolution], rise [PAUSE], Be seated. Those opposed, rise [PAUSE], Be seated. The affirmative/negative has it and the motion is adopted/lost, we will/will not . . . .**					
§33 Parliamentary Inquiry	Yes	No	No	No	Chair answers	No
Purpose: §6:17(11a) "*Parliamentary Inquiry* (a request for the chair's opinion on a matter of parliamentary procedure as it relates to the business at hand—not involving a ruling)."						
Member States:	**MEMBER A:** I rise to a parliamentary inquiry. ***OR*--MEMBER A:** Parliamentary inquiry, Mr. President!					
Stated by the Chair:	**CHAIR:** State your inquiry. **MEMBER A:** [States question related to parliamentary procedure or related to the rules of the organization having bearing on the current motion] **CHAIR:** [Provides their opinion on the correct answer, OR directs another member or the parliamentarian to answer the question]					