



PARLIAMENTARIAN RULES - EXCERPT

1. President does not participate in the discussion but acts as the facilitator.
2. If the President wishes to enter into the debate, the chair is yielded to the Vice President for that period of time. The President may not return to the chair position until the issue is resolved by vote.
3. When handling routine business the chair may choose to save time and use **general consent** instead of vote. **General consent** is defined as apparent unanimous approval. Chair must ask if there is objection prior to moving on.
4. Committee reports are received as presented. If the committee recommends action, the chairman of the committee should make the motion to implement the necessary recommendations(s).
5. Motions must be made and seconded before there is debate. Seconding a motion does not imply a member's support, but rather indicates that the member wishes to see it open to debate. The person who made the motion is recognized first for discussion.
6. Only one motion may be considered at a time.
7. The motion may be amended through addition, insertion, deletion or any combination. The amendment must be seconded before debate. Discussion must center on the amendment not the full motion.
8. Two amendments may be in discussion at the same time. The **primary** would be the first amendment to the motion. The **secondary** would be an amendment to the **primary** amendment.
9. Motions are voted on in reverse order, amendments made last are voted first, then the full motion.
10. Discussion on a motion should be conducted in an orderly fashion with the chair frequently repeating the question to ensure group understanding of the issue. When a member feels the question has been sufficiently discussed, the member can **move the previous question** which ends the debate. The action requires a second and a 2/3rds vote.
11. If the assembly chooses to discuss a motion informally, a member may *move to resolve in to a committee of the whole to discuss...* whereupon all may enter into informal discussion. The motion must be seconded and debated. A majority passes the motion. A time limit should be incorporated into the motion.
12. If in informal discussion mode, the presiding officer vacates the chair and appoints another member to the chair. The discussion continues until time runs out or a member **moves that we rise and report**. No vote is required, the committee of the whole returns to a regular role. Minutes of the committee of the whole are temporary and not included in the meeting minutes.
13. A member may **move to reconsider the vote** on the main motion at any time in the **same** meeting. In order to make this motion the member must have voted to approve the motion. This motion requires a second, debate and approval.
14. A **motion to limit or extend the limits of the debate** can regulate the length of the discussion. The motion requires a second, is amendable and needs 2/3rds vote to approve. There is no discussion of the motion.
15. A **point of order motion** is a request to enforce parliamentary laws, can be made when another person is speaking. It does not require a second or a vote.
16. A **point of information motion** is for a question, can be made when another is speaking, and requires the speaker's permission. It does not require a second or a vote.

17. **Objection to consideration of a motion** is to avoid discussion of a question that is irrelevant or objectionable. It can be made when another is speaking and requires the speaker's permission. It does not require a second or discussion but must have a 2/3rds vote.
18. **Tabling a motion** is a delay for emergency only, requires a second, is not debatable, and requires a majority vote.
19. A **motion to take from the table** brings up a motion previously tabled because of an emergency, requires a second, is not debatable, and requires a majority vote.