

PARLIAMENTARY PROCEDURE

Parliamentary procedure is used to help meetings run smoothly and fairly. Outlined below are some explanations, and a chart HOW TO DO certain common motions appear on the reverse side.

Speeches at the convention are limited to a three minute period. Signs telling the speaker when one minute, thirty, seconds, and ten seconds, and finally stop will be displayed for the speaker to use to gauge his or her debate or comments.

DEFINITIONS

- Main Motion: This motion is to bring before the body any item of business for its consideration.
- Amendment: To propose a change in the main motion by inserting new words, changing words, or striking out words or phrases. AN AMENDMENT CAN NOT CHANGE THE ORIGINAL INTENT OR MEANING OF THE MAIN MOTION.
- Majority: This term is applied to voting and means that if one side receives one more vote than the other, that side carries the motion. For example a vote of 16 to 15, the vote of 16 prevails.
- Postpone: This motion is made to delay when some motion is being considered. Sometimes this motion is made to a specific time, such as after lunch, and sometimes it is made to *Postpone Indefinitely*, which is a way of killing a motion without a vote on the motion itself.

TO DO THIS:	YOU SAY THIS:	May you interrupt the speaker	Do you need a second	Is it debatable	Can it be amended	What vote is needed	Can it be re-considered
Adjourn meeting	“I move that we adjourn”	No	Yes	No	No	Majority	No
Call an intermission	“I move that we recess for...,”	No	Yes	No	Yes	Majority	No
Complain about the hear, noise, etc.	“I rise to a question of privilege”	Yes	No	No	No	No vote	No (usually)
Temporarily suspend consideration of an issue	“I move to table the motion”	No	Yes	No	No	Majority	No
End debate and amendments	“I move the previous question”	No	Yes	No	No	2/3	No
Postpone discussion for a certain time	“I move to postpone the discussion until...”	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	“I move to refer the matter to committee”	No	Yes	Yes	Yes	Majority	Yes
Amend a motion	“I move to amend the motion by ...”	No	Yes	Yes	Yes	Majority	Yes
Introduce business	“I move that...”	No	Yes	Yes	Yes	Majority	Yes