How a Motion Progresses

1. A member addresses the chair

2. The member is recognized by the chair

3. The member proposes a motion (the chair may assist the member or may interrupt if the member is speaking without making a motion)

4. Another member seconds the motion

5. The chair states the motion to the assembly

6. The assembly discusses or debates the motion

7. The chair takes the vote on the motion

8. The chair announces the result of the vote

Important Things to Remember About Motions

1. The person who made the motion has the first right to speak on it

2. A member may vote against their own motion, but they may not speak against it

3. The member may modify or withdraw a motion before it is stated by the chair

4. After the motion has been stated by the chair, the member must have the permission of the group to modify or withdraw the motion

Addendum I

Parliamentary Procedure came to America with the English colonial settlers. It was originally created to keep order in the British Parliament. Most of the original colonial settlers couldn't remember the details of what went on in England, and it wasn't until, in 1876, an engineer named Henry Martyn Robert put together a small book of rules specifically made for non-legislative organizations. Robert's Rules of Order was an instant success and is still used by organizations all over the world today.

The Purpose of Parliamentary Law

1. To enable the assembly to transact business with speed and efficiency

2. To protect the rights of each individual

3. To protect the right of the majority to decide

4. To protect the right of the minority to be heard

5. To preserve the spirit of harmony within the group

Understanding Robert's Rules of Order

A few pointers to understanding the meetings of the

Minnesota State College

Student Association

Amendments

- An amendment is used to add, change, or delete words on a motion. It must still preserve the integrity of the original motion

- Adoption of the amendment doesn't adopt the original motion. the original motion must still be brought to a vote

- If the amendment fails, the original motion stands as originally worded

- An amendment may be amended as well, but only once

Consider the illustration of the table and chair to help you while you are making amendments…

The main motion, or the motion without any of the amendments is the floor. When you amend the motion, you take a step up and stand on the chair.

If you want to amend the amendment you may, and then you take a step up and stand on the table. You can not amend any more, and you can not step up any more (If you try and take a step up past the table you will fall to the floor!). If you want to pass the motion, you must vote at each level. If the amendment to the amendment fails, it will not become part of the amendment. If the amendment passes it will become part of the main motion. However, in order for any of it to pass, you must pass the main motion (including any amendments that passed) at the end, or in this illustration, at the floor.

Addendum I

Parli Chart:
Use this guide to help you during the meetings!

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To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debat-able?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	"I move that we adjourn"	NO	YES	NO	NO	Majority	NO
Call an Intermission or Recess	"I move that we recess for…"	NO	YES	NO	YES	Majority	NO
Complain about noise, heat, etc.	"I rise to a question of privilege"/ "point of personal privilege"	YES	NO	NO	NO	No Vote	NO
Temporarily Suspend Consideration of Issue	"I move to table the motion"	NO	YES	NO	NO	Majority	NO
End Debate and Amendments	"I move to the previous question"	NO	YES	NO	NO	2/3	YES
Postpone Discussion for a Certain Time	"I move to postpone the discussion until…"	NO	YES	YES	YES	Majority	YES
Give Closer Study to an Issue	"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
Protest Breach of Rules or Conduct	"I rise to a point of order" or "point of order"	YES	NO	NO	NO	No Vote	NO
Vote on a Ruling of the Chair	"I appeal from the chair's decision"	YES	YES	YES	NO	Majority	YES
Avoid Considering an Improper Matter	"I object to consideration of this matter"	YES	NO	NO	NO	2/3	YES
Verify Vote by raise of hands or other means	"I call for a division" or "division"	YES	NO	NO	NO	No Vote	NO
Request Information	"Point of information"	YES	NO	NO	NO	No Vote	NO
Take Up a Matter Previously Tabled	"I move that we take from the table…"	NO	YES	NO	NO	Majority	NO
Reconsider a Hasty Action	"I move to reconsider the vote on…"	YES	YES	YES	NO	Majority	NO

What to do When Discussion Feels Out of Control…

Calling For The Orders of the Day – When there is no motion on the floor, a member may "call for the orders of the day." By doing this, the member is in effect asking the chair to get back on track with the day's agenda. After a member has called this, the chair will then ask if there are any motions to be made at that time. If there is no motion to be made the meeting will continue to the next item on the agenda.

Calling The Question – A member may make a motion to call the question. ("I move to call the question"/"I move to the previous question") When a member makes a motion to call the question, they are asking for the debate and discussion to be finished. This is useful when the member feels that the discussion has gone too long and that every opinion has been heard. Note: For this motion to pass, it must receive 2/3 of the vote.

Call For A Caucus – A caucus is when the representing voting members take a break from the table and meet for a short time with the students that they are there to represent. Note: the chair will take a request for a caucus from any member in the room, including voting and non-voting members.

Calling For A Point Of Order – A member can call for a point of order anytime that that member feels that parliamentary procedure is not being followed.

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