How to Present A Motion

Motions are presented by:

- Obtaining the floor
    * Wait until the last speaker has finished.
    * Address the Chairman by saying, "Mister or Madam Chairman"
    * Wait until the Chairman recognizes you.
- Make Your Motion using "I move that we…"
- Wait for Someone to Second Your Motion
    * Another member can second your motion or the Chairman will call for a second.
    * If there is no second to your motion, it is lost.

If You Want To...	*Then You Say:*
Introduce business	"I move that we…"
Adjourn the meeting	"I move to adjourn."
Recess the meeting	"I move to recess for/until…"
Complain about noise, temperature, etc.	"I rise to a question of privilege"
Defer action/put off discussion	"I move we table the motion."
End debate	"I move the previous question."
Postpone consideration of something	"I move we postpone the matter until …"
Have something studied further	"I move we refer to the committee …"
Amend a motion	"I move to amend the motion to …"
Object to procedure	"Point of Order."
Request information	"Point of Information."
Request verification of voice vote	"I call for a division."
Take up a matter previously tabled	"I move to take from the table …"
To reconsider (from prevailing side only)	"I move we reconsider …"
Consider something out of scheduled order	"I move we suspend the rules to …"
Challenge the ruling of the chair	"I appeal from the Chair's decision."
Rescind	"I move we rescind.

Gender Protocol

The term "Chairman" or "Chair" is the same as the title of president, mayor or secretary. Use the honorific "Mister" or "Madam" to recognize and respect gender (e.g. "Madam Chair," "Mister Chairman," "Mister Mayor" or "Madam Mayor."

References

http://www.asce.org/pplcontent.aspx?id=2147489901

http://www.mncounties.org/Publications/FYIs/PDF/ParliamentaryProcedure08.pdf

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and its specific rules about meeting processes, make it confusing to many.

A Quick Guide to Robert's Rules of Order

For:

The Northern New Mexico Citizens' Advisory Board

Fundamentals of Parliamentary Procedure

The underlying principles of parliamentary procedure include the following:

- Justice and courtesy to all.
- Address only one issue at a time.
- The majority rules.
- Respect the rights of the minority.
- Each proposition is entitled to full and free debate.
- The purpose is to facilitate action, not to obstruct it.
- The organization is paramount.
- All members are equal.
- An established minimum number of voting members are present at the meeting (Quorum).
- Only one member has the floor at any one time.
- Discussion is not in order unless there is a pending question.
- It is the issue under discussion, not the person; personal remarks are not in order.
- A question once decided may not be brought up again at the same meeting.
- A majority vote decides.
- A 2/3 vote is necessary if a member's fundamental rights are being reduced or taken away.
- Silence is regarded as consent.

Meeting Structure

The following outlines the structure of a typical meeting using parliamentary method.

- Call to order.
- Roll call of members present.
- Approve agenda
- Approving of the minutes of the last meeting.
  * Meeting leader typically will ask if there are any additions or changes to the minutes.
- Old business
  * This is important business previously planned for discussion at the current meeting.
  * This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote.
  * Old business can include votes.
  * Officers' reports–these are simply updates and do not include votes.
  * Committee reports—these are simply updates and do not include votes.
- Regular business
  * This is any item listed on the agenda as regular business for the board to discuss.
  * The board can vote on each issue listed on the agenda.
  * The board cannot vote on any item not listed on the agenda.
  * The board also can vote to table discussion of any item until a later meeting, but they must either set a date for more discussion or postpone indefinitely.
- New business
  * Any new business or resolutions before the board that requires a vote.
  * This must also include a description on the agenda.
- Announcements
  * These are announcements from the board, but do not include votes.
- Adjournment
  * The meeting leader will move for adjournment, signifying the end of the meeting.

Presenting & Processing a Motion

The following pertains to motions, addressing the public, and fellow board members.

◊ Member addresses the chair.
◊ Chair recognizes member.
◊ Member makes a motion (introduces business).
◊ Another member seconds the motion.
◊ Chair repeats the motion.
◊ Chair calls for discussion.
◊ Chair takes vote on motion.
◊ Chair announces result of vote.

Types of Motions

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six basic types of motions:

- **Main Motions:**
  * Introduces items to the membership for their consideration.
  * They cannot be made when any other motion is on the floor.
- **Subsidiary Motions:**
  * Change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motions:**
  * Bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions:**
  * Provide a means of questioning procedure concerning other motions and must be considered before the other motion.
- **Motion to Table:**
  * Used in the attempt to "kill" a motion.
- **Motion to Postpone:**
  * This is often used as a means of strategy and allows opponents of a motion to test their strength without an actual vote being taken.
  * Debate is once again open on the main motion.
  * This can be a postponement until a set date or indefinitely.