

ADP 2011 State Committee

Rules of Engagement: Parliamentary Procedure

According to the ADP Bylaws, “meetings of the Party shall be conducted under Robert’s Rules of Order, Newly Revised, most current edition”

Please refer to the guide below for the most common uses of parliamentary procedure. For a full guide, please refer to “Robert’s Rules of Order Newly Revised (10th edition)”.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request for information	Point of information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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Steps to Handle a Motion

1. A member makes a motion
2. Another member seconds the motion,
3. The Chair states the motion, passing ownership of the motion to the assembly,
4. The members debate the motion,
5. The chair puts the question (motion) to a vote, and
6. The chair announces the result and effect of the vote.

Making a Motion

The member must first get recognition by the Chair, stand, and “move” that the organization take action or a stand. The member that makes the motion, has the right to speak first to the motion if they wish, cannot speak against their own motion, but can vote against their motion.

What is a “Second”?

A member who seconds a motion, only agrees to the consideration of the motion by the assembly, and may not in fact agree with the motion and may wish to speak against the motion in debate.

Rules of Debate

Every member has the right to speak to every debatable motion before it is finally acted upon, unless this right is interfered with by a two-thirds vote of the assembly.

No member can speak a second time before another member who has not yet spoken wishes to speak.

In debate, members should observe the following;

- Confine remarks to the pending question,
- Refrain from attacking a members motives,
- Address all remarks through the Chair,
- Avoid the use of members’ names,
- Refrain from speaking against one’s own motion,
- Refrain from reading from papers or books, unless with permission of the assembly,
- Be seated unless speaking, and
- Refrain from disturbing the assembly.

The Chair must remain impartial during debate and should have nothing to say on the merits of a pending question.

Types of Votes

Voice Vote – most often used

Rising Vote – members stand to be counted

Show of Hands – used in smaller groups instead of voice or rising votes, if no member objects

General (unanimous) Consent – members vote by remaining silent when asked for objections

Ballot or Roll Call – must be done when majority orders it