



PARLIAMENTARY 1 SURVIVAL SKILLS

THE AGENDA: BASIC TERMS

Agenda	Purpose
Agenda	Creates the structure for a meeting. Agendas must be posted 72 hours in advance of a meeting with all potential business items listed.
Minutes	This is the official record of action taken at a meeting. Minutes are not official until approved at a later meeting.
Report Items	This is the section on the agenda for reporting on any projects you have been working on between meetings, and any upcoming announcements you want to share.
Business Items	These are items on an agenda that call for action or a decision from the from the body. All business items must be decided by a vote.

1. BASIC MOTIONS

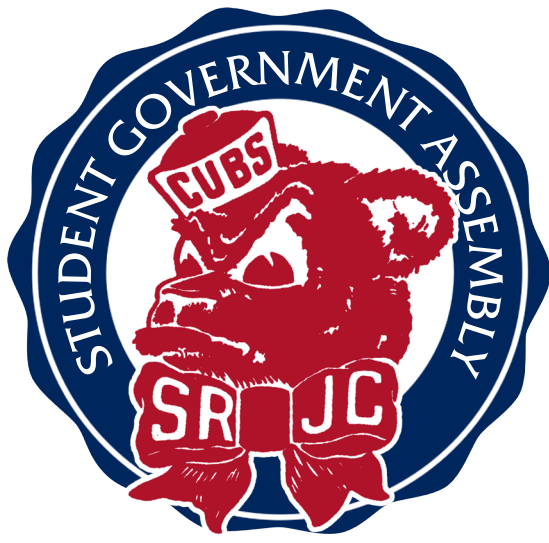
Purpose	How to State the Motion
Propose some Action	Main Motion “ <u>I move to</u> donate \$50 to preserve the habitat of the Clay Pigeon.”
Improve a Proposal	Amend “ <u>I move to amend</u> the motion by striking \$50 and inserting \$75.”
Change Time Allowance for Discussion	Limit or Extend Debate “ <u>I move to limit debate</u> to 1 minute per speaker.” “ <u>I move to extend debate</u> until 2pm.”
Stop Discussion and Vote Now	Close Debate “ <u>I move to close debate.</u> ”
Delay a Decision	Refer “ <u>I move to refer</u> the motion to the bylaws committee.” Postpone to a Certain Time “ <u>I move to postpone the motion</u> until after the break.” Postpone Indefinitely “ <u>I move to postpone the motion indefinitely.</u> ”

2. THE RANK OF MOTIONS

Rank	Motions	Debate	Amend	Vote
↑ ↓	High “Close Debate”			2/3
	“Limit or Extend Debate Time”		✓	2/3
	“Postpone to a Certain Time”	✓	✓	M*
	“Refer”	✓	✓	M
	“Amend”	✓	✓	M
	“Postpone Indefinitely”	✓**		M
	Low MAIN MOTION	✓	✓	M

Higher ranked motions take precedent over lower ranked motions.

* for special orders 2/3 vote
** debate on main motion is allowed



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3. SIX STEPS TO HANDLING A MOTION

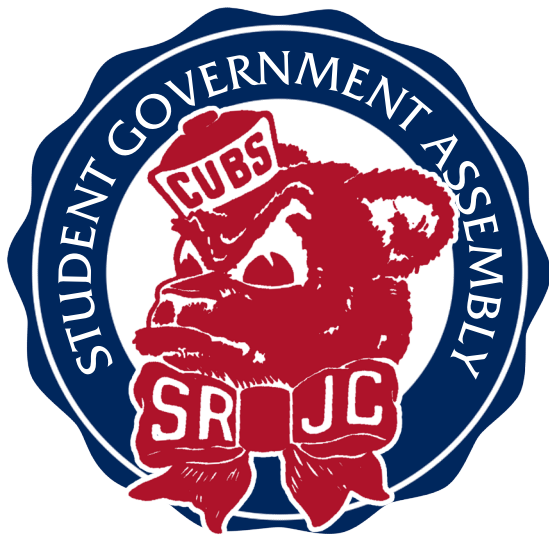
Order	Process	Form
1 st	Motion is Moved	“ <u>I move</u> we allocate \$300 to repair the computers.”
2 nd	Motion is Seconded	“ <u>Second.</u> ”
3 rd	Motion is Stated	“ <u>It is moved and seconded to</u> allocate \$300 to repair the computers.” “ <u>The motion is up for debate.</u> ”
4 th	Motion is Debated	(Debate to sway the voting outcome.)
5 th	Motion is Restated (with any amendments)	The chair says, “ <u>The motion is to</u> allocate \$300 to repair the computers.”
6 th	Hold a Vote	The chair must declare who won.
OR	The chair says, “ <u>If there are no objections....</u> ”	

4. DEBATE PROTOCOL

Rules of Debate
• Only one person speaks at a time. No cross conversations and no interruptions. • Speaker must be recognized before speaking. All comments are made through the chair. • Members have no right to complain. • Member may not speak a 2nd time until others have had a chance to speak their 1st time. • Members must adhere to the merits of the current motion. • Members must not repeat what others have already shared. • Verbal attacks are strictly forbidden. • Discussion should alternate between Pro and Con. • Enforce the debate time limits.

5. SUSPENDING GOVERNING RULES

The following may NOT be suspended.	The following MAY be suspended.
• Federal Statutes, State Laws, County, or City Ordinances • District-wide or College-wide policies • Your Constitution or your Bylaws	• Parliamentary Procedure (Alice Sturgis) with a 2/3 vote • Your Standing Rules with a Majority vote



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6. THREE FORMS OF AMEND

Main Motion: “I move that we buy 3 computers at the flea market.”

Three Amending Forms:	
1	“I move to amend by <u>inserting</u> ‘new’ before ‘computers.’”
2	“I move to amend by <u>striking</u> ‘at the flea market.’”
3	“I move to amend by <u>striking</u> ‘flea market’ <u>and inserting</u> ‘book store.’”

7. REFER THE MOTION TO A COMMITTEE

Standing Committee	Special Committee
1. Name of the Committee	1. Number of committee members
2. Task and deadline	2. Their names
	3. The committee chair’s name
	4. Task
	5. Deadline

8. POINT OF ORDER & APPEAL

Point of Order	Appeal
Member: “Point of Order.” Chair: “What is your Point of Order?” Member: “You stink.” Chair: “Your point is well taken/not well taken.”	Member: “I appeal from the decision of the chair.” Chair: (Explains their ruling.) (Each member may debate once.) Chair: (Explains ruling, again.) Chair: “Shall the decision of the chair be sustained?”

9. RECONSIDER OR RESCIND A VOTE

	Reconsider a Vote	Rescind a Vote
1	A vote is taken and announced on “Motion A”.	A vote is taken and announced on “Motion B” in a previous meeting, and the actions of “Motion B” can still be undone.
2	Later, in the same meeting, a member states, “I move to reconsider the vote on ‘Motion A’ .” This motion requires a second.	At a future meeting, a member states, “I move to rescind ‘Motion B,’ passed at the meeting held on (date).” This motion requires a second.
3	With no other motions pending, debate follows on whether or not to reconsider the vote. Debate on “Motion A” is not permitted at this time.	With no other motions pending, debate follows on whether or not to rescind the previous decision. Debate on “Motion B” is permitted, but no amendments may be entertained
4	After debate, a vote is held. If the motion to reconsider receives a simple majority, the motion passes, and “Motion A” is reconsidered as if the body had never taken action on it.	After debate, a vote is held. If the motion to rescind receives a simple majority, the motion passes, and the previous decision is voided.