



# **RXI COUNCIL PARLIAMENTARY PROCEDURES CONCEPT OVERVIEW - *simplified***

**The Psychology of  
Parliamentary Procedures**  
(RONR 11<sup>th</sup> ed.)

**14 March 2015**

## *100 Degrees of Separation, but Still keeping us together!*

---

- 1<sup>st</sup> Edition of Robert's Rule of Order was published in February 1876
- 1<sup>st</sup> Certificate of Incorporation for BIG was issued in February 1976



## *You Don't Say... PP Psych 101!*

---

Parliamentary Procedures (PP) are based on the consideration of the rights of the Majority and the Minority.

However, PP gives the majority the right to decide (*will of the majority*) while allowing the minority to express its views in an orderly fashion (*preserving the rights of the minority*).

Any action that may alter the rights of  
A minority has a

**Supermajority Requirement:**

Normally, a

**Two-thirds** vote  
Required to pass!

## Order & Control... PP Psych 103!

---

The Primary Purpose of using PP are to maintain order in a meeting and to assure that the meeting ends at an appropriate time.

Secondarily, you use PP to control the direction of the meeting and/or outcome of a particular matter being discussed.


# 5, 4, 3, 2, 1....Count 'em!

5 Classifications of Motions	13 Order of Precedence (OoP) (Highest to Lowest)	3 Secondary Motion Categories
<b>PRIVILEGED</b>  (relates to orders, rights, & welfare of members)	<b>13</b> FIX THE TIME TO WHICH TO ADJOURN <b>12</b> ADJOURN <b>11</b> RECESS <b>10</b> RAISE A QUESTION OF PRIVILEGE <b>9</b> CALL FOR ORDERS OF THE DAY	✓
<b>SUBSIDIARY</b>  (relates to modifying main motion)	<b>8</b> TO LAY ON THE TABLE <b>7</b> PREVIOUS QUESTION <b>6</b> LIMIT OR EXTEND LIMITS OF DEBATE <b>5</b> TO POSTPONE TO A CERTAIN TIME <b>4</b> TO REFER TO A COMMITTEE <b>3</b> TO AMEND <b>2</b> TO POSTPONE INDEFINITELY	✓
<b>MAIN</b> (introduce business)	<b>1</b> MAIN MOTION	
<b>INCIDENTAL</b>  (relates to procedures)	<b>NO ORDER OF PRECEDENCE</b>  POINT OF ORDER APPEAL SUSPEND THE RULE DIVISION OF THE ASSEMBLY PARLIMENTARY INQUIRY	✓
<b>UNCLASSIFIED</b>  (relates to bring up again)	TAKE FROM THE TABLE RECONSIDER RESCINE	

**OoP** = Concept of proposing, considering, and disposing of motions in their proper<sub>6</sub> order.


## 50 – Aye / 50 – Nay: Who Said you have to Break a Tie!

---

- A “tie” is a valid and recognized outcome of a vote when dealing with a majority
- The motion fails! 
- The chair can move to the next item on the agenda, or
- The chair votes if he/she wants to affect the outcome: to create or deny a majority or supermajority

## 50 – Aye / 49 – Nay : Who Said the Motion Passed!

---

- The chair can vote in the negative which causes a tie
- The motion  fails again!



## *Second my foot, we are still going to Vote!*

---

The old adage, "*it dies from a lack of A second.*"

Not Really:

If a motion does not get a second, it is not placed before the assembly. However, if members begin debating a motion that does not have a second, the fact that it was never seconded, is a moot point.

After discussion begins, no one can stop the discussion on the motion nor prevent a vote on it because it wasn't seconded.

## *Incidentally... PP is Not Always Clear!*

---

The incidental motion, "*Point of Information*," was misinterpreted so much; that is, individuals thought someone was rising to provide information, which in fact, it's a request for information from the chair; that RONR 11<sup>th</sup> Edition changed the wording of the motion to "*Request For Information*," to reflect its true purpose.

## *Guess What....Tapping the Gavel Means Business!*

---

- **One** Tap: follows announcement of adjournment and/or completion of a business item
- **Two** Taps: calls the meeting to order
- **Three** Taps: signal all members to stand in unison
- **Series of Taps**: What the # \$ % is going on, restores order

## *Guess What....#2!*

---

We all are parliamentarians because  
We all give opinions.

The receiver accepts or reject the  
notion (*imperfect concept or idea*)  
of your conversation.

And, life still goes on, however,  
just maybe in an orderly fashion!

# Parliamentary Procedures Concept Overview- *simplified!*

---

Questions



# Backup



## Types of Motions

Motion	Second Required	Amendable	Debatable	Vote Required to Pass	Purpose of Motion
<b>Privileged</b>					
Fix the Time at Which to Adjourn	yes	yes	no	majority	To set the time, and sometimes place, of another meeting to continue the business of the session.
Adjourn	yes	no	no <sup>2</sup>	majority	A way to close the meeting.
Recess	yes	yes	no <sup>2</sup>	majority	A short intermission in the meeting.
Question of Privilege	no	no	no	none	A means of allowing a request or main motion relating to the rights and privileges of the members which is of immediate urgency, while other business is pending.
Call for the Orders of the Day	no	no	no	none	A means of requiring the assembly to conform to its agenda.
<b>Subsidiary</b>					
Lay on the Table	yes	no	no	majority	Allows an assembly to temporarily lay aside a pending question when something of immediate urgency arises.
Previous Question	yes	no	no	two-thirds	A motion used to bring an assembly to immediate vote on one or more pending questions.
Limit or Extend Debate	yes	yes	no	two-thirds	The means by which an assembly can exercise control over debate on a question.
Postpone to a Certain Time	yes	yes	yes	majority	Delays action on a motion for a definite time or until after an event.
Refer	yes	yes	yes	majority	Generally used to send a pending question to a committee.
Amend	yes	yes <sup>1</sup>	yes <sup>1</sup>	majority	Modifies the wording of a pending motion before it is acted upon.



Postpone Indefinitely	yes	no	yes	majority	Means the assembly declines to take a position on the main motion. It effectively kills it.
<b>Main</b>					
Main Motion	yes	yes	yes	majority	Brings business before the assembly.
<b>Incidental</b>					
Point of Order	no	no	no	no vote	When a member "rises to a point of order" he indicates a question in the procedure being followed and asks the chair to make a ruling to enforce the regular rules.
Appeal	yes	no	yes <sup>1</sup>	majority <sup>4</sup>	When two members question the ruling of the chair, one moves to appeal and the other responds to it by seconding the motion. The assembly then makes the final decision on the question.
Suspend the Rules	yes	no	no	two-thirds	This allows a body to do something not allowed by one of its regular rules.
Division of the Assembly	no	no	no	no vote	A call for a division of the assembly requires the vote to be taken again, only by a standing count rather than voice.
Take from the Table	yes	no	no	majority	This will present again to the assembly a motion that has been previously laid on the table.
Rescind	yes	yes	yes	majority with notice (2/3 without notice)	Used to change action previously ordered, this motion can strike out or cancel a main motion, rule, by-law, resolution, section, or paragraph.
Reconsider	yes	no	yes (if applied to a debatable question)	majority	A way to bring back for further consideration a motion already voted on. This permits correction of hasty or ill-advised actions.
<sup>1</sup> Only the first amendment to a motion is amendable and an amendment is debatable only if the original motion is debatable. <sup>2</sup> Not debatable when another motion is pending. If no other motion is pending, it is treated as a main motion. <sup>3</sup> Not debatable when it (a) relates to a transgression of the rules of speaking, (b) relates to the priority of business, or (c) is made while the immediately pending question is undebatable. <sup>4</sup> Majority or tie vote sustains the ruling of the chair.					

UNCLASSIFIED



# Matching Parliamentary Procedure Terms/Definitions

Match the letter of the definition in the right column with the correct term in the left column.

_____ 1. To adjourn	a. To receive from the president the right to speak
_____ 2. The chair	b. To suggest that a certain thing be done by the club
_____ 3. To address the chair	c. To put aside a motion for discussion at another meeting
_____ 4. The house	d. The number of members necessary to carry on business
_____ 5. To table	e. The record or report of each meeting's work
_____ 6. A quorum	f. The presiding officer
_____ 7. To make a motion	g. "For the time being." For example, to act in the place of an officer who is absent
_____ 8. To amend	h. Not following the approved rules of order
_____ 9. Minutes	i. To change or modify
_____ 10. To ballot	j. To vote by casting ballots
_____ 11. Majority vote	k. The club or organization
_____ 12. To obtain the floor	l. To end the meeting
_____ 13. Pro tem	m. To rise and say "Mr. President"
_____ 14. Out of order	n. The vote of more than half the members
_____ 15. The agenda	o. A committee appointed to do one job or complete a specific task
_____ 16. Special or Ad Hoc Committee	p. A methodical way of taking attendance
_____ 17. Parliamentary Procedure	q. A method for conducting a business meeting in an efficient, fair and friendly manner
_____ 18. Roll call	r. A listing of things to be done at a meeting and the order in which they will be discussed
_____ 19. Vote	s. Committee that functions throughout the year
_____ 20. Standing committee	t. A democratic method of allowing every member to have input into the final decision

# Matching Parliamentary Procedure

## Terms/Definitions Answer Key

Match the letter of the definition in the right column with the correct term in the left column.

<u>l</u> 1. To adjourn	a. To receive from the president the right to speak
<u>f</u> 2. The chair	b. To suggest that a certain thing be done by the club
<u>m</u> 3. To address the chair	c. To put aside a motion for discussion at another meeting
<u>k</u> 4. The house	d. The number of members necessary to carry on business
<u>c</u> 5. To table	e. The record or report of each meeting's work
<u>d</u> 6. A quorum	f. The presiding officer
<u>b</u> 7. To make a motion	g. "For the time being." For example, to act in the place of an officer who is absent
<u>i</u> 8. To amend	h. Not following the approved rules of order
<u>e</u> 9. Minutes	i. To change or modify
<u>j</u> 10. To ballot	j. To vote by casting ballots
<u>n</u> 11. Majority vote	k. The club or organization
<u>a</u> 12. To obtain the floor	l. To end the meeting
<u>g</u> 13. Pro tem	m. To rise and say "Mr. President"
<u>h</u> 14. Out of order	n. The vote of more than half the members
<u>r</u> 15. The agenda	o. A committee appointed to do one job or complete a specific task
<u>o</u> 16. Special or Ad Hoc Committee	p. A methodical way of taking attendance
<u>q</u> 17. Parliamentary Procedure	q. A method for conducting a business meeting in an efficient, fair and friendly manner
<u>p</u> 18. Roll call	r. A listing of things to be done at a meeting and the order in which they will be discussed
<u>t</u> 19. Vote	s. Committee that functions throughout the year
<u>s</u> 20. Standing committee	t. A democratic method of allowing every member to have input into the final decision