Procedure 1

To Receive and Dispose of a Main Motion

Purpose:
A motion is a member's formal proposal that the group takes some action; for example, to do, buy, build, or donate something or issue a public statement. When a member wants to see the organization do something as a group, the member obtains recognition from the Chair and says, "I move that the organization [do something]..."

When a member puts a motion before the house, he or she is putting a personal idea or plan of action on the floor for the group to consider. There are many individual ideas in any group and not enough time to consider them all. The group will consider an idea or proposal, known as a "motion," only if the motion is immediately supported by at least one other member, called the "second". Once another member "seconds" the motion, it can be discussed by the group and a vote taken. Without a second, the motion dies for lack of support. When the motion has been seconded, it is no longer only one person's idea. It has become the property of the whole group to modify if they wish and to approve or disapprove. It cannot be withdrawn (taken back) without permission of the group. (Procedure 17)

Discussion of the motion gives members the opportunity to express their opinions in support of or in opposition to the proposed action. Amendments are used to adjust the provisions of the original motion as a result of discussion during the meeting, in order to make the main motion more acceptable to the majority. The amendment can be made only during discussion of the original motion. Such open discussion helps all members arrive at a decision. The purpose of a vote is to secure the opinion of the majority on the proposed action. The principle of majority rule must guide the action of all democratic organizations.

Practicing This Procedure with Examples and Suggestions:
Acting as the presiding officer, the member will ask for further business, receive a motion, receive a second to the motion, restate the motion, ask for discussion, take a vote on the motion, and announce the result of the vote.

The six steps involved in disposing of a motion are as follows:

• Step 1. Introducing the motion

The Chair: "What business is to be presented at this time?"[or]"Is there any other business that should be considered?"
Ashley rises and addresses the presiding officer: "Madam President"[or]"Mister Chairman"
The Chair: "The Chair recognizes Ashley."
Ashley: "I move that the Chapter cooperate with the Lions Club in landscaping the new Senior Citizens Building." (The correct wording is "I move that..." Or "I move to..." The incorrect wording is "I make a motion","I motion...", or "I move to motion...")
• Step 2. Seconding the motion

Ben: "I second the motion."
If he were in a larger group, Ben would typically rise, address the Chair, and second the motion. If the group meetings were smaller and more informal, Ben would second the motion without standing. The secretary should record the name of the member seconding the motion as well as the as the one who introduced the motion. If no one seconds the motion, the Chair states: "The motion dies for lack of a second," raps the gavel once, and moves on to the next item of business. Seconding a motion usually means that the member who seconds it supports it and will vote in favor of it. In some cases, however, a member may second a motion because he or she wants the group to go on record as rejecting the idea. The second is made simply to assure that the idea will be voted on.

• Step 3. Stating the Question

Once the motion has been seconded, the Chair formally states the motion as presented, thus opening it for debate: "It has been moved and seconded that our Chapter cooperate with the Lions Club in landscaping the new Senior Citizens Building. The floor is now open for discussion." [or] "Are there any remarks on the motion?" [or] "Is there any discussion on the motion?"

• Step 4. Discussing/Debating the Motion

The motion is now on the floor. Any member, including those who moved and seconded the motion, may now express an opinion as to the merit of the idea. The members can ask questions of the persons who moved and seconded the motion and can try to persuade other members to either support or oppose the motion with their vote. (For example, a member might ask the treasurer to state whether the group has enough money to pay for the proposed action.) After hearing the discussion, some members may change their minds about the merits of the motion and then change their vote.

Sometimes the debate inspires changes which could be made either to improve the motion or to compromise in order to win support for the motion from members who would vote against it in its present form. Such changes are proposed as "amendments" (Procedure 11) and may be offered during debate.

During debate, each speaker's statements and questions are directed to the Chair. In most organizations, debate is informal and spontaneous. Members say whatever is on their minds concerning the motion on the floor. They are free to express their first reaction to the idea presented. For this reason, the bylaws of an organization may require a delay of one or two meetings between the time a motion is introduced and the time the vote is taken. This is especially appropriate when a major change, such as a constitutional amendment, is being considered. A delay prevents the group from making major changes without sufficient time to "think it over." Many town councils, for example, are required to give a proposed ordinance three separate "readings"- each at a different meeting before council members may vote to approve the ordinance. This allows members to think about it over a period of several weeks and discuss it with their constituents before the vote is taken.

It is important to remember that debate must be germane; that is, it must relate to the motion on the floor. Debate can be ruled out-of-order by the Chair, when it does not relate to the motion on the floor, in order to keep the group from getting off the subject.

Motions should be debated politely. Members should not make personal remarks about other members during debate, or question the motives of the motion. Members who violate this can be ruled out of order by the Chair or, in some
cases even "censured" (reprimanded) by the house. Censure is a more formal punishment. It usually includes loss of the right to participate in meetings for a period of time. Procedures for censuring members should be spelled out in the bylaws of the organization.

Robert's Rules of Order limits debate on each motion to no more than two speeches per member and each no longer than ten minutes unless he obtains the consent of the assembly. Such permission can be given by unanimous consent or by means of a motion to Extend the Limits of Debate, which requires a two-thirds vote without debate.

When the motion has been debated to the satisfaction of all, or before that, if the Chair wishes to hasten action, the Chair asks: "Are you ready for the question?" [or] "The Chair feels that there has been enough discussion. We will now proceed to vote."

A member who wants to get on with the vote can call "Question!" from the floor. Calling "Question!" is simply a signal to the Chair that one member is ready to vote on the question. This does not automatically terminate discussion, for the Chair usually decides when discussion will cease. The ability To Call For Previous Question is the appropriate ability to be used to end debate.

However, the Chair does not have the authority to stop debate if a majority of the assembly wants it continued. (See Procedure 7 for further details about how to end debate.)

If the motion is rather long, the Chair should state the motion again or ask the secretary to read it just before calling for a vote. If the motion is short and seems to be clearly understood by the members, it is not usually restated. A member is privileged to call for a statement or reading of the motion at any time during the discussion and prior to voting.

• Step 5. Voting on the Motion ("Putting the Question")

Voice Vote

When the debate has ended, the Chair puts the question to a vote. There are several methods of voting. The easiest, quickest, and most frequently used is the voice vote or viva voce vote, a Latin phrase meaning "by the living voice." Members are asked by the Chair to say simply "Aye" [for 'Yes'] or "Nay" [for 'No'] as a way of registering their vote. The chair calls for the affirmative or supporting vote first: "All in favor of the motion say 'Aye'."

The negative vote is then called for: "All who object to the motion say 'Nay'." The negative or dissenting vote must be called for even if the affirmative vote is overwhelming and it is clear that the motion has carried. Some members may want to vote against something as a matter of principle; they must be given the right to express their opposition. (The chair does not call for abstentions.)

The disadvantage of the non-counted vote is that sometimes the members are almost evenly divided on a question. Sometimes on a viva voce there seems to be the same number of people saying "Aye" as there are saying "Nay".

The Chair may have difficulty determining which side has more votes, and may have to simply "guess." A member may call for Division of the House from the stating of the negative vote up until the beginning of the next item.
Division of the House

Any member who questions the accuracy of a voice (viva voce) vote or a vote by show of hands with the count not announced by the Chair can rise and state, "Madam [Mister] Chairman, I call for a division of the house." No second is required. A member may call for Division of the House from the stating of the negative vote up until the beginning of the next item.

This procedure, even if demanded by only one member, compels the Chair to take the vote again by a standing vote. A hand vote is not acceptable in this situation, and the chair must state the count.

A voice vote retaken by a show of hands is not a Division of the Assembly. Since in large assemblies it may be less accurate than a rising vote, and since, even in a small meeting, the rising vote may be more effective in causing a maximum number of members to vote.

The Chair says: "A division of the house is called for. Those in favor of the original motion please rise." The Chair counts those voting and announces the result. The Chair then says, "Those opposed, please rise." In each case, the votes are counted, the number is announced, and the results of the action are declared.

The use of the ability Appeal from the Decision of the Chair on the statement of the vote is inappropriate. The proper ability to use is the Call for a Division of the House.

Countable Vote

An alert presiding officer will not use non-counted votes on items that are evenly debated, thus avoiding the use of Division of the House. An alert presiding officer who is familiar with the members of the organization can often anticipate the questions on which the group will be almost evenly divided. He or she can use a countable voting method in the first place.

Countable voting methods include:
- raising hands
- standing
- marking ballots
- calling the roll of members
- electrical / mechanical voting device

Note that some of these methods are very open and public and every member can see how the others are voting, while other methods are secret.

The roll call is the most public method of voting. It is unique in that each member states the vote aloud as his or her name is called individually. A permanent record of how each member ahead of them voted. They can see which way the vote is going before they have to cast their vote. This knowledge may influence some members to vote differently than they would if others didn't know how they voted. Observing this phenomenon in action is an interesting exercise in human psychology. Roll call votes are nearly always used by public bodies; such as town councils, school boards, and legislatures. Citizens have a right to know how their elected representatives voted on various issues, and the roll call tells them.

Paper ballots are generally used whenever members prefer to keep their individual votes secret, such as in electing officers or in voting on important and controversial questions. Examples are church proposing to build a new building, an organization considering spending a large sum of
money, and one organization considering a merger with another organization.

The presiding officer usually has the privilege of selecting which voting method will be used for different situations during meetings. A good presiding officer will always use secret voting methods when elections are being held to avoid embarrassing anyone. The presiding officer will also review the agenda before the meeting to see if there are any issues that may require a secret ballot. If there are, the presiding officer should see that paper ballots and writing instruments are ready before the meeting begins.

If the group is small, the Chairman can usually count standing votes or collect paper ballots and count them quickly—alone or with the help of another member. If the group is large, the presiding officer should appoint tellers whose task is to divide the group into smaller sections according to the seating arrangement and count the votes as members stand, of collect and count the paper ballot. If a large number of tellers are needed (such as at a convention), the presiding officer may wish to designate one of the tellers as "chief teller". That person's responsibility would be to organize and supervise the counting of the votes and communicate the results of the vote to the Chair. The tellers should include members who support and members who oppose the question being decided. Tellers from both points of view should always be present when paper ballots are counted and should see each ballot as it is counted.

**Voting Majorities**

A "simple majority" vote means more than half of the votes cast, not more than half of the members of the organization or even of the members present. Suppose an organization has 73 members in good standing. There are 57 of them present at a meeting, but only 48 cast votes on a certain question. The question will be approved if it receives 25 or more votes, which is more than half of the number of votes cast. In calculating the number of votes needed for a majority, blank ballots, abstentions, and ballots that are marked illegibly are considered rejects.

A simple majority does not mean 51%. For example, if a convention delegate body has 1162 registered delegates and they all cast ballots, "more than half" would mean 582 votes or more. However, 51% of the votes would be 592.6 or 593 votes required.

A simple majority also does not mean "half the number of votes plus one". For example, if there were 9 votes cast, "half plus one" would require 6 votes for passage. But 5 votes out of 9 are more than half without adding any more. Don't make calculating a majority complicated.

**Remember this:**
* A simple majority is the lowest whole vote that is more than half of all eligible votes cast.

For some situations, a parliamentary authority such as Robert's Rules of Order or the organization's bylaws may require majorities greater than a simple majority. This means a larger number of members are required in controlling major issues, large sums of money, or changes in the constitution. If nearly half of the members of a group oppose a major decision, the organization could suffer a loss of goodwill and enthusiasm among its members. If a number of unhappy members quit, the organization could actually collapse. So, higher majorities are often required for the passage of major questions. Sometimes two-thirds majorities are required,
sometimes three-fifths, sometimes even 90% or whatever the organization's bylaws state of parliamentary authority dictates. Required majorities that are greater than a simple majority are sometimes called "super majorities".

**Tie Votes and the Presiding Officer's Vote**

When a vote results in a tie, the motion fails. A tie is not "more than half" for the affirmative side, so a simple majority is not achieved. The presiding officer is only permitted to vote when
1. his/her vote will break a tie (to pass a motion), or
2. his/her vote will make a tie (to defeat a motion).

For example, if a vote is 8 for and 8 against a motion, the presiding officer can vote for the motion so it will pass. Voting against such a motion to defeat it would be pointless, as a tie vote is already a defeated motion. However, if a vote is 8 for and 7 against, the presiding officer can vote against the motion, thereby creating a tie vote which causes defeat of the motion.

Thus, even if the vote was taken by secret means, the presiding officer's vote must always be stated publicly. The fact that the secret vote resulted is the Chair would announce a tie. He or she would then state, "The chair is permitted to vote in these two situations, but is not required to do so."

If the group does not wish to leave the selection of the voting method up to the Chair, or is unhappy with the method chosen by the Chair, the members may call for a secret ballot or a roll call vote by a motion approved by a simple majority.

**Decisions Permitted By Less Than a Simple Majority**

There are two situations wherein a binding decision may be imposed on the group by fewer votes than a simple majority. Both situations must be authorized by the organization's constitution or bylaws.

The first is when a minority demands a roll call vote, or a delay in the proceedings, or some similar right or privilege. For example, the U.S. constitution provides that a roll call vote must be taken on a motion in the House of Representatives whenever one-fifth or more of the members vote for taking a roll call.

The second is in electing persons to office when there are more than two candidates. In such cases, the candidate receiving the highest number of votes may still not receive a simple majority ("more than half"), but is said to have received a plurality, meaning the most votes of any candidate. Candidates elected to public office in the United States are frequently elected by a plurality because there are often more than two candidates in a race. It is not practical to keep holding large scale, public elections every few days until one candidate achieves a majority. In clubs and organizations, however, parliamentary procedure authorities require officers to be elected by at least a simple majority, unless the bylaws permit election by plurality.

**Step 6. Announcing the Result of the Vote**

The final step in handling a motion is the formal announcement by the Chair of the result of the vote. A single rap of the gavel then symbolizes that the transaction is finished. Until this announcement, the question is still technically pending, and members can actually change their vote and exercise
certain other parliamentary procedures. (But these are beyond the scope of this book).

The Chair announces the vote by saying (for example), "The ayes have it. Motion carried." [or] "The nays have it. Motion defeated." If the vote was done by a countable means, the Chair would say something like; "There were 17 votes in favor and 9 votes opposed. Motion passed."

**Procedure 2**

**To Fix the Time to Which to Adjourn To**

**Purpose:**
The ability of "Fix the Time to Which to Adjourn To", sets the place, date and time for the continuation of the current meeting. This ability can be either privileged or unprivileged depending upon if an item of business is on the floor or not. (This motion sets the time, place and date to legally continue the current meeting.) and can be done anytime, not just at the beginning or ending.

*Reminder, only the privileged form will be accepted for the Ohio CDE.*

The part of the ability "Fix the Time to Which to Adjourn To", which fixes the place, date and time, is the statement of when and where the continuation of the current meeting will be held. The statement of the date and time of the continued meeting are required to make the ability of Fix the Time to Which to Adjourn To.

**Practicing This Procedure with Examples and Suggestions:**
An example of this ability would be if a member states "I move that this meeting be adjourned (or when our meeting is adjourned) and continuation of the current meeting will be held May 9th at 6:30 pm in the Ag Ed Room." This is a rare motion because most groups have a set meeting schedule. The ability is ranked one and takes precedence over all other motions. The ability can be moved at the beginning of a meeting or at the end to Fix the Time to Which to Adjourn To.

Another example- "To legally continue this meeting I move to fix the time to which to adjourn to May 9, 6:30 pm in the Ag Ed Room." Or "I move to (legally) fix time to adjourn this meeting to our next meeting which is December 18th at 8:00 pm in the Ag Ed Room."

**Procedure 3**

**To Adjourn**

**Purpose:**
The motion to adjourn provides for securing a majority to close a business meeting in an orderly manner. The motion can take either of two forms: privileged or unprivileged.

*Reminder, only the privileged form will be accepted if assigned for the Ohio CDE.*

*A privileged adjournment is given this rank when it is performed (moved, seconded and properly stated by the chair) while an item of business is on the floor. It is thus taking privilege over the items at hand. If there is no item of business on the floor and the motion to adjourn is performed (moved, seconded and properly stated by the chair), then the adjournment is unprivileged and treated like a main motion.*
Qualified adjournment adds the time stipulation of "when in the future" the adjournment will take place. (Not to be confused with Fix the Time to Which to Adjourn To, which sets the place and time for the next meeting.)

Qualified adjournment is made with a specific time to adjourn. For example a member states, "I move that this meeting be adjourned at 3:30 pm today." The motion is qualified by the time stipulation added to it. The use of the statement "now" or "immediately" is improper for qualified adjournments because the motion needs to state time in the future. Qualified adjournment can only be done in the unprivileged form.

Unqualified adjournment has no time stipulation for when the adjournment will take place and is assumed to be immediate if passed. The unqualified adjournment may used in either the privileged or unprivileged form.

Practicing This Procedure with Examples and Suggestions:
For example a member states, "I move that we adjourn this meeting."

Procedure 4
To Recess

Purpose:
Whenever a short intermission or break in an assembly's proceedings seem desirable, a recess may be appropriate. A recess does not close the meeting and after the said recess has completed the business will resume exactly at the point where it was interrupted. A recess may be taken to count ballots, to secure information, to allow for an informal consultation, etc. The ability To Recess needs to state the length of the recess or the time at which to reconvene.

The ability to recess can be either privileged or unprivileged depending on if an item of business is on the floor or not.

*Reminder*, only the privileged form will be accepted for the Ohio CDE.

A privileged recess is given this rank when it is performed (moved, seconded and properly stated by the chair) while an item of business in on the floor. It is thus taking privilege over the items at hand. If there is no item of business on the floor and the motion to recess is performed (moved, seconded and properly stated by the chair), then the recess is unprivileged and treated like a main motion.

Unqualified recess has no time stipulation for when the recess will start but however the time duration of the recess is set in the motion and is to be immediate if passed. The unqualified recess may used in either the privileged or unprivileged form.

Practicing This Procedure with Examples and Suggestions:
The motion to recess may be presented in many ways. Some examples:
* "I move that we take a five-minute recess." (unqualified)
* "I move that we recess until 9:30 am." (unqualified)
The first example provides for a brief break for members to refresh themselves. The effect of the second example is to recess immediately upon passing the motion, and to reconvene at 9:30 am.
Procedure 5

To Raise a Question of Privilege

Purpose:
When the rights, privileges, or even the comfort of one individual or the whole assembly demand immediate action, a member can rise to a question of privilege. When other business is before the assembly or no business the ability is handled the same. This ability is always privileged because it is handled immediately after it is properly requested.

Questions of Privilege may be for the group or for the individual. The wording of the motion may then be changed to fit the type requested. The motion "I rise to a question of group privilege" may be stated for the group and "I rise to a question of personal privilege" may be stated for the individual.

The Chair typically decides questions of privilege. If the question is of group privilege and the chair is in doubt of the assembly’s preference he/she may put the question to a simple majority vote. If the chair takes the item to the assembly for a vote then the decision cannot be appealed to. In most cases the chair just makes the decision "yes" or "no". The group or individual may Appeal from the Decision of the Chair if they are not in agreement.

Practicing This Procedure with Examples and Suggestions:
Each presiding officer should receive and dispose of a question of privilege at some time during a business meeting.

Example: In the back of the room at an FFA meeting, the members cannot hear the proceedings. While another motion is being seconded, Lindsay rises and, without waiting for recognition, says, "I rise to a question of group privilege." The Chair says, "State your question." Lindsay: "The PA system should be turned up so we can hear in the back of the room." The Chair: "Your request is granted. Will the sentinel, Ryan, please adjust the PA system so that everyone can hear?"

It begins to rain while a meeting is in progress. A case of individual privilege arises. Without waiting for recognition, Josh rises and states, "I rise to a question of personal privilege." The Chair replies, "State your question." Josh: "I would like to be excused from the meeting to roll up my car windows. It's beginning to rain." The Chair: "You are excused."

Procedure 6

To Call for the Orders of the Day

Purpose:
A motion to Call for the Orders of the Day is usually made as a privileged motion, used when the orders of the agenda is not being followed. The purpose of the motion is to compel the group to follow the agenda. The motion may be made without recognition from the chair, even when another member has the floor, simply by stating, "I call for the orders of the day." This motion is particularly appropriate if a member introduces a main motion that is either not on the agenda or is on the agenda, but at a different time in the meeting. Another member considers that the motion is not appropriate at that time. The Call for the orders of the day does not require a second and cannot be amended or debated. It must be defeated by a two-thirds vote, otherwise the Chair must require the assembly to follow the agenda. *(It requires a 2/3 vote to NOT follow the agenda)*
*Agenda includes the sequence or order of business. An example: opening ceremonies, officer reports, old business, committee reports, new business, and closing ceremonies.

Privileged formal orders of the day must be performed after a motion has been stated and prior to the vote. The 2/3 vote may be positive or negative depending upon how the vote is stated by the chair.

Unprivileged orders of the day are performed with no motion on the floor and are simply stated by the chair or secretary, which are not relevant to the Ohio CDE. No credit will be given for the informal, unprivileged orders of the day.

*Reminder, only the privileged formal form will be accepted for the Ohio CDE demonstration agenda.

Practicing This Procedure with Examples and Suggestions:
Suppose the group is following its usual agenda, with business to be taken up in the following order:
1) OPENING CEREMONIES
* 2) MINUTES OF THE PREVIOUS MEETING
3) OFFICER REPORTS
* 4) SPECIAL FEATURES
5) OLD/UNFINISHED BUSINESS
6) COMMITTEE REPORTS
7) NEW BUSINESS
* 8) CEREMONIES
9) CLOSING CEREMONIES
* 10) ENTERTAINMENT, RECREATION, REFRESHMENTS
* For demonstration purposes, these items do not need to be included in the demonstration agenda

While debating an item in old business or new business, Member A brings up an officer or committee report. Member B calls for the orders of the day without recognition from the chair. The chair states the orders (as listed above) and then votes to follow or not follow the orders of the day with a 2/3 vote. After the vote, the report given by Member A is handled or dismissed depending on the vote outcome.

**Procedure 7**

To Appeal From the Decision of the Chair

**Purpose:**
An Appeal from the Decision of the Chair is an incidental motion that is intended to safeguard majority rule by preventing the Chair from improperly controlling the action of the body. This action is taken when a member differs with a ruling of the Chair. Unlike certain previous abilities, this one is of greatest value to the members rather than the Chair. The appeal is of major importance in insuring fair and correct decisions by the Chair.

An appeal from the decision of the chair requires a second and cannot be amended. It can be reconsidered. The appeal is not debatable when the appeal relates to improper behavior of a member or the priority of business. Also, the appeal is non-debatable if it is made when the pending motion is non-debatable. An example of a debatable appeal is when the chair appoints a committee chair or its members and a member is in disagreement with the selection and he/she appeals. An unpopular ruling by the Chair on a Question of Group Privilege (Procedure 4) can also be appealed using this procedure.
When an appeal is debatable, no member is allowed to speak more than once except the presiding officer, who needs not leave the chair while so speaking, but should stand. The first time the chair speaks in debate on the appeal he is entitled to preference over other members seeking recognition. He can answer arguments against the decision or give additional reasons by speaking a second time at the close of the debate. He may announce his intention to speak in rebuttal and ask if there are others who wish to speak first. Even when the appeal is not debatable, the chair can, when stating the question on it, give the reasons for his decision without leaving the chair.

Errors in parliamentary procedure made by the Chair are handled as a Point of Order (Procedure 15) rather than as an Appeal from the Decision of the Chair.

**Practicing This Procedure with Examples and Suggestions:**
An appeal from the decision of the chair has been made, and seconded. The Chair then states the decision from which the appeal has been made, and says, "The decision of the Chair has been appealed from." The Chair may give its authority or reasons for the decision if so desired. Under particular circumstances, if the appeal is debatable, the Chair would then call for debate. The Chair then says, "All in favor of supporting the decision of the Chair, say 'Aye'; all opposed say 'Nay'." The result is then announced. A majority vote or a tie vote sustains the Chair. The use of the ability Appeal from the Decision of the Chair on the statement of the vote is inappropriate. The proper ability to use is the Call for a Division of the House.

**PROCEDURE 8**

**To Rise to the Point of Order**

**Purpose:**
This incidental motion calls attention to errors and omissions made by either members or the Chair in the use of parliamentary rules. While it is the duty of the presiding officer to enforce all rules of the chapter, any member who notices an uninformed or broken rule can use this motion. Ordinarily, to rise to a point of order is used by members to call attention to errors made by other members, efforts that are not corrected by the Chair in the course of a meeting. This procedure is in order when a rule has been broken either intentionally or unintentionally. Members may also correct willful violations of accepted procedures by the Chair. No recognition from the chair is needed before rising to a point of order. No second is required and the motion is neither debatable nor amendable.

**Practicing This Procedure with Examples and Suggestions:**
The presiding officer or a member intentionally or unintentionally makes an error or a ruling contrary to the accepted rules of order. Several members in turn will rise and state, "I rise to a point of order!" The Chair calls on Mark, "State your point." Mark states the point of order. The Chair will decide the point. Business then proceeds in accordance with the rule.

Lisa begins to speak from the floor without first addressing and receiving recognition from the Chair. Ryan rises and says, "Madam Chairman, I rise to a point of order." The Chair says, "State your Point." Ryan: "Lisa spoke without proper recognition from the Chair." The chair then says, "Your point is correct." [or] "Your point is not well taken. I did recognize Lisa before she spoke." Ryan sits down following the 'ruling.'

Example: The Chair may request that the member state his/her authority in more technical situations such as the following: permitting debate on a non-debatable question, granting precedence to a non-preferred motion. The member...
must then quote or refer to an accepted parliamentary authority, or request the opinion of the organization's parliamentarian (if there is one).

When a point of order is not clearly supported by an authority or is not considered appropriately raised, the Chair may rule, "The point of order is not sustained." Reasons for this decision should be given. Any member agreeing with this decision may Appeal from the Decision of the Chair (Procedure 14).

Some of the points of order that members may rise to involve other members, such as a member addressing the Chair while seated, members voting on both sides of a question, and members making remarks without addressing the Chair. Examples of points of order that involve the Chair include the Chair requiring a two-thirds vote when only a majority is required, calling for a vote on a motion before voting on its amendments.

**PROCEDURE 9**

**To Rise to Parliamentary Inquiry**

**Purpose:**
A Parliamentary Inquiry is a question directed to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand. It is the chair's duty to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.

Parliamentary Inquiry allows members to ask about parliamentary law and:
1. Does not require a second
2. Is not debatable
3. Is not amendable
4. Decided by the chair

**Practicing This Procedure with Examples and Suggestions:**
Each member in turn will rise and, without recognition, state, "I rise to a parliamentary inquiry." The chair will respond, "State your inquiry." The member might ask, "May this motion be amended?" To which the Chair replies, "Yes, it may be amended." The reply of the Chair is not subject to appeal, since it is an opinion rather than a ruling. Ordinarily, members should wait until the speaker is finished to make their inquiry, not interrupting the speaker. The inquiry takes precedence as an incidental motion and requires no second.

**Procedure 10**

**To Suspend the Rule**

**Purpose:**
This incidental motion (made incidental if performed during an item of business) is desirable when the best interests of the organization are served by temporary suspension of one or more of the written rules that govern its operation. This motion must be done while the motion is pending that the rule is applied to.

*Reminder, only the incidental form will be accepted for the Ohio CDE.*

The object of this motion must usually be to suspend one or more rules contained in the parliamentary authority (rules of order), the special rules of order, or the standing rules of the assembly. ** A motion to "take up a question out of its proper order," or to consider one before a time to which it has been
postponed, is an application of the motion to Suspend the Rules. Only procedural rules can be suspended. Rules which cannot be suspended are the following:

* Rules which are actually provisions of the organization's charter and Constitution

* Common parliamentary rules governing notice (i.e. rescind and lay on the table), quorum, and voting methods

* Rules in the bylaws (unless the bylaws include a provision for suspending certain rules)

When business is pending, suspend the rules takes precedence over any motion if it is for a purpose connected with that motion.

Practicing This Procedure with Examples and Suggestions:
Mark is recognized by the chair and states "I move that we withdraw $60.00 from the treasury for use in purchasing flowers for our three injured members."

(The local FFA chapter has a rule that an action involving an expenditure of $50.00 or more must be proposed at least one meeting before the vote on the proposal can be taken. A report has just been received that three members of the club were involved in a serious car accident. There is strong support for the club's expressing its sympathy by instructing the treasurer to purchase flowers for the three members involved. The annual budget, however, has no provision for such expenditure. Obviously, any action needs to be taken at once. This appears to be an appropriate occasion for spending this $50 expenditure rule.)

During debate on this motion Maria rises and states: "I move to suspend the chapter rule that any action involving the expenditure of fifty dollars or more which is not allocated in the annual budget must be presented at least one meeting before the vote on the proposed action is taken." At this point suspending the rule is non-debatable or amendable and requires a 2/3 vote for passage. It takes precedence over the main motion and goes to an immediate vote.

The Chair brings the motion to a vote at once. Since it is unusual for a vote to require action of two-thirds of the assembly rather than a simple majority, the Chair should make an announcement to that effect ("May I remind the group that this requires a 2/3 majority vote to pass?") before putting the question. If the motion carries, and the rule is suspended and the group continues with the motion on the floor.

General Consent
Sometimes a rule is suspended by the Chair simply by asking for general consent for an action, rather than securing approval of the organization by the motion to suspend the rule. In this scenario, the Chair could ask, "Shall we, by general consent, vote to spend money for flowers for the injured members without following the rule of waiting until the next meeting?"

If no one objects, this is equivalent to a unanimous vote in favor of suspending the rule. Any member who objects does so by addressing the Chair and stating, "I object." If that occurs, the rule can be suspended only by a motion to suspend the rules.
**Procedure 11**

**To Withdraw a Motion**

**Purpose:**
For various reasons, a member who has presented a main motion (which was seconded) may wish to withdraw it from consideration by using this incidental motion. During debate, he or she may realize that the motion is no longer desirable. Permission to withdraw a motion may be granted by using a request To Withdraw a Motion. When granted, a statement to this effect is not recorded by the secretary. (When the motion to Withdraw a Motion has been approved, the motion and second and any subsidiaries are stricken from the record.) This request is a time saver, for it prevents having to bring inappropriate motions to a vote. The motion can then be stated in revised terms, or the next item of business may be considered.

A request for permission to withdraw a motion, or a motion to grant such permission, can be made at any time before voting on the question has begun, even though the motion has been amended, and even though subsidiary or incidental motions may be pending. Any such motions that adhere to the main motion cease to be before the assembly and require no further disposition if the main motion is withdrawn. Only the person whom made the motion may withdraw the motion. If a motion is withdrawn then it is not to appear in the formal minutes of that meeting.

The request To Withdraw a Motion must be acted upon immediately. No second is needed. The motion is not debatable nor amendable and requires a majority vote if objected to.

**Practicing This Procedure with Examples and Suggestions:**
Sherry moves that the Horticulture Club sponsor Earth Day for our school. During the discussion which follows, Sherry learns that the Biology Club has already discussed such an event with the student council and has made plans to organize the event. Sherry realizes now that her motion is inappropriate. With the recognition of the Chair, she says, "I move to / I wish to withdraw the motion that the club sponsor Earth Day for the school." The Chair responds, "Sherry has asked to withdraw her motion. Are there any objections? [pause] If not, the motion stands withdrawn." (or) If there are any calls of "Objection!" or "I Object!" by various members. The Chair would then say, "Those in favor of withdrawing the motion say 'Aye'; opposed, 'Nay'." If the motion to withdraw fails, the main motion is still on the floor.

**PROCEDURE 12**

**To Object to the Consideration of a Question**

**Purpose:**
To Object to the Consideration of a Question is an incidental motion used to prevent discussion of matters which are not worthy of attention. This motion can be appropriately applied to ridiculous motions that could injure the reputation of the group or any member.

Only main motions can be the subject of an objection. Objections to the Consideration of the Question must occur after the motion has been moved, seconded and restated by the chair and before debate has occurred. The mover of the objection may interrupt a speaker after the speaker has been recognized by the Chair, but before the speaker begins the debate. Thus, objections must be moved quickly. The objection must immediately be put to a vote before debate has occurred on the motion and before any subsidiary motions have been added. The
motion does not require a second, and it is neither debatable nor amendable. Since the motion takes away the members' right to discuss a matter, it requires a 2/3 vote. It can be reconsidered only if the objection is sustained. This keeps the person who objects from reintroducing the Object to the Consideration of a Question. Reconsidering the objection would be out of order, since it would have the effect of reintroducing the objection after debate had begun on the original motion.

**Practicing This Procedure with Examples and Suggestions:**
A member might say, "I move to have John repeat to the club the rumor he heard about our vice president."

The presenter of the motion to object does not need recognition from the Chair, but simply rises and state, "I object to the consideration of the question."

The Chair states, "There is objection to considering this question. A 2/3 negative vote is necessary to prevent consideration. Those in favor of considering this question, please rise. Those opposed, please rise. As there are 2/3 of the members opposed, the matter is dismissed for this session." [or] "As there are less than 2/3 opposed, the objection has lost and the motion is again open for discussion."

**PROCEDURE 13**

**To Lay the Motion on the Table**

**Purpose:**
A motion To Lay the Motion on the Table sets aside an original main motion along with any other pending subsidiary motion being considered until it is taken from the table by a majority vote. This subsidiary motion, which requires a second, is used as a means of considering a regular motion at a later time so that a matter of more immediate urgency can receive consideration. This motion cannot be debated or amended, and it cannot specify a time for resuming consideration of the original motion. (The motion To Postpone Definitely is used when a member wants to delay consideration of an item of other business until a specific time.)

At least one item of other business must be transacted or the urgent matter dealt with before a motion can be taken from the table.

If the motion is carried, the original motion with pending subsidiary motion is said to be tabled. It is laid aside until later when the group votes to Take from the Table this same motion (Procedure 21). However, if the tabling motion is lost, then the original motion and pending subsidiary motion are considered the same as before the motion to table was presented. A motion once laid on the table must be taken from the table by the end of old business of the next regular business meeting, at which time it automatically expires.

**Practicing This Procedure with Examples and Suggestions:**
There is a motion on the floor to adopt the annual program of activities, and the motion has been amended. At this point the high school principal enters the room. She says, "We have to know immediately whether DECA members will help park cars at the football game Friday night."

Realizing the urgency of the request, a member rises and states "I move that the motion and amendment we are now considering be laid on the table." The motion is seconded. The Chair immediately puts the new request to vote and then announces the result.
The motion to table passes, and the principal's request is acted upon. Later in the meeting, the chapter members vote to take from the table the original motion and amendment concerning the annual program of activities.

**PROCEDURE 14**

*To Call for Previous Question*

**Purpose:**
A Call for the Previous Question *(without recognition)* or to Move the Previous Question *(with recognition)* enables the members to terminate debate and put the pending question to an immediate vote. This is a subsidiary motion and requires a second. It cannot be debated or amended, and it requires a two-thirds majority vote. A Call for the Previous question is a useful motion when debate has become too lengthy and when it is apparent that further discussion is not likely to change the outcome. It can be used when members feel that the presiding officer is not ending debate soon enough.

**Practicing This Procedure with Examples and Suggestions:**
Sometimes a member who is tired of debating and wishes to vote simply calls out "Question". Calling "Question" is simply a signal to the Chair that one member is ready to vote on the question. This is an informal method and is not an appropriate method to perform the assigned ability To Call for Previous Question. This does not automatically terminate discussion, for the Chair usually decides when discussion will cease. The ability To Call for Previous Question is the appropriate ability to be used to end debate. However, the Chair does not have the authority to stop debate if a majority of the assembly wants it continued.

The presiding officer may take one of these three courses of action:

1. Attempt to end debate and put the question to a vote by saying, "The chair feels there has been adequate discussion. We will now proceed to vote. All in favor..." The members who want to debate to continue will either accept the Chair's action without protest, or Appeal from the Chair's Decision. (Procedure 14)

2. Ignore the calls of "Question" feel strongly enough that the debate should end, they can force an immediate vote on whether to end debate by formally saying, "I move the previous question."

3. Prompt a member to formally move the previous question by saying, "Is there a motion for the previous question?" A clever chair might take this option. He/she might be convinced that a majority of members want to end debate. But perhaps the minority, who want to continue debate, are so adamant about it that they will surely bring an appeal if the Chair attempts to end debate by its own initiative, as in Option 1. By taking this option, the Chair spares the group from wasting time handling an appeal which will not pass.

Example: A main motion to purchase a video recorder for use by the group has been made and seconded. During the discussion of this motion, Kim rises, gains recognition from the Chair, and states, "I move the previous question." [or] *without recognition from the Chair states "I call for the previous Question."* It is seconded.

The Chair states, "The previous question has been called for on the motion and seconded. This motion requires a two-thirds vote for passage. All in favor of ending debate, indicate by raising your right hand... All opposed, the same sign."
Results of the vote are then announced. "As there are two-thirds in favor of ending debate, we will proceed to vote upon the question." [or] "Lacking a two-third majority, the previous question fails. The main motion is still open for discussion."

A previous question may be moved on selected individual amendments or subsidiary motions, or on a main motion and all of its pending subsidiary motions. The motion, with recognition, "I move the previous question." [or] without recognition, "I call for the previous question." assumes the motion and all subsidiaries with it. If previous question carries, then debate ends and votes are immediately taken on the subsidiaries and then the main motion in order without stopping to debate any step. To isolate just the motion or one of the subsidiaries the individual item needs to be added to the end of the motion. For example; "I move the previous question on the amendment."

**PROCEDURE 15**

**To Limit or Extend Debate**

**Purpose:**
The motion To Limit or Extend Debate gives an organization a special means of controlling the amount of time used for discussion of a pending motion. A motion to limit debate permits limiting the number of speakers, or the number of times a member may discuss the motion, or the length of each discussion, or it may set the time for terminating debate. The motion to extend debate similarly extends the time for debate.

The subsidiary form of the motion To Limit or Extend Debate is made while a motion is on the floor and affects the debate of that motion. If the motion To Limit or Extend Debate is made with no motion on the floor it is treated as a main motion with a 2/3 vote and would apply to all following questions until changed by reversal.

Roberts Rules of Order states that debate should be no more that 2 (two) discussions or 10 (ten) minutes in length per motion for each individual. The exception to this rule is the motion to APPEAL. (Therefore, an extension of Robert's Rule is in order for that item, without formal motion to limit the debate.)

The motion To Limit or Extend Debate as a subsidiary motion can only be performed during an item of business. The main form of this ability is not relevant to the Ohio CDE. No credit will be given for the main form.

*Reminder, only the subsidiary form will be accepted for the Ohio CDE.*

**Practicing This Procedure with Examples and Suggestions:**
A motion to hold a car wash is on the floor, and a lengthy discussion is in progress. Since the hour is late, Lisa moves that debate be closed after 15 minutes. The motion is seconded. The Chair explains that a two-thirds majority vote is required for passage and that the motion is non-debatable. The motion is approved. The Chair then announces that debate on the main motion concerning the car wash may continue for an additional 15 minutes. The same procedure would be followed to extend debate. A member might move that debate be extended so that each speaker may discuss this motion 3 (three) times each. The Chair would then follow the same procedure with the motion to extend debate as with the motion to limit debate.
PROCEDURE 16

To Postpone Definitely

Purpose:
The motion To Postpone Definitely is a subsidiary motion puts off or defers on a main motion which is before the assembly. At the same time, it fixes a definite time for future consideration of the main motion. The motion To Postpone Definitely is convenient to use when the hour is late, when more information is necessary, or when more time for debate is needed. The motion To Postpone Definitely requires a second and a majority vote. Debate is brief and restricted to the reasons for postponing.

A main motion can be postponed only to the next regularly scheduled meeting or to a later time in the current meeting. A motion To Postpone Definitely cannot be proposed for a special meeting which has not been called. It also cannot provide for postponing a motion to a time which would be inappropriate.

Practicing This Procedure with Examples and Suggestions:
A member states, "I move that the motion to approve the Future Business Leaders' budget be postponed definitely to the next regular meeting to be held in October." After there has been a second, reasons for postponing the motion are briefly discussed and a vote is taken. When passed, the presiding officer states, "This motion to be postpone definitely has passed. Approval of the budget will be taken up at the October meeting."

A motion is made to postpone definitely a main motion to enter a chapter exhibit at the State Fair on a certain date. This motion, however, should be ruled out or order by the Chair, because the new date is later than the date when entries are closed. This would have the effect of killing the postponement.

PROCEDURE 17

To Refer To a Committee

Purpose:
The primary purpose of this subsidiary motion To Refer to a Committee is to secure more detailed information on a matter that is before the assembly, before taking action on the item of business. The motion To Refer to a Committee must receive a second. This motion is debatable (if the original motion is debatable), and may be amended. The Chair will direct discussion of the motion and receive amendments if offered.

Any business matter may be referred to a standing/permanent committee or to an ad hoc (special)/ temporary committee. The use of committees allows for more informal discussion of an item of business than can be give during a business meeting. A committee is instructed to gather information and report back to the parent organization. After the committee's report has been received, if the information is incomplete, the original motion can be resubmitted to refer to the committee a second time.

A committee can also be given the power to act for the organization. Appointing such a committee saves time for the organization by entrusting action to those particularly qualified. Motions can also be made to refer items of business to appropriate individuals, usually officers, giving them power to act. The committee should be named, if a standing committee or if a special committee it should specify the number of members, their selection method, and their powers.
If the Chair appoints the committee the first person named is the chair of the committee unless specified.

*Committee Reports*
The committee recommendations may also be refused by a negative vote. In some cases, the report may be referred to the committee a second or third time for further study. It is best to avoid motions to accept or receive committee reports, as these terms are vague and ambiguous. Reports are to be adopted either by general consent or moved to adopt and handled as a main motion.

**Practicing This Procedure with Examples and Suggestions:**
Jim receives proper recognition from the Chair. "I move that the Future Business Leaders join the 4-H in selling popcorn at a basketball games." Three or four join in discussion of the proposition, some favorably and others unfavorably. Deb finally says, "I move that we refer to the finance committee the possibility of our selling popcorn cooperatively with the 4-H and that this committee report its recommendations at our next meeting." The motion requires a second.

Other appropriate forms of the motion to refer: "I move that this item of business be referred to the executive committee for investigation and with power to act". [or] "I move that this motion be referred to the program committee for such action as it considers appropriate." [or] "I move that this matter be referred to a committee of three to be appointed by the Chair, with the power to report back at the next meeting."

**PROCEDURE 18**

To Amend

**Purpose:**
The purpose of amending a motion is to modify it; that is, to change the wording. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. A secondary amendment must relate to the primary amendment in the same way.

To amend is probably the most widely used of the subsidiary motions. Usually amendments are used to adjust the provisions of the original motion as a result of discussion during the meeting, in order to make the main motion acceptable to the majority. The amendment can be made only during discussion of the original motion. If the original motion is non-debatable but allows an amendment, then the amendment is not debatable. (example: Privilege; recess and adjourn, and Subsidiary; limit/extend debate)

A secondary amendment may also be offered to a primary amendment and is called an amendment to an amendment. The voting sequence is first on the secondary amendment and then on the primary amendment, the primary amendment as amended (if the secondary amendment passed, and finally the motion as amended. Opportunity for discussion and debate precedes each vote. Obviously, a negative vote on any one of the three votes kills affirmative votes previously taken in the series.

A motion may not have more than two amendments on the floor at the same time. All amendments must relate to the motion they amend and must not change a motion from a positive to a negative action. The motion to amend is debatable whenever the motion it amends is debatable.

**Practicing This Procedure with Examples and Suggestions:**
Acting as presiding officer, each member should receive a motion and a second, conduct a discussion of this motion, and receive an amendment to the motion and
its second. During discussion of the amendment, the chair should take a vote on the amendment, announce the vote, take the vote on the original motion as amended (if the amendment carries), and announce the result of that vote. The presiding officer will also receive and dispose of an amendment to an amendment.

The following are examples that illustrate four common ways to amend a motion:

A member has said, "I move that the FFA Chapter buy a camcorder and tripod."

1. Amending by adding (end of sentence) or inserting (middle of sentence: "I move to amend the motion by inserting the words 'camcorder case' after the word 'camcorder'." If passed, the main motion would then read "I move that the FFA Chapter buy a camcorder, camcorder case, and tripod."

2. Amending by striking out and inserting (words) or substituting (paragraph: "I move to amend the motion and the amendment by striking out the word 'tripod' and inserting 'light unit'." If passed, the main motion would then read, "I move that the FFA Chapter buy camcorder, camcorder case, and light unit."

3. Amending by striking out: "I move to amend the motion and the amendments by striking out the words 'and light unit'." If passed, the main motion would then read, "I move that the FFA Chapter buy a camcorder and camcorder case."

Jody states, "I move that the president appoint a committee of three to arrange an educational tour during the summer." Todd proposes to amend the motion with "I move to amend the motion by striking out the word 'three' and inserting the word 'five'." His motion is seconded. Debate on this amendment is controlled just as is debate on the original motion. After debate of the amendment is over, the Chair calls for a vote first on the amendment: "We will now vote on the amendment: 'We will now vote on the amendment. All who are in favor of the amendment that the word 'three' be stricken and the word 'five' be inserted. Say 'Aye'. Those opposed, 'Nay'. The amendment is carried. Is there further discussion of the motion as amended? We will now vote on the original motion as amended. Those in favor of having an educational tour during the summer, arranged by a committee of five, say 'Aye'. Those opposed, 'Nay'. The amended motion is carried (or lost.)" If the amendment loses, the chair calls for a vote on the original motion as if no amendment has been offered.

**PROCEDURE 19**

**To Postpone Indefinitely**

**Purpose:**
The purpose of postponing indefinitely is to stop the passage of a main motion without letting it come to a vote by the organization - in other words, to kill the main motion. This specialized action, which is a subsidiary motion, is not often employed, since it may be a means for a minority to defeat the will of the majority. To Postpone a Motion Indefinitely prevents it from being presented during the current meeting or convention. The motion which has been postponed can be introduced in a later meeting, but only as a new motion in new business.

The motion To Postpone Indefinitely requires a second and is debatable. The motion cannot be amended and requires a majority vote. Only main motions may be postponed indefinitely.

**Practicing This Procedure with Examples and Suggestions:**
A motion has been made to provide each member of the FFA chapter with an official manual at no cost. There has been a second. A member who is opposed to
this action says, "I move to postpone indefinitely the motion to provide manuals to all members at no cost." There is a second to this motion.

The presiding officer then states, "It has been moved and seconded that the motion under consideration regarding official manuals be postponed indefinitely. Passing this motion will kill the motion to buy the manuals. Is there any discussion on indefinite postponement? Hearing none, we will vote on the question." If a majority vote for postponement is secured, no further action can be taken.

**PROCEDURE 20**

**To Take From the Table**

**Purpose:**
This motion, which is an unclassified motion, provides for bringing back to the floor a motion which was previously laid on the table using Procedure 6.

At least one item of business must be transacted between the time a motion is tabled and the time it is taken from the table. No other business can be on the floor at the time this motion is made. The motion requires a second and is not amendable or debatable.

**Practicing This Procedure with Examples and Suggestions:**
A member stands and says, "Mister Chairman, I move to take a motion from the table."

Chair: "State your motion."

Member: "I move to take from the table the motion that our club hold a car wash as a money-making activity."

After there has been a second, the question is voted on at once. If the motion to take from the table passes, the main motion is back on the floor with any amendments or other subsidiary actions that were pending at the time it was tabled. A motion that was taken from the table may be tabled again, if necessary.

**PROCEDURE 21**

**To Reconsider A Motion**

**Purpose:**
This action brings back before the assembly a motion which has been previously voted upon. It makes possible corrections and improvements which may result in a change of vote on the original motion. The motion To Reconsider, which is an unclassified motion, may be made only by a member who voted on the prevailing (victorious) side. This motion requires a second and is debatable if the original main motion is debatable. The member seconding the motion does not need to have voted on the prevailing side of the motion as originally acted upon.

The making of this motion is subject to time limits, as follows: the motion to reconsider can be made on the same day the motion was voted upon or the next meeting.

The motion to reconsider may be applied to all motions except (1) a motion to adjourn, (2) a motion to suspend the rule, (3) the affirmative vote to lay business on the table, (4) the affirmative vote to take business from the table,
(5) the motion to reconsider, (6) to raise a question of privilege, (7) to recess, (8) to call for the orders of the day, (9) to rise to the point of order, (10) to rise to parliamentary inquiry, and (11) to call for the division of the house. *See the table for further specialized exceptions.

**Practicing This Procedure with Examples and Suggestions:**

A motion to sell holiday fruit cakes cooperatively with CBI was moved and seconded. After the discussion, a majority of the members voted in favor of the motion and it was recorded in the minutes.

Before the end of the meeting, however, Rick learned that school policy does not approve the sale of the fruitcakes. Rick had voted on the winning (prevailing) side. He gained recognition from the Chair and stated, "I move that we reconsider the vote on selling fruit cakes with CBI, since such sales are not approved by school policy. I voted on the prevailing side."

The Chair will then direct the discussion of the motion to reconsider, take the vote, and announce the results. Only a majority vote is required to reconsider. The motion To Reconsider is debatable only if the main motion being reconsidered was debatable.

The effect of passing this motion To Reconsider places the original question before the assembly in its exact condition before any vote was taken.

**PROCEDURE 22**

**To Rescind a Motion**

**Purpose:**

The motion To Rescind a Motion, which is an unclassified motion, repeals or cancels a main motion which was passed during the current meeting or at a previous meeting. Rescinding is a valuable procedure, for, as circumstances change, an organization often needs to update its plans and activities. Rescinding out-of-date and inappropriate actions also serves a useful purpose in keeping an organization current with changes in its members and their needs.

There is no time limit in terms of when a motion may be rescinded, but this motion cannot release the organization from something which cannot be undone. For example, a motion was made that an organization enter into a three-year contract. If, after two years, the contract has proved unsatisfactory, rescinding the motion will not cancel the contract.

The motion To Rescind has the effect of voiding a motion from the date of its adoption up to the time it is rescinded, but it is not retroactive. For example, a motion passed a year earlier to provide free membership buttons to new members, if rescinded, would apply only from the time that the action to rescind took place. Those who had received free buttons would not be asked to pay for them.

The motion To Rescind requires a second. It is debatable, and it also opens the main motion to debate. The type of vote (two thirds, or a majority when previous notice has been given, or a majority of the entire membership) to be sought for adopting one of these motions will depend on conditions. Ordinarily it is desirable to give previous notice if there is a possibility of serious disagreement. The two-thirds vote without previous notice may be used for matters requiring emergency action. In many organizations, a majority of the entire membership may never be obtainable at a meeting; but this may become the best method in a convention of delegates, or in a small board.
The motion To Rescind can be reconsidered only if it fails. This motion has the rank of a main motion, and can therefore be introduced only when no other business is pending.

**Practicing This Procedure with Examples and Suggestions:**
A member says, "I move to rescind the motion passed in our October meeting, which requires that all members attend at least 80 percent of regular DECA business meetings.

The Chair, after hearing a second, says, "It has been moved and seconded to rescind the motion regarding 80 percent attendance of members at business meetings. Those in favor of rescinding the motion, please stand", down please, opposed, please stand, down please. The motion to rescind is carried. The motion of this organization that all members attend at least 80 percent of all business meetings is hereby rescinded."

**Procedure 23**

**To Change the Presiding Officer**

There are times when another officer or even a member who is not an officer is needed to serve as the presiding officer for a limited time. Of course, if the president is absent for an entire meeting, the vice president should preside. If neither the president nor any vice-president is present, the secretary-or in the secretary's absence some other member should call the meeting to order, and the assembly should immediately elect a chairman pro tem to preside during that session. Such office is terminated by the entrance of the president or a vice-president or secretary, or by the election of another chairman pro tem. If the presiding chairman needs to discuss an item he/she must turn the chair over to another member. Any chairperson may close the meeting.

**Practicing This Procedure with Examples and Suggestions:**
The president states: "During the discussion of the budget, I will ask Becky, our vice president, to preside so that I can discuss several items which are proposed as additions to next year's budget."

The gavel is then passed to Becky. She walks to the Chair, strikes the gavel once, and says, "We will now have the recommendations of the budget committee."

After this item of business is completed, Becky turns the meeting back to the president. She says, "Since the new budget has been approved, I will now ask the president to return to the Chair." She then hands the gavel to the president, who raps the gavel and calls for the next item of business.

**Procedure 24**

**To Conduct Elections**

**Purpose and Procedures**
Choosing officers for an organization is an important activity that is done by holding elections. Correct procedures should be followed to ensure a fair and orderly election.

The Chair is in charge of elections, but must follow the procedures specified in the bylaws. To prepare for an election, the Chair should be familiar with the bylaws. To prepare for an election, the Chair should be familiar with the bylaws regarding notice to members, time and place of elections, quorum requirements, and similar rules.
Notice of a coming election is given by the Chair at a regular meeting prior to the election. (Written notice is not usually required.) At that time the Chair may give the quorum requirement - often all the regular members present at the election.

**Nominations:**
Many organizations appoint a nominating committee to prepare a slate of candidates for each office. The presiding officer calls upon the Chair of this committee to give the committee's report. The committee may also be asked to prepare ballots for the election.

The Chair announces the election by saying; "At this time we will hold an election of officers for our organization for the coming year." The Chair usually presents a brief review of election procedures from the bylaws and then calls for a report of the nominating committee. This report lists the names of all candidates for each office. The Chair thanks the committee, but does not need a motion to accept the report.

**Practicing This Procedure with Examples and Suggestions:**
The Chair then calls for additional nominations from the members. Cindy wants to place a name in nomination. She receives recognition from the Chair and says, "I nominate Dave for secretary." Cindy may give some of Dave's qualifications for the office, but this is not necessary. A second is not needed. The Chair states, "Dave has been nominated as secretary."

When no further nominations are received, the Chair may state, "As there are no further nominations, the nominations are closed." Or the Chair may call for a motion to close nominations. This motion requires a second, but it cannot be amended or debated.

**Voting** (for complete discussion, see pages 19-25)

When there is only one nominee for each office, to save time a member may move that the secretary be authorized to cast a vote for the entire slate of nominees. After a second and a favorable vote, the Chair says, "The secretary has cast a vote for the officers who have been nominated. I now declare the following as our new officers:" [the list of names is read]. It is incorrect to receive a motion that the nominations be closed and that the secretary cast a unanimous vote for the nominees.

Officers may also be elected by voice vote, by a show of hands, or by roll call. Use of a secret ballot, however, is the most appropriate method and the one required in many in many organizations.

The Chair usually appoints three to five members as tellers to count the vote and thereby determine which candidates have a majority vote. The tellers count the votes and report back to the Chair. The Chair announces the names of those elected to each office and declares the election completed.
### Parliamentary Procedure Score Sheet #1

#### Official Dress - A
1. Black slacks/skirts
2. White collared shirt/blouse
3. Tie/scarf properly worn
4. Clean FFA jacket zipped w/ pins
5. Black dress shoes/proper hosiery

Team Name: ____________________________

Time Performed: ____________ - 15 minutes = _______ x .33 (per second) = ____________

Total Checks = _____ x 2 = _____ / 10 pts.

#### Opening Ceremonies - B
1. Completely memorized
2. Appropriate audible level
3. Clear annunciation/expression
4. Good posture
5. No hesitations

Total Checks = ________ / 90 pts.

#### Secretary's Report - C
1. Date, time, chair, sign, name org _____________ _____________ 6 pts
2. Accurate/all business transactions ____________ ____________ 6 pts
3. Legibility/clarity _____________ _____________ 6 pts

Total = ________ / 18 pts.

#### Presiding Chair #1 - E
1. Manifest poise
2. Appropriate audible level
3. Is reasonably deliberate
4. Accepted parli pro rules used
5. Possesses good judgement
6. Is fair and impartial

Total = ________ / 75 pts.

#### Presiding Chair #2 - F
1. Manifest poise
2. Appropriate audible level
3. Is reasonably deliberate
4. Accepted parli pro rules used
5. Possesses good judgement
6. Is fair and impartial

Total = ________ / 75 pts.

#### Online Exam Total - D (value .5 pts each)
- Sub Dist / Dist (8 x 17.5 = 140 poss.)
- State (8 x 12.5 = 100 possible)

Total = ________ / 90 pts.

#### Oral Questions - G (State only)
Correct answer 5 points each


1. Response should be scored by provided questions
2. Response will be limited to 60 seconds
3. Secretary’s question does NOT pertain to meeting minutes

Members will lose 35 points for table talk.
### Parliamentary Procedure Score Sheet #2

<table>
<thead>
<tr>
<th>Unclassified / Privileged Ability</th>
<th>H</th>
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<tbody>
<tr>
<td>1. Brought to the meeting floor correctly and logically, with appropriate recognition from the chair.</td>
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<th>Subsidiary Ability</th>
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<th>Incidental Ability</th>
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## Discussion Scoring Guide - N

<table>
<thead>
<tr>
<th>Good Discussion Includes:</th>
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<tbody>
<tr>
<td>1. Germane to the motion</td>
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<tr>
<td>2. Proper grammar used</td>
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<td>3. Good audible level with expression</td>
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<td>4. Informative and/or persuasive</td>
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<td>5. Logical or legitimate point</td>
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<td>6. Non-repetitive</td>
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### Discussion Scoring Guide

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<thead>
<tr>
<th>Member #1</th>
<th>Discussion 1</th>
<th>Discussion 2</th>
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<th>Discussion 5</th>
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<td>Team Total</td>
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**ONLY TOP 3 DISCUSSIONS COUNTED PER PARTICIPANT**

**EACH DISCUSSION POINT VALUE TO BE SCORED 0 TO 15 POINTS**

**MAXIMUM SCORE PER INDIVIDUAL IS 35 POINTS**
### Dunbar's Manual of Parliamentary Procedure Test Questions

**Following questions will be used for 2010-2011 PP year:**

<table>
<thead>
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<th>Page Number</th>
<th>Question Numbers</th>
<th>Section of Chapters</th>
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<tbody>
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<td>Main Motions</td>
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<tr>
<td>45</td>
<td>7, 8</td>
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<tr>
<td>46</td>
<td>17</td>
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<tr>
<td>50</td>
<td>1, 3, 5, 6</td>
<td>Postpone Indefinitely</td>
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<tr>
<td>51</td>
<td>11, 12</td>
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<tr>
<td>52</td>
<td>1, 2, 3, 4</td>
<td>Amend</td>
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<tr>
<td>53</td>
<td>6, 7, 8, 11, 12</td>
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<td>54</td>
<td>13, 16</td>
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<tr>
<td>57</td>
<td>1, 2, 6, 7</td>
<td>Commit or Refer</td>
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<tr>
<td>58</td>
<td>11, 12</td>
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<tr>
<td>60</td>
<td>2, 3, 6, 7, 8</td>
<td>Postpone Definitely</td>
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<td>9, 10, 12, 14</td>
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<td>1, 2, 4, 5, 6,</td>
<td>Limit or Extend Debate</td>
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<tr>
<td>63</td>
<td>9, 10, 1, 2</td>
<td>Previous Question</td>
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<td>3, 6, 8</td>
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<td>65</td>
<td>10, 12, 13, 1, 2</td>
<td>Lay on Table</td>
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<td>66</td>
<td>3, 5, 8, 9</td>
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<td>67</td>
<td>15, 16</td>
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<td>68</td>
<td>1, 2, 3, 4, 6</td>
<td>Call for the Orders of the Day</td>
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<td>69</td>
<td>7, 1, 2, 3, 4, 5</td>
<td>Raise a Question of Privilege</td>
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<td>70</td>
<td>6, 10</td>
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<td>71</td>
<td>1, 2, 3, 4, 5, 7</td>
<td>Recess</td>
</tr>
<tr>
<td>72</td>
<td>8, 9, 10, 11</td>
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</table>
73  15, 1, 2, 3, 4, 5  Adjourn
74  7, 9, 11, 13
76  1, 2, 3, 5  Fix the Time to Which to Adjourn
77  8, 9
78  1, 2, 3, 4, 6  Point of Order
79  8, 1  Appeal
80  3, 4, 5, 6, 7, 8
81  9, 11, 1, 2  Suspend
82  3, 4, 6, 8
83  1, 2, 3, 4, 5, 6  Object to the Consideration of the Question
86  1, 2, 3, 4, 6  Division of the Assembly
87  6, 1  Motions Relating to Methods of Voting and Polls
91  13, 15, 17  Requests and Inquiries
93  1, 2, 3, 4, 5, 6  Take From the Table
94  8, 10, 11, 12
95  1  Rescind; Amend Something Previously Adopted
96  6, 7, 8, 9, 10
98  1, 2, 3, 4, 5, 6  Reconsider
99  7, 8
103  1, 2, 4, 5  Quorum
105  1, 3  Order of Business; Orders of Day; Agenda or Program
111  1, 2, 3, 4, 5, 6  Rules Governing Assignment of the Floor
112  1  Rules Governing Debate
113  2, 5, 6
114  10, 12, 14, 15
115  21, 22
117 1, 2, 3, 4, 5  Bases For Determining A Voting Result
118 6, 9, 10, 11
129 5, 6  Officers
135 1, 2, 3, 4, 5  Minutes and Reports of Officers
142 2, 3, 5, 6  Committees
143 7, 8, 11
161 1, 2  Conventions and Delegates
173 1, 2, 3, 4, 5, 6  Chart For Determining When Each Subsidiary
                     Privileged Motion is in Order
174 7, 8, 9, 10, 11, 12, 13
175 14, 15, 16, 17, 18, 19, 20
176-190 All Questions  Table of the Rules Relating to Motions
                      Sample Forms Used in Making Motions
                      Motions and Parliamentary Steps
                      Motions Which Require A Two-Thirds Vote
                      Motion Whose Reconsideration is Prohibited or Limited
1. What are the names of the two amendments that may be applied to a motion?
   - Primary
   - Secondary

2. Can the motion to amend be applied to itself?
   Yes

3. What is the primary amendment?
   The first amendment applied to the main motion

4. Name 3 subsidiary motions that amend yields to:
   - Lay on the table
   - Call for the previous question
   - Limit or extend limits of debate
   - Postponed definitely
   - Refer to a committee

5. If the motion to postpone indefinitely is adopted, how long is the motion killed for?
   It is killed for the duration of the meeting

6. When debating postpone indefinitely can the member talk about the main motion pending as well?
   Yes

7. Can “object to the consideration of the question” be applied to any other motion than an original main motion?
   No

8. When should the gavel be used during a meeting?
   1. After a breach order
   2. To adjourn
   3. To start a recess
   4. After completion of business
   5. During parts opening and closing ceremonies

9. When can you call for “division of the house”?
   From the moment the vote has been cast until the chair states another motion

10. When can the motion to rescind be moved?
    When no items of business are on the floor

11. How can the presiding officer participate in the debate on a main motion?
    The presiding officer must pass the gavel on to the president

12. What is “stating the question”?
    Repeating the motion to the assembly after it has been moved and seconded if required

13. What are two types of privileges for “rise to a question of privilege”?
    - Group
    - Personal
14. Name the non-debatable subsidiary motions:
-Lay on the table
-Call for the previous question
-Limit or extend limits of debate

15. According to Robert’s Rules of Order, what are the limitations on debate?
Members may only debate a motion twice for a limit of 10 minutes each

16. What is the difference between a standing committee and ad hoc committee?
- Standing committees are permanent committees performing a continual function
- Ad hoc committees are temporary committees that only last until their task is completed

17. What are 3 reasons to call a recess?
1. To count ballots
2. Secure information
3. Time to consult about matters informally

18. What is the purpose of “adjourn”?
To end the current meeting

19. What does the term “pending” mean?
A motion that has been moved, seconded, and then restated by the chair

20. What happens to a motion requiring a second doesn’t receive one?
It dies for lack of support

21. Who should debate be directed to?
The chair

22. What is the purpose of “limit or extend limits of debate”?
To limit or extend the limits is a limit on the number of speakers, the number of times a person may discuss the motion, the length of each discussion, or it may set the time for ending debate

23. Can you use a hand count when someone has called for the division of the house?
No, you must use a standing count because it is more efficient

24. What is the purpose of “fix the time to which to adjourn”?
To set the place, date, and time for the next meeting

25. What is the highest-ranking motion?
Fix the time to which to adjourn

26. What may a question of privilege be pertained to?
The rights, privileges, or comfort of one individual or the whole assembly

27. Can you appeal the decision of the chair after he/she has stated an answer to someone who rose to a point of order?
Yes, because it is a ruling

28. When must “call for the orders of the day” be called for?
After a motion has been stated and prior to discussion
29. What is an example of a debatable appeal?
If a chair appoints a committee chair or a committee member that a member disagrees with and they appeal the decision of the chair, it would be debatable.

30. Name 3 points of order that a member may raise to involving other members:
- Member addressing the Chair while seated
- Members voting on both sides of a question
- Members making remarks without addressing the Chair

31. Name two points of order that a member may raise to involving the Chair:
- Chair requiring a 2/3 vote when only a majority is needed
- Calling for a vote on a main motion before voting on its amendments

32. What rules may be suspended?
- Parliamentary authority (rules of order)
- Special rules of order
- Standing rules of the assembly

33. Why is the motion to “lay on the table” used?
It is used as a means to discuss a motion at a later time so that a matter of more immediate urgency can receive consideration.

34. When is it a good time to call for the previous question?
- Debate has become too lengthy
- Apparent that any further discussion would not change outcome
- A member feels the presiding officer is not ending debate soon enough

35. When is the motion to “postpone definitely” convenient to use?
- When the hour is late
- When more information is necessary
- When more time for debate is needed

36. When referring a motion to a committee, what does it mean when you give them the power to act?
The committee can perform the duties needed to sustain the motion without coming back to the assembly.

37. What is the most appropriate method of voting when voting during elections?
Secret ballot

38. Does an item of business have to be transacted between the times a motion is voted on to the time it can be reconsidered?
No

39. Can you interrupt a person speaking to make a main motion?
No

40. In the standard order of business, new business is taken up after what?
Committee reports
41. What obligations to the assembly does the presiding offer have? (Name four)
- Follow the agenda
- Remain impartial
- Honor all motions, even though he/she may be opposed to them
- Avoid cutting off debate arbitrarily
- Keep the debate of the assembly germane
- Keep the assembly informed of the motion on the floor at all times
- Maintain complete control

42. What obligations does the assembly have to the presiding officer? (Name four)
- Following the agenda
- Avoiding debate at a personal level
- Seeking recognition by the presiding officer before speaking
- Keeping the debate germane
- Take from the Table

43. When is a presiding officer referred to as Mr./Madam Chairperson, or Mr./Madam Chair?
When the person presiding has no specific title or their position is temporary.

44. What is the purpose of the motion to call for the division of the house?
- To take a standing vote because the result is close
- To take a standing vote because a member believes that there was not enough members voting out of who are present

45. What is the purpose of to rise to a question of personal privilege?
It permits a request to the rights and privileges to the assembly or members to immediately be brought up

46. What are the two classes of main motions?
- Incidental Main
- Original Main

47. What are the subjects for a question of privilege?
- Safety
- Health
- Integrity
- Protection

48. How many motions are ranked?
Thirteen

49. How is the motion To Reconsider ranked in order of precedence regarding other motions?
Has only the rank of the motion to be reconsidered
2011-2012 MOTIONS TO BE USED AT ALL PARLIAMENTARY PROCEDURE EVENTS
THESE WILL BE USED FOR SUB DISTRICT AND DISTRICT ONLY
NEW MOTIONS WILL BE PREPARED BY CDE OFFICIALS FOR SEMI FINAL AND FINAL ROUNDS AT STATE

01. I move that our chapter members tour the Columbus Zoo during the upcoming State FFA Convention Trip.

02. I move that our chapter purchase a John Deere Gator to use during our FFA activities and in our land lab.

03. I move that our chapter give each freshman a $10.00 scholarship to help them purchase their FFA jackets this year.

04. I move that our chapter host a Greenhand fun night to get our freshmen excited about being in Ag and FFA.

05. I move that our chapter recommend that the state discontinue the dairy showmen CDE since no other species has a similar contest.

06. I move that our chapter sponsor and participate in the local relay for life walk for the American Cancer Society.

07. I move to pay $200 to have our new Program of Activities custom printed by Office Depot.

08. I move to hire Buckeye Video to film our annual Parent Member Banquet and produce a high quality DVD.

09. I move to build a 40’ x 80’ storage building on our land lab for Ag and FFA.

10. I move that we design a new hoody sweatshirt that will be sold to FFA members at cost.

11. I move that our chapter provide a $25 scholarship to all our members attending Ohio FFA Camp Muskingum.

12. I move that our chapter operate the food concession stand at all baseball games this spring.

13. I move that our chapter provide members to work in the Ohio Beef and Pork producers booths at the Ohio State Fair next summer.

14. I move that our chapter sponsor an invitational FFA softball tournament in June as a fundraiser.

15. I move that our chapter use all profits from the barbeque sauce sale to help pay for our State FFA Convention Trip.

16. I move that the chapter pay for a group meal at Red Lobster during our National FFA Convention Trip.
17. I move that our chapter create an annual calendar to inform FFA members and parents of the dates, times and locations of FFA Activities.

18. I move that our chapter purchase an Eby livestock trailer to make it easier for our members to participate in local and state shows.

19. I move that our chapter work with the local Farm Bureau to promote proper livestock practices in our county.

20. I move that our chapter participate in a work day to prepare the Ohio FFA Center for the Ohio State Fair.

21. I move that our chapter purchase two new tractors for our pedal tractor pull with the elementary students.

22. I move that our chapter host a sausage and pancake breakfast for the school faculty and staff during National FFA Week.

23. I move that our chapter combine with two other schools to take a charter bus to the National FFA Convention.

24. I move that our chapter buy five bred gilts for use in our school lab so that we can make pigs available to members for fair projects.

25. I move that our chapter host a county wide donkey basketball game to be held at the Expo Center on the fairgrounds in December.

26. I move that our chapter create a monthly newsletter to better inform members, parents and community members about our chapter events.

27. I move that our chapter sponsor an annual FFA Agricultural Science Fair at the local mall to promote our chapter.

28. I move that our chapter include a Parliamentarian and Historian as part of the next year’s officer team.

29. I move that our FFA Reporter develop a web site featuring our chapter activities.

30. I move that our chapter attend the Farm Machinery Show in Louisville, Kentucky.

31. I move that our chapter donate $1000 to our school for a new electronic sign board.

32. I move that our chapter present the honorary Chapter Farmer Degree to our High School Principal.

33. I move that our chapter make a parliamentary procedure presentation to our school board during National FFA Week.

34. I move that our chapter hold an open house for 8th graders and their parents prior to scheduling night.

35. I move that our chapter sponsor a Thanksgiving dinner for all FFA and FFA Alumni members.
36. I move that our chapter conduct a parliamentary procedure workshop to help train local 4-H club officers how to run a meeting.

37. I move that our chapter invite our principal to serve as a chaperone for our trip to the National FFA Convention Trip.

38. I move that our chapter set up an incentive program to encourage FFA members to become more actively involved.

39. I move that our chapter raffle a side of beef as a fundraiser and donate the money to our local Children’s Hospital.

40. I move that our chapter conduct a supervised agricultural experience project tour for our freshmen.

41. I move that every chapter member must participate in a minimum of two, different CDEs during each school year.

42. I move that our chapter purchase FFA jackets and FFA polo shirts for our new officers.

43. I move that the chapter send our chapter President and Vice President to the Washington Leadership Conference.

44. I move that our chapter donate $200 to the state FFA Foundation and $100 to the National FFA Foundation.

45. I move that our chapter conduct a bicycle safety inspection for all students in our elementary school.

46. I move that our chapter pay all the expenses to send two delegates to the State FFA Convention and two members to the National FFA Convention.

47. I move that our chapter pay all the expenses to send one of our school board members to the National FFA Convention.

48. I move that our chapter sponsor an FFA versus FFA Alumni basketball game in January.

49. I move that our chapter host an All-Terrain Vehicle (ATV) Safety Class.

50. I move that our chapter hold its annual fishing and camping trip to Lake Erie the second week of July.
2010-2011 Parliamentary Procedure Scoring Crib Sheet

Official Dress - A
If the entire group does not exhibit the line item(s); then do not check. (For example: one member is wearing brown shoes, there would not be a check for #5 Black dress shoes & socks - resulting in a one to two point deduction) (Slacks or Skirts are appropriate for females)

Opening Ceremonies - B
Refer to the Official FFA Manual for opening ceremonies parts. Only accepted deviation from FFA Manual Opening Ceremonies: Student Advisor may deviate as follows -“elected by” may be substitute for “older than.” The closing and pledge will be scored as a combination and the closing ceremony does not need to be conducted by the President.

Secretary’s Report - C
6 Points= Date, time, presiding officer, signatures, and name of organization
6 Points= Minutes accurately reflect all business transacted during presentation.
6 Points= Legibility and clarity

Exams- D
Raw Score (District level- paper pencil onsite- 35 questions) State Prelims & Finals – Raw Score (online, 25 questions)

Presiding Chair #1 - E and Presiding Chair #2 - F
#1, Manifest poise is defined as a presiding chairperson that assumes a confident posture when approaching the presiding station. Taking up the gavel, the chairperson has eye contact with the audience, revealing mastery of the situation before a word has been spoken. As the meeting progresses, this person shows a calm, deliberate, and efficient leadership style. Chairperson receives respectful attention throughout the meeting, makes sure all members can understand his or her words.

Oral Questions – G – (Only for Semi and Finals)
Correct answer given in accordance with state provided questions and suggested complete or partial points.

Unclassified/Privileged - H/I
(Refer to state provided contest guide for correct means to perform the ability)

Subsidiary - J/K
Parliamentary Procedure Scoring Crib Sheet
(Refer to state provided contest guide for correct means to perform the ability)

Incidental - L/M
(Refer to state provided contest guide for correct means to perform the ability)

Discussion - N
#1, the discussion pertains to the motion on the floor.
#2, use of proper grammar is present throughout the given discussion.
#3, the discussion has an appropriate audible level and shows realistic expression
#4, an informative and/or persuasive debate is given on the motion, one that would possibly help non-decided members to cast their vote either in favor or in opposition.
#5, the discussion makes a logical or legitimate point from the presenter’s given point of view and/or to the general concern of the group.
#6, the discussion does not repeat a previous point made by the presenter or that of other presenters without giving further clarification.
<table>
<thead>
<tr>
<th>CLASS &amp; MOTIONS</th>
<th>RANK (1)</th>
<th>REQUIRES A SECOND</th>
<th>DEBATE</th>
<th>AMENDS</th>
<th>CAN BE RECONSIDERED</th>
<th>IN ORDER WHEN ANOTHER MEMBER HAS THE FLOOR</th>
<th>VOTE</th>
<th>PURPOSE/MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVELEGED MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TO FIX THE TIME TO WHICH TO ADJOURN TO 1</td>
<td>YES</td>
<td>NO</td>
<td>YES(14)</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
<td>SET DATE &amp; TIME FOR NEXT MEETING</td>
<td></td>
</tr>
<tr>
<td>TO ADJOURN (UNQUALIFIED) (2)</td>
<td>2</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>END MEETING IMMEDIATELY</td>
</tr>
<tr>
<td>TO RECESS (UNQUALIFIED) (2)</td>
<td>3</td>
<td>YES</td>
<td>NO</td>
<td>YES(3)(14)</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>TO TEMPORARILY BREAK IN MEETING</td>
</tr>
<tr>
<td>TO RAISE A QUESTION OF PRIVILEGE</td>
<td>4</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>CHAIR/MAJORITY</td>
<td>SECURE COMFORT / CONVENIENCE FOR MEMBERS</td>
</tr>
<tr>
<td>TO CALL FOR THE ORDERS OF THE DAY</td>
<td>5</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>2/3</td>
<td>END DEBATE IMMEDIATELY</td>
<td>DEMAND COMPLIANCE WITH AGENDA (4) OR TO REQUEST THE AGENDA FOLLOW ORDERS</td>
</tr>
<tr>
<td>SUBSIDIARY MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TO LAY ON THE TABLE</td>
<td>6</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>DELAY BRIEFLY</td>
</tr>
<tr>
<td>TO CALL FOR THE PREVIOUS QUESTION</td>
<td>7</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>YES (5)</td>
<td>NO</td>
<td>2/3</td>
<td>END DEBATE IMMEDIATELY</td>
</tr>
<tr>
<td>TO LIMIT OR EXTEND DEBATE</td>
<td>8</td>
<td>YES</td>
<td>NO</td>
<td>YES (14)</td>
<td>YES</td>
<td>NO</td>
<td>2/3</td>
<td>LIMIT OR EXTEND DEBATE TO TIME OR NUMBER OF DEBATE</td>
</tr>
<tr>
<td>TO POSTPONE DEFINITELY</td>
<td>9</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
<td>DELAY TO A CERTAIN TIME</td>
</tr>
<tr>
<td>TO REFER TO COMMITTEE</td>
<td>10</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES (6)</td>
<td>NO</td>
<td>MAJORITY</td>
<td>ASSIGN TO A COMMITTEE</td>
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<tr>
<td>TO AMEND</td>
<td>11</td>
<td>YES</td>
<td>YES (7)</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
<td>CHANGE THE MOTION</td>
</tr>
<tr>
<td>TO POSTPONE INDEFINITELY</td>
<td>12</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES (6)</td>
<td>NO</td>
<td>MAJORITY</td>
<td>KILL MOTION WITHOUT A DIRECT VOTE</td>
</tr>
<tr>
<td>INCIDENTAL MOTION</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TO OBJECT TO THE CONSIDERATION OF QUESTION ** NO</td>
<td>NO</td>
<td>NO</td>
<td>YES (9)</td>
<td>YES (10)</td>
<td>2/3</td>
<td>STOP OFFENSIVE OR INAPPROPRIATE MEASURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TO APPEAL FROM THE DECISION OF THE CHAIR ** YES</td>
<td>NO/YES (13)</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>ALLOW MEMBERS TO OVERRULE THE CHAIR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TO RISE TO A POINT OF ORDER ** NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NONE/CHAIR</td>
<td>HAVE PARLIAMENTARY ERRORS CORRECTED</td>
<td></td>
</tr>
<tr>
<td>TO RISE TO PARLIAMENTARY INQUIRY ** NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NONE/CHAIR</td>
<td>CHECK ON PARLIAMENTARY QUESTIONS</td>
<td></td>
</tr>
<tr>
<td>TO CALL FOR A DIVISION OF THE HOUSE ** NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
<td>NONE/ (15)</td>
<td>REQUIRE A COUNTABLE VOTE</td>
<td></td>
</tr>
<tr>
<td>TO WITHDRAW A MOTION NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES(IF FAILED)</td>
<td>YES</td>
<td>MAJORITY</td>
<td>WITHDRAW A MOTION</td>
<td></td>
</tr>
<tr>
<td>TO SUSPEND THE RULE YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>2/3</td>
<td>MAKE EXCEPTIONS TO A RULE</td>
<td></td>
</tr>
<tr>
<td>UNCLASSIFIED</td>
<td>NONE</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TO RECONSIDER YES</td>
<td>YES (7)</td>
<td>NO</td>
<td>NO</td>
<td>YES (10)</td>
<td>MAJORITY</td>
<td>CORRECT ILL-ADVISED OR ERRONEOUS ACTION</td>
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<tr>
<td>TO RESCIND YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES(IF FAILED)</td>
<td>NO</td>
<td>MAJORITY/2/3(11)</td>
<td>REVOKE OR NULLIFY PREVIOUS ACTION</td>
<td></td>
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<tr>
<td>TO TAKE FROM THE TABLE YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>RESUME CONSIDERATION OF TABLED MOTION</td>
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<tr>
<td>MAIN MOTION(12)</td>
<td>13</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
<td>INTRODUCE PROPOSALS FOR GROUP ACTION</td>
</tr>
</tbody>
</table>

** = DOES NOT REQUIRE RECOGNITION

(1) A GIVEN MOTION TAKES PRIORITY OVER ANY MOTION WHICH RANKS BELOW IT AND YIELDS TO ANY MOTION WHICH RANKS ABOVE IT.
(2) QUALIFIED FORM AS A PRIVILEGED MOTION IS OUT OF ORDER.
(3) TO LENGTH OF TIME ONLY.
(4) OHIO CDE FORM
(5) BUT ONLY PRIOR TO VOTE ON ORIGINAL MOTION
(6) IF COMMITTEE HAS NOT BEGUN CONSIDERATION OF QUESTION.
(7) IF MAIN MOTION INVOLVED IS DEBATABLE.
(8) ONLY IF VOTE IS AFFIRMATIVE.
(9) ONLY IF OBJECTION IS SUSTAINED
(10) ONLY IF MADE BEFORE DEBATE BEGINS
(11) MAJORITY IF NOTICE WAS GIVEN OR MAJORITY OF ENTIRE MEMBERSHIP AND 2/3 IF NO NOTICE WAS GIVEN
(12) IN ORDER ONLY WHEN NO OTHER MOTION IS PENDING
(13) DEBATABLE IF MAIN MOTION IS DEBATABLE
(14) AMENDMENT IS NOT DEBATABLE
(15) COMPELLED BY MEMBERS