

## **GOVERNING RULES**

The Arizona-Nevada-New Mexico Division Bylaws and Standing Rules set out the rules by which we operate and they must comply with International Bylaws and Standing Rules. Roberts Rules of Order are also used by our association.

Full participation in business meetings requires knowledge and self-assurance concerning the rules of procedure. All members should feel confident to make motions, amend motions, and participate in discussions of issues before the association. Parliamentary procedure is important because it ensures democratic rule, protects individual rights, guarantees a fair hearing for everyone, and is flexible enough to meet all meeting needs.

### **BASIC RIGHTS AND OBLIGATIONS OF MEMBERS**

1. To receive all notices and to attend all meetings.
2. To present business, to participate in debate.
3. To nominate, and to accept office.
4. To inspect the organization's records.
5. To pay dues.
6. To accept majority rule on decisions.
7. To accept elected officers whether the member's choice or not.
8. To bring in new members and generally promote the objectives and aims of the organization.
9. To be courteous to all members.

### **RIGHTS AND RESPONSIBILITIES OF A MEMBER**

#### **PRINCIPLES OF PARLIAMENTARY LAW**

1. Courtesy to all
2. Justice to all
3. Rule of the majority
4. Right of the minority
5. Partiality to none
6. Protection of the absentee
7. One thing at a time

#### **OBJECTIVES OF PARLIAMENTARY PROCEDURES**

1. Expedite business
2. Maintain order
3. Insure justice and equity to all
4. Accomplish the objectives for which the group is organized

A member of an assembly, in the parliamentary sense, is a person having the right to full participation in an organization; the right to make motions, to speak in debate, and to vote. Membership in a society carries with it obligations as well as privileges; and, where these are peculiar to the society; they should be defined in the bylaws. In case specific duties are imposed on members by the bylaws, the member cannot, as a matter of right, decline such duty or demand that he/she can request this of the assembly.

Business is brought before an assembly by motion of a member. Visitors are welcome in a business meeting, but neither they, no honorary or associate member, can vote or make a motion unless provided for in the bylaws.

### **BASIC RULES FOR PROCESSING A MAIN MOTION OR RESOLUTION**

About 80 percent of all motions are Main Motions.

1. A member secures the floor. Member rises, addresses the Chair, (gives name in large assembly), and is recognized by the Chair.
2. A member introduces business. Member makes a motion ("I move"), another member seconds the motion, and the Chair (Presiding Officer) states the motion, which opens the question presented to discussion.

NOTE: Even if you do not agree with the motion, second it so that it is "on the floor" for discussion. Never let a motion "die" for lack of a second. You cannot speak against the motion if it is not open to discussion, nor can the maker speak for it.

3. The member states the motion "I move that..."

NOTE: To assist the Chair and Recording Secretary, it is advisable to record your motion on paper and submit to the chair after presentation.

4. Another member seconds the motion Any Member may second the motion. If there is no second, the Chair states, "The motion is not before the house for want of a second."

NOTE: Even if you do not agree with the motion, second it so that it is "on the floor" for discussion. Never let a motion "die" for lack of a second. You cannot speak against it if it is not open to discussion, nor can the maker speak for it.

5. The chair puts the question. "It is moved and seconded, to ..."
6. Remarks The Chair states, "Are there any remarks?" Remarks must be germane to the motion.
7. Vote The Chair states, "All in favor say Aye. Those opposed say No." (Or vote may be by written ballot).
8. Results No motion is complete until the Chair states the results of the vote. The Chair states, "The motion is carried" or "The motion is lost."

### **TYPES OF MOTIONS**

Main Motion: Introduces a new item of business. Until this motion is disposed of, no other Main Motion may be considered.

Subsidiary Motions: Are motions that modify or delay action on the Main Motion. Such motions are in order while the Main Motion, or a motion of lower rank, is still pending (in the debatable stage), and must be voted on before the Main Motion. Subsidiary motions have a definite order of precedence from the lowest to the highest. The lowest in rank yields to motions that are higher in rank. If several subsidiary motions are pending at one time, the vote is taken first on the motion with the highest rank, then on the motion next lower in rank, etc.

The seven subsidiary motions are:

1. *Postpone Indefinitely*: To reject or kill the Main motion. It requires a second, is debatable, cannot be amended and requires a majority vote. An affirmative vote only can be reconsidered.
2. *Amend*: To change wording of a motion. It requires a second, is debatable, can be amended, requires a majority vote, and can be reconsidered. The ways to amend are: to insert or to add; to strike out; to strike out and insert, and to substitute.
3. *Refer or Commit*: To get more information or to get the main motion into a more satisfactory form. It requires a second, is debatable, can be amended, requires a majority vote, and cannot be reconsidered after the committee has taken up the subject.
4. *Postpone to a Certain Time (Indefinitely or Definitely)*: To delay action on the pending question until a definite time, to provide more time for the member to consider the issue. It requires a second, is debatable, can be amended, requires a majority vote, and can be reconsidered.
5. *Limit or Extend the Limits of Debate*: Limit or extend the time a question may be discussed. The purpose is to change the adopted rules of debate. This motion can be applied to one or more pending motions. It requires a second, cannot be debated, can be amended, requires a two-thirds vote, can be reconsidered.

6. *Previous Question*: To close debate at once. Requires a second, is not debatable, cannot be amended, requires a two-thirds vote, and cannot be reconsidered after a vote has been taken under it. If adopted, discussion and amendments are halted, and the vote is taken immediately on the pending motions if so stated by the mover.
7. *Lay on the Table*: Delay action temporarily, usually in order to attend to some urgent business. The motion cannot be qualified. It requires a second, is not debatable, not amendable, requires a majority vote, and cannot be reconsidered.

**Motions that bring a question again before the assembly:**

1. *Take from the Table*: Bring a tabled questions back before the assembly. It requires a second, is not debatable, cannot be amended, requires a majority vote, and cannot be reconsidered.
2. *Reconsider*: To bring a question already acted upon before the assembly again so that the vote may be changed. It requires a second, is debatable when the motion to be reconsidered is debatable, cannot be amended, requires a majority vote, and cannot be reconsidered. The motion must be made by one who voted with the prevailing side. It must be made the same day, or next succeeding business day as the vote to be reconsidered was taken. Debate can go into the merits of the motion proposed to be reconsidered.
3. *Rescind or Amend Something Previously Adopted*: To annual or change action previously taken when it is too late to reconsider the vote. Any member may make the motion. There is no time limit. It requires a second, is debatable, can be amended and requires a two-thirds vote (or a majority vote if notice was given as the previous meeting). An affirmative vote (to rescind) cannot be reconsidered.
4. *Discharge a Committee*: To take the matter out of a committee's hand after referring it to the committee and before the committee has made a final report, and the assembly itself can consider it. It requires a second, is debatable (debate can go into the merits of the question in the hands of the committee), is amendable, requires a two-thirds vote (or a majority vote if notice has been given at the previous meeting or call of the present meeting). An affirmative vote cannot be reconsidered.

**Incidental Motions:** Are pertinent to, take precedence over, and must be decided before the pending question. Some also originate out of business that has just been pending.

1. *Point of order*: "I rise to a point of order." To call attention to a breach of the rules does not require a second and can even interrupt a speaker. Must be made at the time the breach occurs. The Chair asks that the point be stated and the member replies. The Chair decides the point.
2. *Division of a Question*: "I move that the question be divided into..." Only applies to a main motion if it has several parts each capable of standing on its own. It can be divided into two or more parts with one exact method of dividing specified in the motion. Each part is voted on separately. It requires a second, is not debatable, may be amended, requires a majority vote, and cannot be reconsidered.
3. *Division of the Assembly*: After the Chair announces the result of a vote, a member who does not agree may, without obtaining the floor, say "I call for a division." The Chair then takes the vote again, asking for the affirmative and the negative to stand. Does not require a second, cannot be debated or amended or reconsidered. A majority vote is required to order the vote to be counted or taken by ballot.
4. *Parliamentary Inquiry*: To inquire about a motion to use, wants information about the law or a motion. The inquiry should be pertinent to the pending business.

5. *Request for Information:* Must be pertinent to the pending business. Should be addressed through the Chair. Must be stated in the form of a question, cannot be used as a means of debate, may be used to make a point of information, but must always be put in the form of a question.

**Privileged Motions:** Are not related to the pending question, but need special attention and take precedence over the other motions.

1. *Raise a Question of Privilege:* Concerns the rights and privileges of the assembly or a member. For example, a report being read that cannot be heard. It does not require a second, is not debatable, cannot be amended, and is decided by the Chair.
2. *Recess:* Request a short intermission which does not close the meeting. It requires a second, is not debatable, and is amendable as to the length of the recess. Such amendment is undebatable, requires a majority vote and cannot be reconsidered.
3. *Adjourn:* To close the meeting. Requires a second, is not debatable, is not amendable, requires a majority vote, and cannot be reconsidered.
4. *Fix the Time to Which to Adjourn:* Fix the time for an adjourned meeting, to set the time and sometimes the place for another meeting to continue business of the session. Requires a second, is not debatable, and is amendable as to the date, hour or place. Such amendments are undebatable, require a majority vote, and can be reconsidered.

## **TYPES OF VOTES**

MAJORITY	A number at least one greater than half the votes cast.
PLURALITY	The largest number of votes received when there are three or more choices.
2/3 VOTE	Two-thirds of the votes cast. ("Two-thirds majority" is incorrect parliamentary verbiage.)
TIE VOTE	The same number for and against. Motion is lost.

NOTE: To determine a 2/3 vote quickly, double the negative vote cast. If equal or less than the affirmative vote cast, a 2/3 vote has been obtained. EXAMPLE: 24 votes cast – 16 affirmative, 8 negative,  $2 \times 8 = 16$ , so a 2/3 vote has been obtained.

## **PARLIAMENTARY DEFINITIONS**

ACCEPTING: Adopting the report of a committee.

AMEND: Change the wording, modify.

ANNOUNCING THE VOTE: The declaration by the Chair of the result of the vote.

ASSEMBLY: To designate the members of a society actually assembled for the transaction of business.

BOARD: Group of members of an organization authorized to act for the organization between its meetings, or as the agent, has the entire charge of a certain part of its work, and is subject to the orders of the organization.

BYLAWS: Fundamental rules or laws of a society.

CHAIR: The presiding officer and the station from which he presides.

DIVISION: A split of the assembly which compels the vote to be taken again.

EX-OFFICIO: "From the office" or "by virtue of the office."

GENERAL CONSENT: If no one objects, may be used instead of a formal vote on a question.

GERMANE: Relates to, or relevant.

MAIN MOTIONS: Motions that bring a subject before the assembly for its consideration and action.

MEETING AND SESSION: An assembly of a society's members for a time during which they do not separate longer than for a recess of a few minutes. Each of the meetings of a society is usually a session. If it adjourns to meet again at another time, the adjourned meeting is part of the same session. A regular meeting, together with all its adjourned meetings, constitutes one session. A convention, with usually three meetings a day, is one session.

MINUTES: A record of the business transacted at the meeting.

PENDING and IMMEDIATELY PENDING: a motion is pending after it has been stated by the Chair until it has been disposed of either permanently or temporarily. There may be a number of motions pending at the same time. The pending motion that was last stated is called the Immediately Pending Motion.

PREAMBLE: A brief statement of background or reasons preceding a resolution.

PRECEDENCE: Rank of motions.

PREVIOUS NOTICE: The announcement that the motion will be introduced.

PREVIOUS QUESTION: A name given to the motion to close debate and take a vote at once.

PUTTING THE QUESTIONS: Submitting to the assembly the question it will adopt (or agree to) the immediately pending motion.

QUORUM: The minimum number of members who must be present for business to be legally transacted.

RANK: Order of precedence.

RECESS: Short intermission.

RECOGNIZE: A member is recognized by the Chair, after the member has risen and addressed the Chair by his/her proper title.

RESCIND: Striking out a motion or entire resolution that has been previously adopted.

SECONDARY MOTION: Any motion other than a main motion.

SECONDER: A member of the assembly who seconds, or endorses, a motion.

SINE DIE: "Without a day." When an assembly adjourns sine die, it is dissolved and that assembly ceases to exist.

STANDING RULES: Rules and regulations for the guidance of an assembly.

STATING THE QUESTION: The Chair restates the motion before the assembly, after it has been seconded and if it is in order.

TELLERS: A committee appointed to count the votes and report the same to the assembly.

A VOTE: Formal expression of the will, or opinion, or preference of the members of an assembly.

YIELDS: A motion is said to yield (give way to) to another if the motion is in order when the first motion is pending.

QUORUM – TWO-THIRDS VOTE – (at least two thirds of the votes cast be persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present):

of	of	of	of
1 is 1	26 is 18	51 is 34	76 is 51
2 is 2	27 is 18	52 is 35	77 is 52
3 is 2	28 is 19	53 is 36	78 is 52
4 is 3	29 is 20	54 is 36	79 is 53
5 is 4	30 is 20	55 is 37	80 is 54
6 is 4	31 is 21	56 is 38	81 is 54
7 is 5	32 is 22	57 is 38	82 is 55
8 is 6	33 is 22	58 is 39	83 is 56
9 is 6	34 is 23	59 is 40	84 is 56
10 is 7	35 is 24	60 is 40	85 is 57
11 is 8	36 is 24	61 is 41	86 is 58
12 is 8	37 is 25	62 is 42	87 is 58
13 is 9	38 is 26	63 is 42	88 is 59
14 is 10	39 is 26	64 is 43	89 is 60
15 is 10	40 is 27	65 is 45	90 is 60
16 is 11	41 is 28	66 is 44	91 is 61
17 is 12	42 is 28	67 is 45	92 is 62
18 is 12	43 is 29	68 is 46	93 is 62
19 is 13	44 is 30	69 is 46	94 is 63
20 is 14	45 is 30	70 is 47	95 is 64
21 is 14	46 is 31	71 is 48	96 is 64
22 is 15	47 is 32	72 is 48	97 is 65
23 is 16	48 is 32	73 is 49	98 is 66
24 is 16	49 is 33	74 is 50	99 is 66
25 is 17	50 is 34	75 is 50	100 is 67

QUORUM – MAJORITY VOTE – (more than half of the votes cast be persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present):

of	of	of	of
1 is 1	26 is 14	51 is 26	76 is 39
2 is 2	27 is 14	52 is 27	77 is 39
3 is 2	28 is 15	53 is 27	78 is 40
4 is 3	29 is 15	54 is 28	79 is 40
5 is 3	30 is 16	55 is 28	80 is 41
6 is 4	31 is 16	56 is 29	81 is 41
7 is 4	32 is 17	57 is 29	82 is 42
8 is 5	33 is 17	58 is 30	83 is 42
9 is 5	34 is 18	59 is 30	84 is 43
10 is 6	35 is 18	60 is 31	85 is 43
11 is 6	36 is 19	61 is 31	86 is 44
12 is 7	37 is 19	62 is 32	87 is 44
13 is 7	38 is 20	63 is 32	88 is 45
14 is 8	39 is 20	64 is 33	89 is 45
15 is 8	40 is 21	65 is 33	90 is 46
16 is 9	41 is 21	66 is 34	91 is 46
17 is 9	42 is 22	67 is 34	92 is 47
18 is 10	43 is 22	68 is 35	93 is 47
19 is 10	44 is 23	69 is 35	94 is 48
20 is 11	45 is 23	70 is 36	95 is 48
21 is 11	46 is 23	71 is 36	96 is 49
22 is 12	47 is 24	72 is 37	97 is 49
23 is 12	48 is 25	73 is 37	98 is 50
24 is 13	49 is 25	74 is 38	99 is 50
25 is 13	50 is 26	75 is 38	100 is 51