

Conducting the Business of the Constituency Session

DRAFT 1

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The Basic Principles of Parliamentary Procedure

1. The purpose of parliamentary procedure is to promote cooperation, fairness, and efficiency in the transaction of an organization's business.
2. Parliamentary procedure assumes that all delegates have equal rights, privileges, and obligations in the fair conduct of business.
3. The majority vote decides the direction the organization takes.
4. Parliamentary rules are to protect the rights of the minority.
5. Each delegate has a right to full participation in the discussion of every proposal brought before the group for a decision.
6. Every delegate has a right to be informed as to the meaning of all items brought before the assembly.

The Use of "Motions" to Conduct Business

A "motion" is the formal presentation of a proposal to the assembly for its consideration. To present a motion, a delegate rises and addresses the presiding officer, saying, "Mr. Chairman." After the delegate is acknowledged by the chairman, he/she proposes his/her motion starting with the words, "Mr. Chairman, I move that..." Most motions also require a "second," that is, an affirmation that at least one other person wants the motion to be considered.

Adapted from Sturgis *Standard Code of Parliamentary Procedures* (2009 Edition).

Procedures for Participating in the Constituency Session of the Southern California Conference

To facilitate clarity of understanding and efficiency in processing the desires of the body, the following procedures shall be followed when a delegate wishes to speak:

1. Any substantive motion, amendment to an existing motion, or comment regarding a motion on the floor, is to be made from one of the standing microphones after the chair acknowledges the speaker.
2. A procedural motion, such as a parliamentary inquiry or a motion to vote immediately, may be made from a microphone which will be designated as the procedural microphone, as long as another delegate is not speaking and the speaker of the procedural motion has been acknowledged by the chair.
3. A motion to amend must specifically state those words which are to be added, deleted, or substituted, followed by a statement of how the motion would read if amended. A motion to amend must be germane to the main motion which is to be amended.
4. A special committee report is to be concluded with a motion from the committee regarding the disposal of that report. The usual options include adopting the report (officially endorsing the finding, opinions, and recommendations), adopting a portion of the report, referring the report to another committee, postponing any action on the report, filing the report, or rejecting the report.

Rules Governing Various Motions Used to Conduct Business

There are basically four types of motions:

Main Motion	A main motion is a motion whose introduction brings business before the assembly.
Subsidiary Motion	A subsidiary motion assists in treating or disposing of a main motion and sometimes other motions. (Tabling, previous questions/vote immediately, refer to committee, amendments, postpone indefinitely, and limit time of debate.)
Privileged Motion	A privileged motion has to do with special matters of immediate and overriding the importance and do not relate to the pending business. (Fixing time of future meeting, recess, adjournment, fixing time at which to adjourn, and questions of privilege/interrupting pending business to state an urgent request or motion.)
Incidental Motion	An incidental motion deals with questions of procedure. (Appeals regarding points of order and/or information, division of the house/requires a standing vote, and withdrawing or modifying a motion.)

Motions In Order Of Precedence	Debatable	Vote Required
Main motion.....	Debatable.....	Majority
Reconsider.....	Debatable.....	Majority
Rescind.....	Debatable.....	Majority
Resume consideration.....	Debatable.....	Majority
Postpone indefinitely.....	Debatable.....	Majority
Amend.....	Debatable.....	Majority
Refer to Committee.....	Debate only on merits of referral.....	Majority
Postpone indefinitely.....	Debate only on time of postponement.....	Majority
Limit debate.....	Not Debatable.....	2/3
Vote immediately ("previous question").....	Not Debatable.....	2/3
Postpone temporarily ("table").....	Not Debatable.....	Majority
Recess.....	Debate only on length of time.....	Majority
Adjourn.....	Not Debatable.....	Majority

Other incidental motions and requests include: Appeal, suspend rules, object to consideration, point of order, parliamentary inquiry, question of privilege, withdraw motion, division of question, division of assembly.