

When the chair is ready to put the question, the vote on the amendment is called. If the amendment is carried, there follows a discussion of, and a vote on, the amended motion. If the amendment is lost, another amendment may be offered, or there follows a discussion of and vote on the main motion. Note that a favorable vote on the amendment does not go away with a vote on the main motion. A friendly amendment, where no vote is necessary, may be made if the maker of the main motion agrees to it.

Postponement

If a main motion needs to be studied more carefully than is possible in the meeting, the motion to commit should be made. "I move to refer the motion to a committee." This motion can be debated, but the discussion must refer strictly to the desirability of having the motion considered by a committee. The motion can be amended.

The motion to commit may take the complete form: "I move that the question referred to a committee of five, to be appointed by the chair, with instructions to report at the next meeting." The member making the motion to commit is usually made chair of the committee.

Committee reports

The Committee Report may be placed on file if it merely gives information to the meeting. If it contains specific recommendations, the committee chair should move that it be adopted as soon as it is read.

Communications

The Recorder, Clerk or Secretary reads all letters to the chapter concerning chapter business.

They are disposed as of the follows:

- ◆ Placed on file. This is done if they give information but require no chapter action.
- ◆ Referred to a committee. This is done if they require action and need to be more carefully studied than is possible at the meeting.
- ◆ Made the basis of a main motion. If the letter requests information, a motion to furnish the information should be made.

If the letter requires the taking of some action by the chapter, a motion to that effect should be made.

Adjournment

A motion to adjourn may be made at any time. It becomes the immediately pending question. It cannot be mended or debated. It must by once be put by the chair. But remember—the meeting is not adjourned until the chair makes an announcement to that effect.

Additional information

For more information on building your leadership skills or getting involved in a leadership role on campus, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

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STUDENT AFFAIRS

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Cal State Fullerton

Elements of
Parliamentary
Procedure

Dean of Students

Parliamentary Procedure

Parliamentary procedure is used to facilitate the speedy and effective completion of business. If it seems to bog down the handling of business it is being over-used or misused. The degree of parliamentary procedure used will depend on the number of people involved. As the number of people increases, more rules will be needed to maintain control.

Introduction of business

The business of the organization is introduced at meetings by means of main motions, committee reports and communications.

Main motions

A motion is a proposal that requires taking action or taking a stand. The steps leading to the adoption of a main motion are:

- ◆ Obtaining the floor
- ◆ Making the motion
- ◆ Seconding the motion
- ◆ Stating the motion
- ◆ Discussing the motion
- ◆ Putting the question
- ◆ Voting

To obtain the floor, rise, address the chair (the presiding officer), who recognizes the member by name. Then, and not before, the member states the motion. If several rise at the same time, the chair decides which rose first and is thus entitled to the floor.

To make the motion, say, "I move that-----"

Do not say, "I make a motion that-----" or "I Motion-----" A motion must always be in the Affirmative form.

To second the motion say "I second the motion." It is not necessary to rise or to be recognized by the chair.

Discussion

Before allowing any discussions of the main motion, the chair must say "It is moved and seconded that we..." Until the chair has stated the motion, the maker can withdraw

or alter it without asking the consent of the meeting. The chair then asks, "Is there any discussion?" The mover has the right to speak first, and should be recognized by the chair, even if another member has risen first and addressed the chair.

Speakers must address their remarks to the chair. If members desire to ask questions of the speaker, they rise, and without waiting to recognize, say, "May I ask a question." In cases of emergency a member rises, and without being recognized says, "I rise to a question of privilege." It may be to have better ventilation, or to have disorder, such as whispering among members, checked.

It may be a request for information as to some statement made by a speaker. When the questions of privilege have been settled, the member who was interrupted continues the discussion. The discussion must be relevant to the motion.

Voting

The discussion is closed by a chair, which asks, "Are you ready for the question?" The motion is then restated, and if there is no more discussion, a vote is taken.

The chair calls for the vote saying, "All those in favor of the motion say 'Aye, stand, or raise their hands.'" If the meeting seems closely divided in opinion, the chair should call for a rising vote. After those in favor of the motion have voted, the chair must call for the negative vote. "Those opposed..." even though the vote may be unanimous.

If the vote is by "Ayes" and "Nays", and the chair is not sure of the result, there should be a second vote, asking for a rising vote. The members must remain standing or hold their hands raised until the chair announces the result by saying, "The motion is carried (or lost)."

A vote by ballot is a secret, written vote. Unless called for in the By-laws, it can be ordered by "general consent." That is, without waiting for a motion, the chair says, "If there is no objection, the vote will be by ballot." If there is any objection, the chair may ask for a motion, or a member may make such a motion.

The motion to vote by ballot cannot be debated, and as soon as the motion is made and seconded, the chair must call for the vote. This motion should be used in all

cases where the question is such that members would hesitate to express their viewpoints openly.

The chair does not vote, except in case of a tie, or when the vote is by ballot. While there can be only one main motion before the meeting at a time, we see that there can be two motions, a main motion, and the motion to vote by ballot.

There are several "secondary" motions that can be made when a motion is before the meeting: vote by ballot, amendments, motion to refer to a committee, and the motion to adjourn.

Amendments

Any motion can be amended by:

- ◆ Adding or inserting
- ◆ Striking out
- ◆ Striking out and inserting

Illustrations

The motion before the meeting is "That we buy a Jones radio."
I move to amend the motion:

- ◆ By inserting the word "walnut" before the word "radio"
- ◆ By adding the words "and stand" after the word "radio"
- ◆ By striking out the word "Jones" before the word "radio"
- ◆ By striking out the word "Jones" before the word "radio" and inserting the word "Smith."

An amendment must be germane to the main motion. The above motion could not be amended by striking the words "Jones radio" and inserting the word "refrigerator."

A pending question is one that has been stated by the chair, yet voted on. An immediately pending question is the one last stated by the chair. A vote on the immediately pending question must always be taken before the vote on the pending question.

The amendment to a motion is the immediately pending question, and must be discussed and put to a vote before any discussion of, or action on, the main motion. Discussion must relate to the amendment would substitute the word "rent" for the word "buy", the discussion must be confined to the question as to whether if you have a radio, you rent or buy it.