

Mentone Area Preservation Association ***Robert's Rules of Order***

The Ten Basic Rules of Parliamentary Procedure

1. The Rights of the Organization Supersede the Rights of Individual Members.
2. All Members Are Equal and Their Rights Are Equal.
3. A Quorum Must Be Present to Do Business.
4. The Majority Rules.
5. Silence is Consent.
6. Two-Thirds Vote Rule.
7. One Question at a Time and One Speaker at a Time.
8. Debatable Motions Must Receive Full Debate.
9. Once a Question is Decided, it is Not in Order to Bring Up the Same Motion or One Essentially Like It at The Same Meeting.
10. Personal Remarks in Debate Are Always Out of Order.

Types of Motions

I. Main Motions

A Main Motion is defined as a proposal that certain action be taken or an opinion be expressed by the group. Main motions allow a group to do its work. They are the motions that spend money, adopt projects, and so forth. The word to use is “**I move.**”

II. Secondary Motions

A secondary motion is one that can be made while the main motion is on the floor and before it has been decided. Secondary motions are divided into three classes which relate to their use in Parliamentary procedure. Those classes are **subsidiary motions, privileged motions, and incidental motions.**

A. Subsidiary Motions

Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, and so on. They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. Subsidiary motions are the class of motions most frequently used in meetings. Subsidiary motions cause confusion because they have rank among themselves. Robert calls rank “the order of precedence of motions.” A motion of higher rank can be made while a motion of lower rank is on the floor. The motion of lower rank “yields” to the one of higher rank.

Subsidiary motions have **rank** among each other. They are arranged in a specific order in which they must be considered and acted upon, some motions taking precedence when they are applied to a main motion. Rank means that a motion of **higher rank** can be made at the time that a motion of **lower rank** is on the floor or **pending**. A motion of higher rank **takes precedence** over a motion of lower rank. The rank of Subsidiary motions from lower rank to higher rank is as follows.

1. Amend

To amend a motion means to change the wording of a motion to make it clearer, more complete, or more acceptable before the motion is voted upon.

2. Commit

To commit or refer a motion sends the question on the floor to a small number of people so that it can be carefully studied and put into proper form for the group to consider.

3. Postpone

The motion to postpone delays action on a question until later in the same meeting or until the next meeting. A motion cannot be postponed further than the next regular meeting; however, it may be **renewed** at a later date.

4. Limit Debate

Limit debate is the motion by which the group can exercise special control over debate by reducing the number and length of speeches allowed or requiring that debate be limited to a period of time, at the end of which the vote must be taken.

5. Previous Question

Previous question is the motion used to cut off debate and to bring the group to an immediate vote on the pending motion (the motion on the floor that was stated last).

B. Privileged Motions

Privileged motions are not related to the business on the floor, but to the rights of members and the organization. They are of such importance that they have the right to interrupt business. Because of their high privilege, they are *undebatable*. They have the following rank from lowest to highest.

1. Questions of Privilege

Questions of privilege relate to the rights of the organization or any of its members. The motion enables a member to interrupt business on the floor to state an urgent request. It is in order only when the comfort, dignity, safety, or reputation of the organization or any individual member is at stake. There are two forms of privilege. One, known as **general privilege**, affects the organization and its meeting; the other, known as **personal privilege**, affects individual members.

2. Recess

Recess proposes a short intermission in the meeting. It temporarily suspends business, which is resumed at the same point at the end of the intermission.

3. Adjourn

To adjourn means to close the meeting. An adjournment can be made while business is pending provided that the rules of the group provide for another meeting. When business is pending and the motion to adjourn is adopted, the unfinished business is carried over to the next meeting.

C. Incidental Motions

Incidental motions are procedural. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, and so on. When introduced, they must be decided before business can resume. Incidental motions have no rank among themselves and may be applied to any main motion. They are decided as they arise. Incidental motions are usually undebatable and can only rarely be amended.

1. Point of Order

Point of order is the motion to use if you feel the Chair is failing to operate within the rules. The effect of this motion alerts the membership to a breach of procedure as well as requiring the Chair to defend a ruling.

2. Appeal

Appeal is the motion that allows any two members to counter what they feel is an incorrect or unfair ruling of the chair. This motion, if seconded, requires the Chair to submit the ruling to the vote of the group. The group may vote in favor of the ruling of the chair or they may vote against the ruling, reversing it.

3. Point of Information

Point of information is the motion used to obtain additional information on the subject being considered.

4. Parliamentary Inquiry
Parliamentary inquiry is a useful motion that enables the members to obtain parliamentary help.
5. Division of a Question
Division of a question may be used when a motion or resolution contains several parts, and the group wishes to vote on each part separately.
6. Objection to the Consideration of a Question
Objection to the consideration of a question is used when a member feels that it would be harmful for a particular motion to come before the group for discussion and vote. This vote is rarely used.
7. Permission to Withdraw a Motion
Permission to withdraw a motion allows a member who realizes he has made a hasty or ill-advised motion to withdraw it with the consent of the group. This device saves time in disposing of the motion. The presiding officer usually handles the request by use of general consent.

Restorative Motions or Motions That Bring a Question Back

Restorative motions allow a group to change its mind. They are a separate category because of their contradiction to the parliamentary rule that once a question has been decided it cannot be brought up again at the same meeting.

Robert says that within limits, members have the right to rethink a situation if they feel their decision has been made too quickly or without enough information. The two most commonly used restorative motions are rescind and reconsider.

- A. Rescind
Rescind is the motion used to quash or nullify a previously adopted motion. It may strike out an entire motion, resolution, bylaw, and so on.
- B. Reconsider
Reconsider is the motion that allows a group to reconsider the vote on a motion. It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.

Reconsider has special rules to prevent its abuse by a disgruntled minority, since it allows a question already decided to be brought up again.

How A Motion Is Made And Acted Upon

- A. A Member Requests the Floor
- B. The Floor is Assigned
- C. The Motion is Made
- D. The Motion is Seconded
- E. The Chair States the Motion
- F. Debate is Held
- G. The Chair Puts the Question (Motion) to a Vote
- H. The Chair Announces the Vote

Resolution

A resolution is nothing more than a main motion submitted in writing. Resolutions are used when an organization wishes to publish policy, principles, and sentiments or when more formality is desired.

Two parts to a resolution:

The **preamble** that begins with “Whereas” and is limited to providing the reason for the resolution and any background information that might strengthen it.

The second part of the resolution begins with “**RESOLVED**” and contains the motion to be adopted.

Mentone Area Preservation Association
Meeting Agenda Outline

- I. Call to Order
- II. Opening Ceremonies (optional)
Welcoming Remarks
- III. Minutes of the Previous Meeting
(Copies will be distributed at meetings)
- VI. Report of the Officers
 - A. Report of the Treasurer
(Copies will be distributed at meetings)
- VII. Report of Standing Committees
 - Examples:
 - A. Financial Committee
 - B. Festival Committee
 - C. Tourism Committee
- VIII. Reports of Special Committees
 - Example:
 - A. Bylaws Committee
- IX. Special Orders
- X. Unfinished Business
- XI. New Business
- XII. Announcements or Programs
- XIII. Adjournment