

Parliamentary Procedure: Lesson Three

Course

Health Science

Unit I

Leadership

Essential Question

Do I know how to conduct myself in a professional business meeting?

TEKS

130.204(c)10B,
10C

Prior Student Learning

A basic understanding of a professional business meeting.

Parliamentary Procedure

Lessons 1 and 2

Estimated time

1.5 – 2 hours

Rationale

A thorough understanding of Parliamentary Procedure is necessary in the orderly conduction of business meetings.

Objectives

Upon completion of this lesson, the student will be able to:

- understand principles of Parliamentary Procedure; and
- formulate basic motions using Parliamentary Procedure.

Engage

In small groups, make a list of places where parliamentary procedure is regularly used. What do they have in common? How are they different? Do you think these organizations could run as effectively without parliamentary procedure? Compare answers as a class.

Key Points

- I. Motions
 - A. Bring business to an assembly in an orderly manner
 - B. The main types of motions in Parliamentary Procedure
 1. Main motions
 2. Subsidiary
 3. Privileged
 4. Motions that Bring a Question before the assembly again
 5. Incidental
 - C. Motions are ranked – within each rank the types of motions also have ranking
 1. Highest ranking are privileged
 2. Next highest are subsidiary
 3. Main motions have no rank
 4. Incidental motions really have no rank as well
 - D. Motions begin with the words “I move that”
 - E. Motions are short and to the point – no discussion or excessive description is needed. This can be included in the debate after.
 - F. Only one motion can be considered at a time – sequence of what should be considered is determined by the rank – highest to lowest. Thus main motions are considered last, because they have no ranking.
- II. Ranked motions
 - A. Main motions – introduce all business
 - B. Subsidiary motions – have to do with another motion

1. Modify the motion
 2. Delay action on it
 3. Dispose of it
- C. Privileged motions – have to do with the conduction of the meeting itself, and have to do with such emergency that they interrupt everything else.
- D. Incidental motions deal with questions of procedure and arise out of another motion or item of business
- III. Main motions
- A. Require a second – if not received, the motion dies
 - B. Are debatable
 - C. Are amendable
 - D. Require a majority vote
 - E. May be reconsidered
 - F. Cannot interrupt a speaker – must wait for the floor to be yielded, and the one introducing the main motion must gain the floor
- IV. Subsidiary Motions – are related to other motions – applied to other motions
- A. Lay on the Table – delay action on another motion because something more important has arisen
 1. Requires a second
 2. Is not debatable
 3. Is not amendable
 4. Cannot be reconsidered
 5. Cannot interrupt another speaker
 - B. Previous Question – requires an immediate vote on another motion
 1. Requires a second
 2. Is not debatable
 3. Is not amendable
 4. Passed by a 2/3 vote
 5. Cannot interrupt another speaker
 6. State “I move the previous question”
 - C. Postpone definitely – defers action on another motion to a specific day, place, and time
 1. Requires a second
 2. Is not debatable
 3. Is amendable
 4. 2/3 vote required because it restricts
 5. May be reconsidered
 6. Cannot interrupt one who has the floor
 - D. Commit or refer – gives a motion more detailed attention or permits it to be handled privately
 1. Requires a second
 2. Is debatable

3. Is amendable
 4. Majority vote required
 5. May be reconsidered
 6. Cannot interrupt one who has the floor
- E. Amendments – change a main motion by inserting, adding, striking, and substituting
1. Require a second
 2. Is debatable if the main motion is debatable
 3. Amendment of the first degree may be amended by amendment of the second degree
 4. Second degree amendments cannot be amended
 5. Related to motion pending
 6. Majority vote required
 7. May be reconsidered only until the main motion is adopted; otherwise, the whole main motion may be reconsidered
 8. May not interrupt one who has the floor
- F. Postpone indefinitely – disposes of the question without having to vote on it
1. Requires a second
 2. Is debatable
 3. Is not amendable
 4. Majority vote required
 5. Cannot be reconsidered
 6. Cannot interrupt one who has the floor
- V. Privileged Motions – have to do with the conduct of the meeting, and any other pressing issues that require immediate attention
- A. Adjourn – terminates the meeting
1. “I move that we adjourn”
 2. Requires a second
 3. Not debatable
 4. Not amendable
 5. Majority vote required
 6. Cannot be reconsidered
 7. Cannot interrupt one who has the floor
- B. Recess – permits a short intermission
1. Requires a second
 2. Not debatable
 3. Not amendable
 4. Majority vote required
 5. Cannot be reconsidered
 6. Cannot interrupt one who has the floor
- VI. Motions that bring a question before the assembly again
- A. Reconsider – allows a question previously disposed of to come again before the assembly as if it had not been considered. Can only be made by a member who voted on the prevailing

side, and only on the same day the original vote was taken

1. Requires a second
 2. Is debatable only if the original motion to be reconsidered is debatable
 3. Is not amendable
 4. Majority vote required
 5. Cannot be reconsidered
 6. Cannot interrupt one who has the floor
- B. Rescind – voids a motion previously passed
1. Requires a second
 2. Is debatable
 3. Is amendable
 4. Simple majority if prior notice given, or 2/3 if not
 5. Only a negative vote can be reconsidered
 6. Cannot interrupt a speaker who has the floor
- C. Take from the table
1. Requires a second
 2. Is not debatable
 3. Is not amendable
 4. Majority vote
 5. Cannot be reconsidered
 6. Cannot interrupt a speaker who has the floor

VII. Incidental Motions

- A. Point of information – wants facts about the business at hand
1. “I rise to a point of information”
 2. Can happen at any time
- B. Parliamentary Inquiry – requests chair’s opinion, not a ruling on a matter regarding the business at hand
1. Can happen at any time
- C. Division of Assembly – calls for verification when a member doubts the accuracy of a voice vote
1. Can happen after a voice vote is taken
- D. Withdraw a motion – permits a member to remove his or her question from consideration, even after the motion has been restated by the chair.
1. “Madam President, I move that I be allowed to withdraw the motion.”
- E. Point of Order – Challenges an error in procedure and requires a ruling by the chair.
1. “I rise to a point of order,” or, “Point of Order”

Activity

- I. Participate in the Jeopardy Game PowerPoint. (Game 1, Game 2,

Teacher Note:
Make enough sets of motions for class groups of 3-4. Cut the motions into strips and laminate so the sets can be reused.

Game 3)

- II. Divide the class in to groups of 3-4. Rank motions in order starting with the highest. (List of Motions 1, List of Motions 2, List of Motions 3, List of Motions 4)

Assessment

Member of a Team Rubric

Materials

Handouts : Classification of Motions

PowerPoint : Parliamentary Procedure III

Accommodations for Learning Differences

For reinforcement, the students will list the motions in ranking order.

For enrichment, the students will select one motion and design a role play, rhyme, or some creative way to remember all of the points of that motion.

National and State Education Standards

National Health Science Cluster Standards

HLC07.01 Leadership and Teamwork

Health care workers will understand the roles and responsibilities of individual members as part of the health care team, including their ability to promote the delivery of quality health care.

TEKS

130.204(c)(10)B participate in group dynamics; and

130.204(c)(10)C integrate consensus-building techniques.

Texas College and Career Readiness Standards

Social Studies Standards

E4. Identify and evaluate the sources and consequences of social conflict.

List of Motions 1

LAY ON THE TABLE

PREVIOUS QUESTION

POSTPONE DEFINITELY

COMMIT/REFER

Correct order: Lay on the Table
Previous Question
Commit/Refer
Postpone Definitely

List of Motions 2

AMENDMENT

POSTPONE INDEFINITELY

ADJOURN

RECESS

Correct Order: Adjourn
Recess
Amend
Postpone Indefinitely

List of Motions 3

PARLIAMENTARY INQUIRY

DIVISION OF ASSEMBLY

WITHDRAW A MOTION

POINT OF ORDER

Correct Order: Incidental Motions- they have no rank

List of Motions 4

Main Motion

Refer to Committee

Amend

Adjourn

Correct order: Adjourn
Refer to committee
Amend
Main Motion

Types of Motions Brought to Assemblies (Handout)

Four main types of motions: Main, subsidiary, privileged, and incidental.

Motions are ranked – some have higher precedence than others. The highest ranking is privileged, followed by subsidiary, and then main. Incidental motions don't really have a ranking, much like the main motion. Only one motion can be considered at a time; the sequence in which motions may be taken up is determined by their ranking – highest to lowest. So the main motion is the last motion to be considered, because it has no ranking.

Main Motions

- Have no rank – all other motions take precedence over main motions
- Introduce new business to an assembly
- Introduced by anyone in the group
- Begin with the words "I move that. . . ."

Main motions:

- A. Require a second
- B. Are debatable
- C. Are amendable
- D. Require a majority vote
- E. May be reconsidered
- F. Cannot interrupt a speaker – must wait until the floor is yielded, and then the one who introduces the motion must gain the floor.

Subsidiary Motions

- May be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it
- Have a specific order of precedence

Lay on the Table (Highest subsidiary motion) – the motion to postpone an item of business because something more important has arisen

- A. Requires a second
- B. Not debatable
- C. Not amendable
- D. Cannot be reconsidered
- E. Cannot interrupt one who has the floor

Previous Question (motion, if passed, orders an immediate vote)

- A. Requires a second
- B. Not debatable
- C. Not amendable
- D. Passed by a 2/3 vote
- E. Cannot interrupt one who has the floor
- F. "I move the previous question" means lets vote

Limit or extend limits of debate – both number and length of speeches

- A. Requires a second
- B. Not debatable
- C. Is amendable
- D. 2/3 vote for adoption
- E. May be reconsidered
- F. Cannot interrupt one who has the floor

Postpone definitely – defers to a definite day, place, and time.

- A. Requires a second
- B. Is debatable
- C. Is amendable
- D. Majority vote required
- E. May be reconsidered
- F. Cannot interrupt one who has the floor

Commit or refer – gives a motion more detailed attention, or permits it to be handled privately

- A. Requires a second
- B. Is debatable
- C. Is amendable
- D. Majority vote required
- E. May be reconsidered
- F. Cannot interrupt one who has the floor

Amendments – modify a main motion by inserting, adding, striking, and substituting

- A. Requires a second
- B. Is debatable if the main motion is debatable
- C. Amendment of the first degree may be amended by amendment of the second degree
- D. Second degree cannot be amended
- E. Related to the motion pending
- F. Majority vote required
- G. May be reconsidered only until the main motion is adopted; otherwise, the whole main motion may be reconsidered
- H. Cannot interrupt one who has the floor

Postpone indefinitely – disposes of a question without having to vote on it

- A. Requires a second
- B. Is debatable
- C. Not amendable
- D. Majority vote required
- E. Cannot be reconsidered
- F. Cannot interrupt one who has the floor

Privileged Motions

Adjourn – terminates the meeting

- A. "I move that we adjourn"
- B. Requires a second
- C. Not debatable
- D. Not amendable
- E. Majority vote required
- F. Cannot be reconsidered
- G. Cannot interrupt one who has the floor

Recess – permits a short intermission

- A. Requires a second
- B. Not debatable
- C. Is amendable
- D. Majority vote required
- E. Cannot be reconsidered
- F. Cannot interrupt one who has the floor

Raise a question of privilege – bringing an important issue before the assembly that is related to the members rights and privileges – needs to have immediate consideration

- A. Does not require a second
- B. Is not debatable
- C. Is not amendable
- D. No vote required for this – only on the question being brought
- E. Cannot be reconsidered
- F. Cannot interrupt one who has the floor

Call for the order of the day

- A. Does not require a second
- B. Is not debatable
- C. Is not amendable
- D. 2/3 vote required
- E. Cannot be reconsidered
- F. Cannot interrupt one who has the floor

Motions That Bring a Question Before the Assembly Again

Reconsider – allows a question previously disposed of to come again before the assembly as if it had not been considered. Can only be made by a member who voted on the prevailing side, and only on the same day the original vote was taken.

- A. Requires a second
- B. Is debatable only if the original motion to be reconsidered is debatable
- C. Not amendable
- D. Majority vote required
- E. Cannot be reconsidered
- F. Cannot interrupt another speaker with the floor

Discharge a committee – take a matter out of a committee's hands

- A. Requires a second
- B. Is debatable
- C. Is amendable
- D. Simple majority if prior notice given, or 2/3 vote
- E. Only a negative vote can be reconsidered
- F. Cannot interrupt a speaker who has the floor

Rescind – voids a previously passed motion

- A. Requires a second
- B. Is debatable
- C. Is amendable
- D. Simple majority if prior notice given, or 2/3 vote
- E. Only a negative vote can be reconsidered
- F. Cannot interrupt a speaker who has the floor

Take from the table

- A. Requires a second
- B. Is not debatable
- C. Is not amendable
- D. Majority vote
- E. Cannot be reconsidered
- F. Cannot interrupt a speaker who has the floor

Incidental Motions

Point of information

- A desire for facts about the business at hand
- "I rise to a point of information."
- Can happen at any time

Parliamentary Inquiry

- Requests the chair's opinion
- Not a ruling on a matter regarding the business at hand
- Can happen at any time

Division of Assembly

- Calls for verification when a member doubts the accuracy of a voice vote
- Can happen after a voice vote is taken

Withdraw a motion

- Permits a member to remove his or her question from consideration even after the motion has been restated by the chair
- "Madam President, I move that I be allowed to withdraw the motion."

Suspend the rules

- Temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take
- "I move to suspend the rules which interfere with considering the motion to hold a get-acquainted happy hour for new members."
- Requires a 2/3 vote and cannot be reconsidered.

Appeal from the ruling of the chair

- Challenges a ruling of the chair
- A majority vote sustains the ruling.
- "I appeal from the decision of the chair."

Point of Order

- Challenges an error in procedure
- Requires a ruling by the chair.
- "I rise to a point of order," or, "Point of Order!"