

POINTS OF PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER (REVISED) shall govern the Association in all cases where applicable.

1. All **discussion is controlled by the chairperson.**
2. Members address the Chairperson as **Mr./Madam Chairperson Mr./Madam President.**
3. Member stands when recognized and says Mr./Madam Chairperson or Mr./Madam President, **I move that...**
4. No member may speak without **first being recognized by the chair.**
5. The Chair should **first recognize the original mover** of the motion if he/she wishes to speak. The Chair should try to alternate the speakers pro and con.
6. No member should **speak a second time** until all members who wish to speak have had their chance to do so.
7. The Chairperson cannot discuss the merits of the motion nor enter into the debate without **appointing a temporary chairperson** and vacating the chair. (After the vote is taken, he/she may resume his/her chair.)
8. The Chairperson can attempt to **terminate the debate** by asking "Is the membership ready to act on the question?" If there is opposition, he/she may call for a voice vote or a show of hands. The Chair should not act until he/she feels the question has been debated adequately.
9. A member may move to **close the debate** by saying, "I move the previous question." Such a motion cannot be debated and must be put to a vote immediately. It requires 2/3 vote to pass.
10. **Motions which are not debatable:**
 - a. To adjourn
 - b. Point of order
 - c. Question of privilege
 - d. Withdrawal of motion
 - e. Parliamentary inquiry
 - f. Taking of vote
 - g. To table a motion
 - h. Order of previous question
 - i. Extend of limit debate
 - j. Take from the table

- k. Reading of papers
- l. Point of information.

11. Motions which require a second:

- a. Fix time, place of next meeting
- b. To adjourn
- c. To recess
- d. Appeal decision of chair
- e. Divide question
- f. To table a motion
- g. Reading of papers
- h. Suspend rules
- i. Order previous question
- j. Refer to committee
- k. Extend or limit debate
- l. Postpone to a definite time
- m. Amend
- n. Postpone indefinitely
- o. Reconsider
- p. Rescind (repeal)
- q. Take from table
- r. Special order of business
- s. Main motions (The Chair states the motion, "It has been moved and seconded that... Are there any questions?" Once a motion has been stated, it becomes the property of the group and cannot be withdrawn except by general consent or by a motion to withdraw.)

12. Motions which do not require a second:

- a. Commission/committee motions
- b. Questions of privilege
- c. Order of the day
- d. Point of order
- e. Point of information
- f. Withdrawal of a motion
- g. To nominate
- h. Parliamentary inquiry
- i. Taking of vote

13. Presenting a resolution:

- a. After obtaining the floor, the member says, "**I move the adoption of the following resolutions**", which he/she reads and hands to the Chairperson.
- b. If a second is secured, the Chairperson says, "**It has been moved and seconded to adopt the following resolutions.**" Which he reads or

directs to Secretary to read.

- c. The Chairperson then asks if there are any questions on the adoption of the resolutions, and, if no one rises at once, he/she asks, "Are you ready for the debate?" The questions are then open to debate and amendment. They may be referred to the committee, or subsidiary motions may be made to them.
- d. When the debate is finished the Chairperson asks that a **vote** be taken and he/she then gives the result. "The resolution are adopted." or "The resolutions are rejected."