

Decision-Making



Motions, Debate, Voting

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Making decisions in a meeting



- Member proposes an idea (Motion)
- Members talk about the idea (Debate)
- Members decide (Voting)

Steps in handling a motion

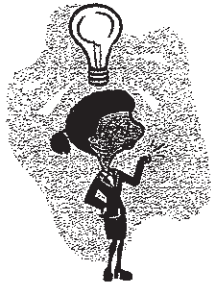
Step One:

A member makes a motion:

"I move that..."

or

"I move to..."



Step Two:

Another member seconds the motion.

"Second"

or

"I second the motion."



Step Three:

The chair states the question.

"It is moved and seconded..."



Step Four:

The members debate the motion.

(Members must first seek recognition and obtain the floor.)



Rules Governing Debate

- Maker of the motion is entitled to speak first.
- Remarks must be confined to the merits of the pending question (germane).
- No member is entitled to speak a second time while any other member wishes to make a first speech.
- Having obtained the floor, a member may speak for ten minutes.
- All remarks must be addressed to or through the chair.

Step Five:

The Chair puts the question (takes the vote).

"The question is on the adoption of the motion ..."

Those in favor, say *Aye*.

Those opposed, say *No*."



Step Six:

The Chair announces the result of the vote:

- Which side "has" it
- Whether adopted or lost
- Effect of the vote
- Where applicable, announcement of the next item of business.



Handling a motion

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question.
4. Members debate the motion.
5. The chair puts the question to a vote.
6. The chair announces the result of the vote.

Methods of Voting

- Viva voce (by the voice)
- Show of hands
- Rising vote
- Counted vote
- Roll call
- Ballot vote
- Unanimous (general) consent
- Majority vote
- Plurality vote
- Two-thirds vote
- Tie vote

Must be in the By-laws to use

Main Motion

- If you want to introduce a subject, make a:

1. Main motion
"I move to (or that)..."
OR
"Resolved, That..."



Subsidiary Motions

- Assist the assembly in treating or disposing of a main motion
- Always applied to another motion while it is pending
- Can be applied to any main motion
- Fit into an order of precedence





- If you want to reject a main motion or "kill" it for the session, move to:


2. Postpone Indefinitely

- If you want to change a motion, move to:

3. Amend by

- inserting or adding words or a paragraph
- Striking out words or a paragraph
- Striking out and inserting words OR substituting a paragraph

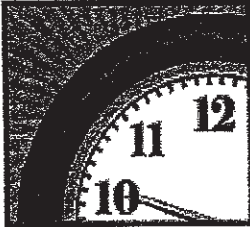




- If you want to send a pending question to a small group for further study, move to:

4. Commit or Refer


- If you want to put off action or a decision until later in the same or next meeting, move to:



5. Postpone to a certain time (or definitely)

- If you want to change the rules of debate, move to:

6. Limit or extend the limits of debate





- If you want to close debate, move the:

7. Previous Question



- If you want to set aside the pending question *temporarily*, move to:

8. Lay on the table

Privileged Motions

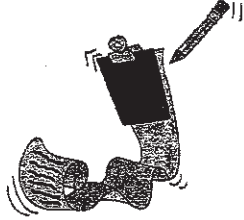
- Deal with matters of immediate and overriding importance
- Do not relate to the pending business
- Take precedence over the main motion, all subsidiary motions, and lower ranking privileged motions



Privileged Motions

- To require that the adopted program or agenda be followed:

9. Call for the orders of the day



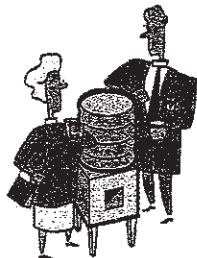


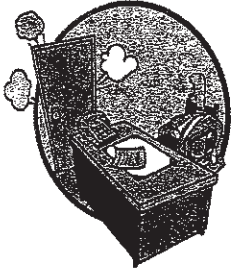
- To request any privilege (usually having to do with comfort level, or the ability to make an informed decision):

10. Raise a question of privilege

- To take a short break in the meeting, move to:

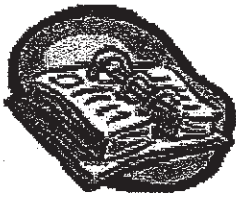
11. Recess





- To close a meeting, move to:

12. Adjourn



- To set a time to continue the business to another day without adjourning the present meeting, move to:

13. Fix the time to which to adjourn

Incidental Motions



- Relate to the pending business
- Do not have rank
- Must be decided immediately before business can proceed

Incidental Motions

- **Point of Order** – point out that the rules are being violated
- **Appeal** – disagree with the Chair's ruling
- **Suspend the rules** – ignore a particular rule
- **Division of a question** – consider separately two distinct parts of a pending motion
- **Division of the assembly** – question the result of a voice vote

- **Object to the Consideration of a Question** – object to even discussing a motion
- **Parliamentary inquiry** – ask a question about proper parliamentary procedure
- **Point of information** – ask a question about facts
- **Request to withdraw a motion** – ask for permission to withdraw your motion after it has been stated by the Chair

Motions that Bring a Question Again Before the Assembly (Bring Back Motions)

- Bring business back before the assembly
- Do not have rank
- Enable the assembly to reopen a completed question



Bring Back Motions

- **Take from the Table** – take up a motion that was laid on the table earlier in the same meeting or during the previous meeting
- **Rescind** – repeal an action previously taken
- **Amend Something Previously Adopted** – change a motion that was approved in the past but not yet carried out

- **Reconsider** – consider a question again that was already decided at the same meeting
 - Member must have voted on the prevailing side
(Yes or Aye if it was adopted; No if it failed)
 - After debate, a vote is first taken on whether to reconsider the motion
 - If adopted, the question is debated and then voted on again

