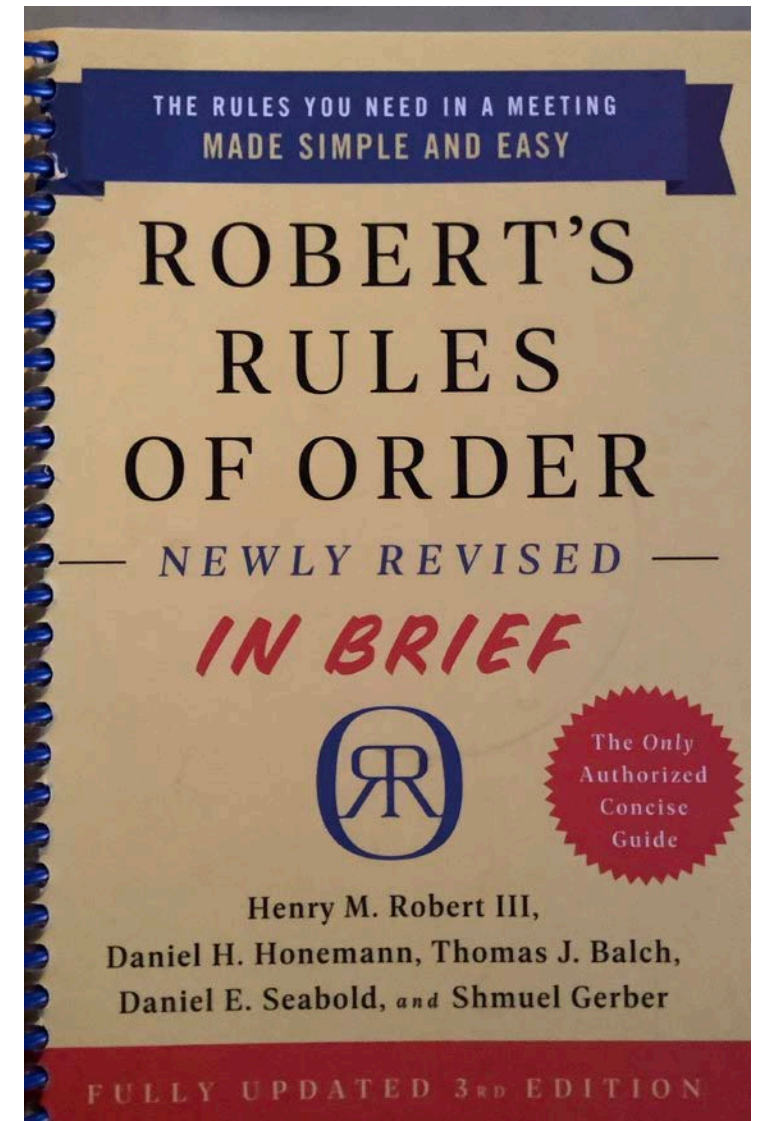


A Parliamentary Lesson based on *RONR In Brief* Chapters 1 – 7 & 8-11

Brought to you by the California State Association of Parliamentarians
and
Sally F. LaMacchia, PRP, President, CSAP



Meeting Rules Are Adopted

Chapter 1

WHY??

- Group decision making is hard.
- SPS*: It might be the hardest thing you'll ever do.
- RONRIB says "even a half dozen" gathered to make group decisions is challenging.
- SPS: More than one demands special effort.
- **RONRIB points out that in a larger group (12-15) "a need for tighter, more formal, more carefully developed control" arises.**

Meeting Rules Are Adopted

- “Too many people may try to talk at once.”
- “Some may not be able to get a word in edgewise.”
- The discussion may veer off topic – way off topic!
- Decisions made may not be understood by the group that made them.

WHY??

These are serious problems that will undercut your organization from within.

I'm Going to a Meeting!

Chapter 2

THE BASICS

- The **Chair** will “keep order” during a meeting.
- The **Secretary** will “make a written record of what is done.”
- The **Quorum** will prevent decision making “by an unrepresentatively small number of members” at a meeting.
- Following a standard **Order of Business** ensures steady progress during the meeting.

- **Members** must also “keep order” during a meeting.
- “**What** [Business] **Is Done**” is recorded; not what is said.
- “An **organization** specifies its **quorum** in the *bylaws*.”
- Minutes
- Reports
- Unfinished Business
- New Business

Chair:

“The meeting will come to order.”

Opening Ceremonies; Introductions

“Because a majority of council members including the president are attending today, the chair declares a quorum.”

An Example of what the Chair might say.

Chair:

“The first item of business is approval of the minutes of the prior meeting. “The Secretary will read the minutes.” The 01 12 2021 meeting minutes were distributed with this meeting notice. Are there any corrections to the minutes?”

Chair:

“Hearing no corrections, the minutes are approved as distributed.”

RONRIB, p. 14

If corrections are needed, corrections are made.

Member A:

“Madam President?”

Chair:

“The Chair recognizes Member A.”

Member A:

“There is a typo in the name of Mr. LaMacchia.
There is only 1 “c”.”

Chair:

“Thank you, Member A. The spelling of Mr.
LaMacchia’s name will be corrected. Are there
any further corrections to the minutes?”

Chair:

“Hearing no further corrections, the minutes of the 01 12 2021 meeting are approved as corrected.”

Chair:

“THE NEXT
ITEM OF
BUSINESS IS
REPORTS.”

- President
- Vice President
- Secretary
- Treasurer
- Standing Committees (Chair)
- Special Committees (Chair)

- Order mentioned in the bylaws.
- Chair’s Choice on Calling for Reports.

“In most societies it is customary to hear reports from all officers, boards, and standing committees only at annual meetings.” *RONR (12th ed.) 41:13*

Chair:

“THE NEXT
ITEM OF
BUSINESS IS
UNFINISHED
BUSINESS AND
GENERAL
ORDERS.”

RONRIB, p. 15

- “Items of business, if any, carried over from the previous meeting.”
- “The chair should bring these matters up automatically.”

*The **Chair** might say,*

“Under unfinished business, the first item of business is the motion to..., which was pending when the last meeting adjourned”.

Unfinished Business

Was “in the process of being considered”

or was

“scheduled to come up at the last meeting” but didn't.

Chair:

Is there
any
new business?

- Minutes
 - Reports
 - Unfinished Business
 - New Business
- **Members** – along with the **Chair** - must also “**keep order**” during a meeting.
 - “**What** [Business] **Is Done**” is recorded; not what is said.
 - “An **organization** specifies its **quorum** in the *bylaws*.”

An AGENDA is an alternative to the Standard Order of Business

Minutes
Reports
Unfinished Business
New Business

(An adopted AGENDA is "binding".)

CSAP BOARD OF DIRECTORS 2020-2021 Meeting Agenda for Thursday, March 25, 2021¹

Open Meeting Room	1:45 PM	
Call to Order	2:00 PM	
+		
Reading and Approval of Minutes Verify/announce quorum	2:05	01/19/2021
Reports of Board Members		
President Vice-President Membership/G&S		Sally LaMacchia Kimo Gandall <i>New Members. Reddit.</i>
Secretary Treasurer/CP Editor+/Chair, Editorial Committee	2:12	Vicki Walter Maria Trujillo-Tough CP, 2021 publication dates (NLT dates): Jan 31; March 31; June 30; Aug 31; 45 days before AM Call to AM
Northern Area Director Southern Area Director Budget & Finance	2:20	Esther Heller Beverly Chandler Rick Sydor
Governing Documents	2:35	Pano Frousiakis <i>Status of bylaw review.</i>
Communications/Webmaster	2:50	Barbee Heiny <i>MailChimp; Expansion into social media.</i> Alex Wang <i>Best practices to submit web content. Access to website admin.</i>
BREAK! 5 Minutes or to 3:15 which ever results in the longer break.	3:10 -3:15	
Report on D8C & CSAP AM D8 Conference 07 30/31 2021	3:15	Sally LaMacchia <i>D8C Planning Meeting, Feb 25</i>

¹ All times shown except Call to Order are estimates only.

An AGENDA is an *alternative* to the Standard Order of Business

Minutes
Reports
Unfinished Business
New Business

RECESS and STAND AT EASE

One for the members, the other for the chair.

Registrar [etc*] CSAP AM, 10 22/24 2021 Fresno Education Committee		<i>Publicity & Registration update Ray Harwood?</i> Sally LaMacchia, Coordinator <i>Contact w Fresno Radisson Convention Center, Status Report. Cost information received from Radisson. NEED HELP.</i> Gail Lover <i>Speaker line-up, D8C, CSAP AM</i>
Special Orders Annual Meeting Planning Delegates to the NAP Convention (Virtual)	3:20 3:30	<i>AM – Virtual or in-person AM Workshops – BUDGET* *Income from Workshops v Operating Costs – in person AND virtual</i> Election of delegates to the 2021 NAP 43rd Biennial Convention (Sept 9-12)
Unfinished Business, Gen Orders Access to CP? Access to Bylaws? Parliamentary Law Month	3:50	Access to the CP on the website – Members Only? Aye or No? Current SR “10. The California Parliamentarian shall be made available to Student and Provisional members if those members provide email addresses to the Communications Committee.” Parliamentary Law Month <i>Suggested Program</i>
New Business MailChimp blast re Apr ZoomHall CSAP Official Mailing Address	4:00 – 4:27 4:28 – 4:34	Wednesday, April 7 th . Mar 31 & Apr 6. Traveling Mailbox NEXT Meeting: April 18 – 23 rd . Pin Down.
ADJOURN	4:35	

Chapter 3 –
How Decisions
are Made
at a Meeting:

Handling
Motions

HOW YOU GET TO SPEAK AT A MEETING #1

“You stand up immediately after the previous speaker has finished and call out “Madam President”, “Mr. Chairman”, or whatever the chair’s title may be.”

RONRIB, p. 19

#2

You Wait for
Recognition
from
the Chair

#3

You rise,
precisely state
your motion,
and be seated.

This is how members begin to work together
to keep order during a meeting.

“I move that
the Tennis
League
establish a
division open
to juniors and
seniors in city
high schools.”

p. 21

“Second!”

Important

Saves Time

More than One

But debate should not begin even on a seconded motion, until the **Chair** “**states** the question”, like this:

“It is moved and seconded that the Tennis League establish a division open to juniors and seniors in city high schools.”

and then the Chair says ...

“Does the maker of the motion wish to speak to the motion?”

And debate on the business at hand begins.

p. 26 & 27

Can the **Chair** refuse to state the motion?

Yes, if it is out of order or needs clarifying.

After debate, the **Chair** “Puts” the Question p. 24

“The question is on the adoption of the motion that the Tennis League establish a division open to juniors and seniors in city high schools. Those in favor of the motion, say “aye”. Those opposed, say “no”.”

When it appears that debate is over the **Chair** – to be sure - may ask, **Are you ready for the question?**, or Are you ready for the vote? If the assembly is ready, the Chair puts the question.

“The question is on the adoption of the motion that the Tennis League establish a division open to juniors and seniors in city high schools. **This motion requires a majority vote in favor for adoption.**”

Those in favor of the motion, say “aye”.
Those opposed, say “no”.”

“The “ayes” have it, the motion is adopted, and the Tennis League will establish a division open to juniors and seniors in city high schools.

The next item of business is ...”

Chapter 4 DEBATE

p. 28

YOU

may “speak in debate twice on any debatable motion”, each time “for up to ten minutes.”

WHAT?!

Twenty minutes per person on every
debatable motion?

Imagine that?

You can't save time, redistribute time, or give your time to someone else.

After the
Maker of the
Motion,
Who Gets to
Speak Next?

p. 33

Fairness

**Someone who
has not yet
spoken.**

Reasonableness

**Someone who
wishes to speak
on the other
side of the issue.**

*Let's
Vote
Already!*

p.37

P. 34 Limit or Extend Debate

“I move
the previous question.”

P. 35-37

AMENDMENTS

Chapter 5

p. 38

1. INSERT WORDS p. 40
2. STRIKE OUT WORDS p. 42
3. STRIKE OUT AND INSERT WORDS p. 44
4. ADD WORDS
5. ADD A PARAGRAPH p. 47
6. STRIKE OUT A PARAGRAPH p. 47
7. SUBSTITUTE p. 47

SECONDARY AMENDMENTS

"Amending Amendments"

p. 49

Primary Amendment

(Proposed Change to Main Motion)

- **M1** [after obtaining the floor]:

"I move that the club offer caps and scots from our table at a discounted rate."

- **M2** [after obtaining the floor]:

"I move to amend by striking caps and inserting scones."

- **M3**: *Second!*

Secondary Amendment

(Proposed Change to Primary Amendment)

- **M4**: Madam President!

- **Chair**: Yes, M4? (The Chair recognizes M4.)

- **M4**: I move to amend by striking scones and inserting totes.

- **M1**: *Second!*

AMENDMENTS

Germaneness

The Settled Rule

p. 50

Germaneness

“Closely related to or having bearing on the subject of the motion to be amended.” RONR (12th ed.) § 12:6

Beyond Amendments - RELATED TO WHAT WAS JUST THERE.

Debate is germane *to the question* at hand; *secondary* is germane *to primary*; *strike* is germane *to insert*.

The “Settled” Rule

The basic rule is that after the group has voted to take certain action, it is not in order to revisit that issue/action again at the same meeting.

The matter is “**Settled**” for now.

Chapter 6 p. 52

Postpone *to a Certain Time*
Commit or Refer
Populating Committees

STANDING COMMITTEES AND SPECIAL COMMITTEES

POSTPONE (Indefinitely)

&

POSTPONE TO A CERTAIN TIME

p. 53

- An adopted motion to “postpone” avoids a vote on the question “for the duration of that session”. “Its adoption kills the main motion.” Debate on the motion to postpone may go into the merits of the main motion. [RONR \(12th ed.\) § 11:1](#)
- An adopted motion to “postpone to a certain time” ***postpones the vote until a time certain identified in the motion itself***. Debate is limited to whether postponement is or is not a good idea, and if so, for how long. Debate may **not** go into the merits of the main motion.

Commit or Refer

A motion to commit or refer is adopted “so that the question may be carefully investigated and put into better condition for the assembly to consider.” § 13

- **Identify the committee:** Standing Committee (in the bylaws), or Special Committee (created as needed).
- **Instruct the committee:** what to do, when to report.
- **Populate the committee:** If not specified in the bylaws, then by appointment, or by naming members.

“Madam President, I move that a committee of 3 be appointed by the Vice-President to draft a proposed Mission Statement and schedule for the Fall Assembly, and that the committee report at the Council Meeting in August.”

Reconsider and Renew – and Correcting Mistakes

How Can a
Group Change
Its Mind?

Chapter 7

P. 57

Ground Rules:

- × Once a thing is decided, it is done for the rest of that meeting or session.
- × It takes more support to change a thing than to do it in the first place.

Reconsider

One who did not vote on the losing side of proposal may seek to revisit an item of business with **a motion to reconsider a previous vote**, *which must be made on the same day the vote was taken or on the next day within a session.*

Rescind or Amend Something Previously Adopted

Any member, anytime. Two-thirds vote for adoption or majority with previous notice of “the complete substance of the proposed change.” [RONR \(12th ed.\) § 35:2\(7\)](#)

How Can a Group Change Its Mind?

Chapter 7

P. 57

Ground Rules:

- × Once a thing is decided, it is done for the rest of that meeting or session.
- × It takes more support to change a thing than to do it in the first place.

Renewal of Motions

Each new meeting presents a second bite at the apple. "Making a motion again after it has been defeated is called renewal of the motion."

p. 62

One more thing ...

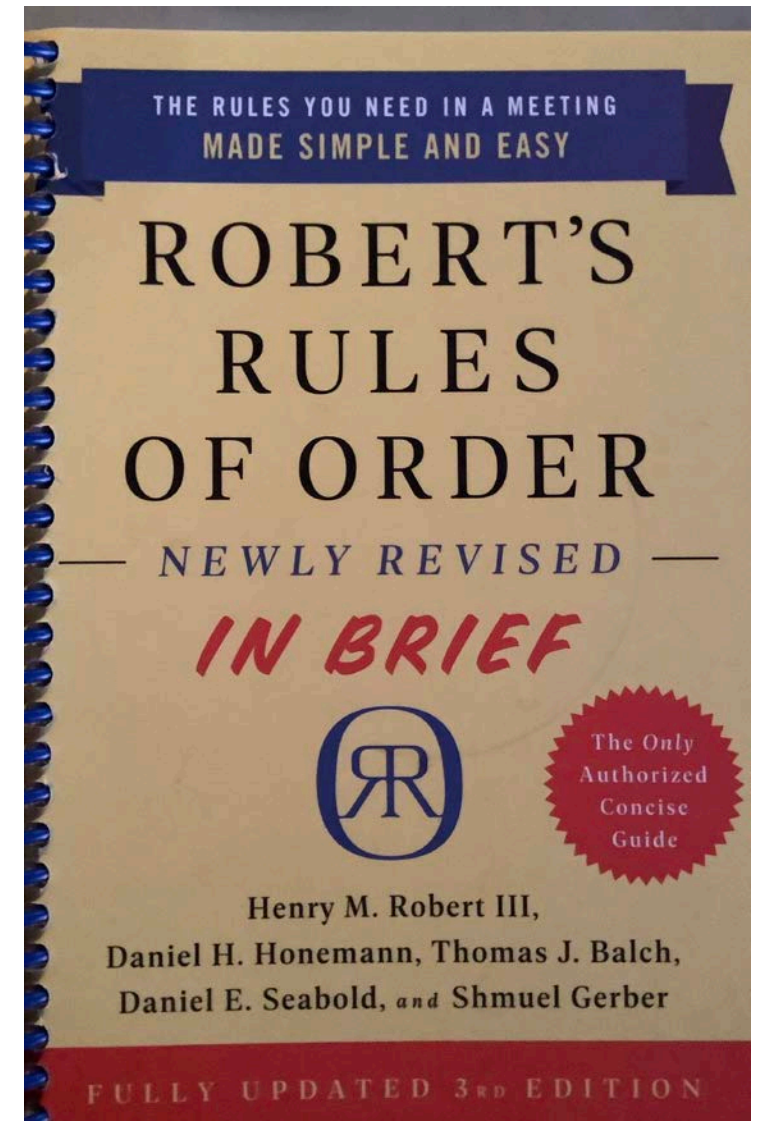
This concludes a Parliamentary Lesson based on Chapters 1–7

RONRIB

Brought to you by the California State Association of Parliamentarians

and

Sally F. LaMacchia, PRP, President, CSAP

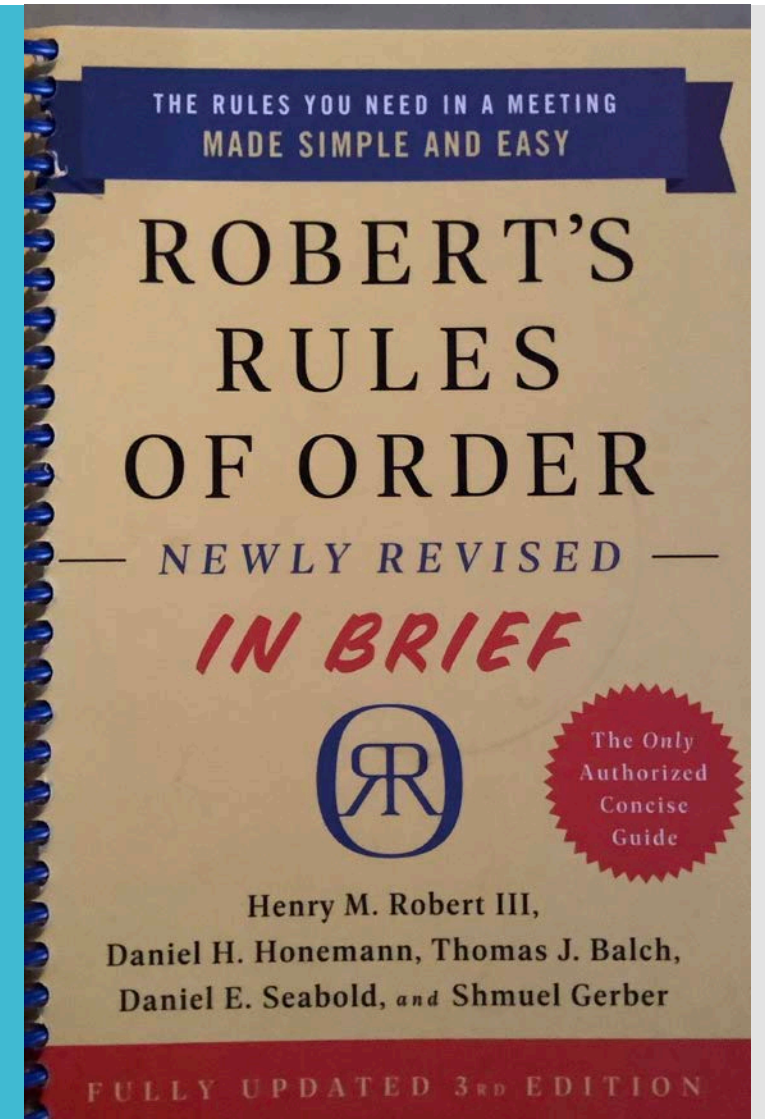


A Parliamentary Lesson based on **RONR *In Brief***

Chapters 8 – 9 – 10 - 11

Brought to you by the California State Association of Parliamentarians
and

Sally F. LaMacchia, PRP, President, CSAP



MAJORITY VOTE

A Majority of Those Present and Voting

“A majority vote is normally required ...”

A majority of those present and voting.

Majority - more than half.

TWO-THIRDS VOTE

The prevailing side has 2x as many votes as the losing side.

- Suspend the Rules
- Limit Debate
- Close Debate (I move the Previous Question!)

- Object to Consideration of the Question
- Close Nominations
- Amend Adopted Agenda

Chapter 8

VOTING

p.65

Majority of the ENTIRE MEMBERSHIP “is an allowable alternative.”

This vote requirement “is frequently an alternative to a requirement of previous notice and is required in order to rescind and expunge from the minutes.

UNANIMOUS CONSENT

p. 68

“Unanimous consent enables ... some action to be taken ... with out the necessity of having **the chair** ... put the motion to a vote.” *RONRIB p. 68*

“**The chair** simply asks the assembly is there is any objection to taking the desired action.” *RONRIB p. 68*

In a group accustomed to working together, **the chair** might say, “Without objection, ...”.

MEMBERS
RIGHT to Vote

CHAIR 's
RIGHT to Vote

ANY MEMBER NOT UNDER DISCIPLINARY SUSPENSION HAS THE RIGHT TO VOTE EVEN IF DUES ARE UNPAID AND EVEN IF THE MEMBER HAS A CONFLICT OF INTEREST.

The **Chair** votes when the vote is by ballot, or when her vote affects the outcome.

The **Chair** is a neutral. The Chair does not make motions. The **Chair** does not participate in debate.

MORE METHODS OF VOTING

P. 70

1. **Standing** (uncounted)
 - a. 2/3 vote
 - b. indeterminate voice vote
 - c. Division
2. **Show of Hands**

“In a small group a show of hands may be used.”
3. **Counted**

Chair’s choice, or a motion to count is adopted.
4. **Ballot** – a secret vote. Conducted, counted by Tellers, whose report is entered into the minutes.

Nominations and Elections

Chapter 9 p. 77

NOMINATIONS: From the Floor

By a Nominating Committee

ELECTIONS:

Commonly conducted by ballot

If just one candidate, by acclamation

Nominations

From the Floor

By a Nominating
Committee

These are “the two most common means” of nominating a candidate for office.

From the floor:

The **Chair** says: “Nominations are now in order for the office of _____.”

Any member may then call out, “I nominate Ms. Jones.”

When appropriate, the **Chair** says, “Are there any further nominations? If not, nominations are closed.” No motion is needed to close nominations.

From the Nominating Committee:

Committee members are *elected*; the committee nominates one or more than one candidates for each office, after securing each nominee's consent to serve. After the committee's report, the Chair asks for further nominations from the floor.

ELECTIONS

p. 79

Commonly conducted by ballot.

Only one candidate? Often by acclamation.

BYLAWS GOVERN

Write in candidates are part of vote by ballot.

Write in candidates need not have been nominated.

If no candidate receives a majority, balloting continues until a majority is achieved.

The election is final when the result is announced by the **Chair** and the winning candidate does not decline immediately when told of the election results.

A candidate takes office as soon as the election becomes final.

PART IV

Bylaws and Other Rules and
How to Use Them

CHAPTER 10

LAW

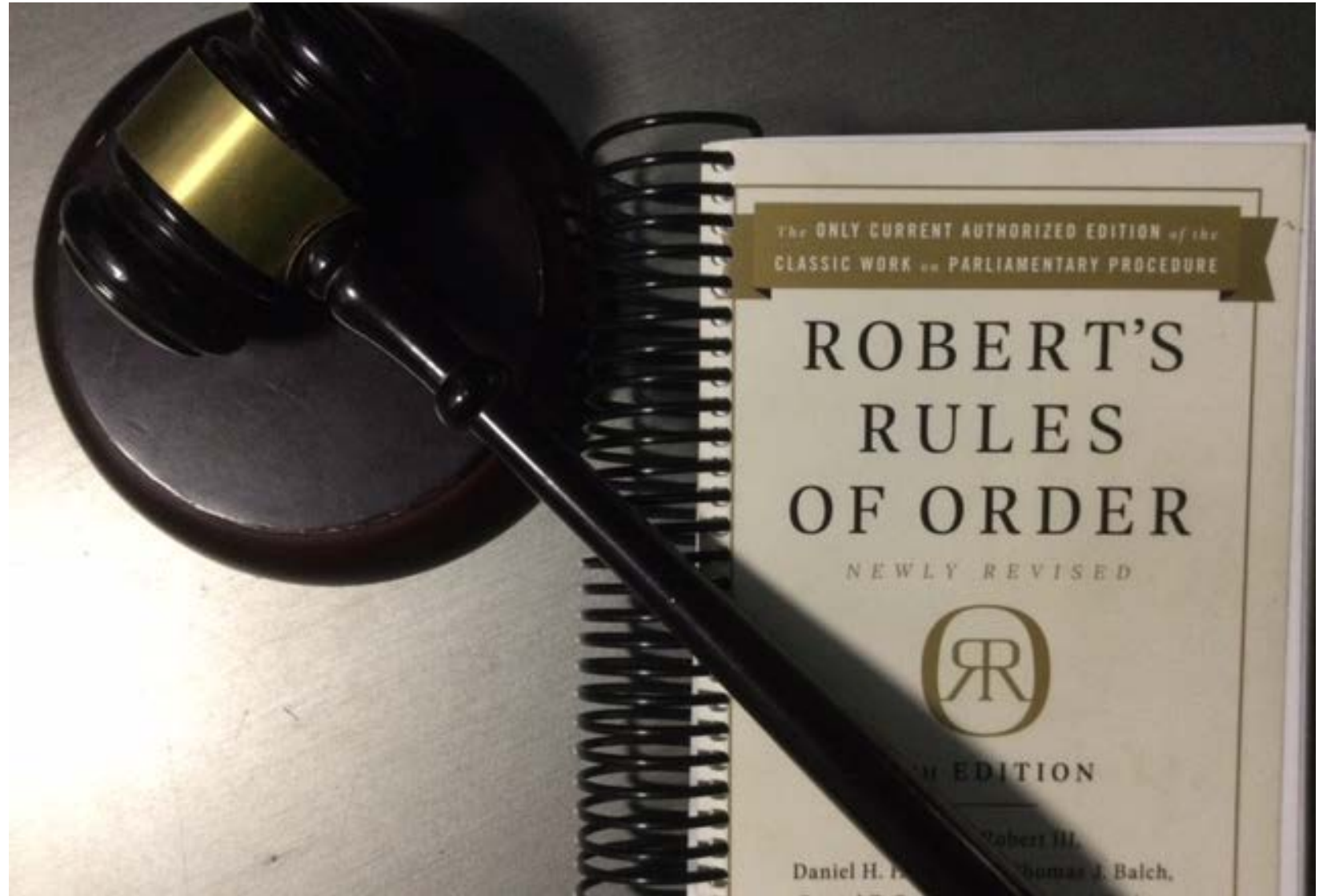
CORPORATE CHARTER

BYLAWS OR
CONSTITUTION

RULES OF ORDER

STANDING RULES

CUSTOM



LAW

What the state or federal government says. It rules. RONR says a board decision must result from a proper meeting; some laws say its OK to talk with members separately.

CORPORATE
CHARTER

Has the do with the law of the state of incorporation. Varies state by state. Applies only to incorporated entities.

BYLAWS OR
CONSTITUTION

BYLAWS the governing rules of most organizations. i. Purpose ii. Members iii. Officers, Committees, and Meetings iv. Board of Directors or Executive Board.
Proposals in conflict with the bylaws are out of order.

RULES OF ORDER

Rules for the Conduct of Meetings – almost entirely the same from group to group. P.86
Special rules of order supersede any conflicting rule in the adopted parliamentary authority
Amendment requires previous notice and a 2/3 vote.

STANDING RULES

Standing rules cover administrative matters of less significance as well as matters of decorum. “Guest shall be entered by first and last name into a Guest Register.”

CUSTOM

Custom is habit. It refers to how we’ve always done it. No matter how old the custom, when in conflict with it, custom must always yield to the written rule.

WANT MEMBERS TO PARTICIPATE? PROVIDE A COPY OF OR ACCESS TO THE RULES – ALL OF THEM.

How are Rules Enforced and How Are They Suspended?

CHAPTER 11, P. 89

Point of Order

and

APPEAL

p.90–91

A **Chairs**

Best Friend

“The chair has the duty of making sure that the rules are followed. Any member may call the attention the chair to a violation of the rules.”

Point of Order –

Presiding *is* Deciding

A

- **M1:** "Point of order!"
- **Chair:** "The member will state her point."
- **M1:** "Madam President, the motion just passed on a majority vote to limit debate requires a 2/3 vote for adoption."
- **Chair:** "The point is well taken. The vote on the motion to limit debate will be taken again and needs 2/3rds in the affirmative to adopt."

Those in favor of [the motion to limit debate], say "aye"; those opposed, say "no."

B

- **M1:** "Point of order!"
- **Chair:** "The member will state her point."
- **M1:** "Madam President, the motion just passed on a 2/3 vote to limit debate requires a majority vote for adoption."
- **Chair:** "The point is not well taken. Two-thirds vote is required to adopt a motion to limit debate. The next order of business is"
- **M1:** "I appeal from the decision of the chair!"
- **M2:** "Second!"

M1: "I appeal from the decision of the chair!"

M2: "Second!"

- MUST BE TIMELY – right now
- Debatable*, but members may speak only **once**.
- Chair may speak 2x, first & last.

Debatable* *unless* question involved in the appeal is not debatable.

Chair

"The decision of the chair has been appealed."

"Shall the decision of the chair be sustained?"

A majority vote in the negative is needed to overrule the chair.

"A tie [vote] sustains the decision of the chair. A tie vote loses the appeal." *RONRIB*, p. 91

Much as the call of an exasperated member "stop talking and vote!!" is in fact a parliamentary motion for "The Previous Question", so too is

an appeal from the decision of the chair can appear in unrecognizable form to the untrained ear. A parliamentarian knows that an argument over a decision by the chair is in parliament an appeal from that decision, just as surely as "LET'S VOTE!" is a motion to cease debate and proceed to an immediate vote on the pending question[s].

“There are times when you wish to do something forbidden by the rules.”

RONRIB, p. 93

- **Move to Suspend the Rules**
- **Needs a second and**
- **A two-thirds vote**
- **No debate**

“I move to suspend the rules -

• *(state the reason)*

- **to allow the Recreation Committee to report at this time.”**

PARLIAMENTARY INQUIRY

PARLIAMENTARIAN'S ROLE

If you have a question, ask the chair saying (for example):

“A parliamentary inquiry please.”

Chair

“The member will state the inquiry.”

“The **Chair** has the duty of responding to such questions.”

p. 95

WHAT IS THE PENDING QUESTION?

- Such questions are known as a “Parliamentary Inquiry”.
- *If* your inquiry requires immediate attention, you may interrupt (need not wait for recognition) to say, “A parliamentary inquiry, please.”
- “The **Chair** has the duty of responding ... to assist.”
- The assistance given by the **Chair** is not a ruling and not subject to appeal.

If a member feels strongly that the **Chair** is wrong, *RONRIB* points out the member may “act contrary” to the **Chair** and in that way force an appealable ruling.

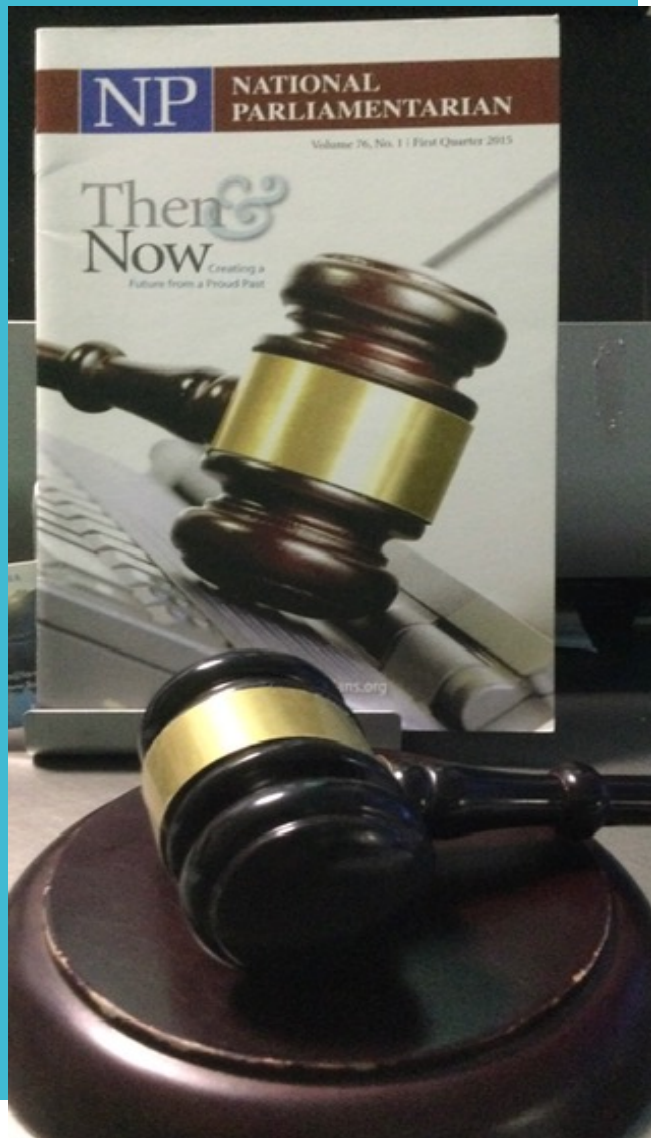
OTHER EXAMPLES OF A PARLIAMENTARY INQUIRY

THE CHAIR IS NOT OBLIGED TO ANSWER HYPOTHETICAL QUESTIONS

THE CHAIR'S RESPONSE IS NOT A RULING AND IS NOT SUBJECT TO APPEAL.

IF A MEMBER WANTS TO APPEAL CONDUCT OF THE CHAIR, THE MEMBER MUST FIND A WAY TO RAISE A POINT OF ORDER WHICH IS THEN APPEALED.

- Member A: Madam President, I rise to parliamentary inquiry. [Or, "A parliamentary inquiry, please."]
- **Chair** "The Member will state the inquiry."
- Member A: Is it in order at this time to move the previous question? [Or "Can we take a VOTE now?"]
OR
- Member B: Mr. Chairman, will the convention delegates report at this meeting?
OR
- Member C: Madam President, this motion requires a large expenditure. Will the treasurer state the present balance?
OR
- Member D: Madam President, will the member yield for a question?
OR
- Member E: Mr. President, I would like to ask the speaker a question.



Advise the president on the conduct of the meeting.

Is seated next to the presiding officer.

Role is “purely advisory.”

Rarely called to address the body.

The Parliamentarian's Role

TABLE D:
TABLE OF RULES
RELATING TO MOTIONS

A much more comprehensive version of this table is found in Table II in RONR (12th ed.), pages t6–t33.

Motion	Debate?	Amend?	Vote
Adjourn ¹	No	No	Majority
Amend	Yes	Yes	Majority
Amend Something Previously Adopted	Yes	Yes	(a) Maj. with notice; or (b) 2/3; or (c) maj. of entire membership ²
Appeal	Normally ³	No	Majority in negative required to reverse chair's decision
Commit	Yes	Yes	Majority
Debate, Close (Previous Question)	No	No	2/3
Debate, Limit or Extend Limits of	No ⁴	Yes	2/3

1. For special circumstances in which the rules for *Adjourn* differ, see RONR (12th ed.), pages t6–t7, #3 (Table II).

2. For special circumstances in which the vote required for *Rescind/Amend Something Previously Adopted* differs, see RONR (12th ed.) 35:2(7).

3. In debate on an appeal, each member may speak only once, except that the chair may speak twice, the second time at the close of debate. *Appeal* is not debatable if it relates to indecorum or transgression of the rules of speaking, or to the priority of business, or if made while an undebatable question is immediately pending or involved in the appeal. RONR (12th ed.) 24:3(5), pages t10–t11, #18 and #19 (Table II).

4. Unless made while no other motion is pending. RONR (12th ed.), pages t14–t15, #33; pages t26–t27, #80; pages t30–t31, #97.

Motion	Debate?	Amend?	Vote
Division of the Assembly (Demand a Rising Vote)	No	No	Demand of a single member compels a rising vote (uncounted)
Main Motion	Yes	Yes	Majority
Postpone	Yes	Yes	Majority
Previous Question	No	No	2/3
Recess	No ⁴	Yes	Majority
Reconsider	If motion to be reconsidered debatable	No	Majority
Rescind	Yes	Yes	(a) Maj. with notice; or (b) 2/3; or (c) maj. of entire membership ²
Refer (Commit)	Yes	Yes	Majority
Suspend the Rules (rules of order)	No	No	2/3 ⁵
Suspend the Rules (standing rules or convention standing rules)	No	No	Majority ⁵
Voting, motions relating to	No ⁴	Yes	Majority ⁶

5. For special circumstances in which the vote required for *Suspend the Rules* differs, see RONR (12th ed.) 25:2(7).

6. 2/3 required for motion to close the polls. RONR (12th ed.), pages t30–t31, #96.

TABLE E:

WORDS TO USE AS A MEMBER

To Obtain Recognition and Speak

MEMBER A: [Stand]	Madam President!
CHAIR:	Mr. A.
MEMBER A:	[Say what you have to say, then sit when finished.]

To Make a Motion

After being recognized to speak:	I move that
----------------------------------	---------------------

To Second a Motion

Remaining seated, without seeking recognition:	Second!
--	---------

To Make *Particular* Motions

For a more complete set of examples, see RONR (12th ed.), pages t34–t43 (Table III).

After Being Recognized by the Chair to Speak:	
Adjourn	I move to adjourn.
Amend	I move to amend: [EXAMPLES:] by striking out “blacktop” before “driveway.” by inserting “in the meadow” after “building.” by striking out “concrete” and inserting “blacktop.” by striking out the third paragraph. by inserting the following paragraph on page 6 after line 5: by substituting for the pending motion the following:

TABLE E

After Being Recognized by the Chair to Speak: (continued)	
Commit or Refer	I move to refer the motion to a committee of three to be appointed by the chair.
Count Vote	I move that the vote be counted.
Debate, Close Immediately	I move the previous question.
Debate, Limit or Extend Limits of	I move that debate be limited to one speech of three minutes for each member.
Postpone to a Certain Time	I move to postpone the question to the next meeting.
Previous Question	I move the previous question.
Recess	I move to recess for five minutes.
Suspend the Rules	I move to suspend the rules and
Vote, Count	I move that the vote be counted.
Without Needing to Be Recognized by the Chair to Speak:	
Appeal [Stand]	I appeal from the decision of the chair.
Demand a Rising Vote [Need not stand]	Division!
Parliamentary Inquiry [Stand]	MEMBER: A parliamentary inquiry, please.
	CHAIR: The member will state (his) / (her) inquiry.
	MEMBER: [EXAMPLE:] Is a motion to adjourn now in order?
Point of Order [Stand]	MEMBER: Point of order!
	CHAIR: The member will state (his) / (her) point of order.
	MEMBER: I make the point of order that
Request for Information [Stand]	MEMBER: Mr. President, I have a request for information.
	CHAIR: The member will state (his) / (her) request.
	MEMBER: [EXAMPLE:] The motion calls for a lot of money to be spent. Will the Treasurer tell us how much money the Society has in the bank?

This concludes a Parliamentary Lesson based on Chapters 1 – 11

RONRIB

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and

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