



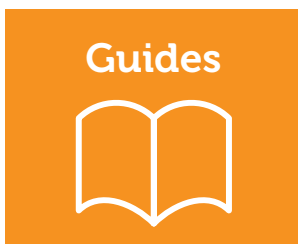
PARLIAMENTARY PROCEDURES MADE SIMPLE



Our City strives to meet the needs of all residents who choose to call Orlando home. To do this, I have made it a priority for the Neighborhood Relations team to organize, support, mentor and guide residents and neighborhood organizations in their effort to keep Orlando a great place to live, work and play. In 2014, we launched iLead, a comprehensive neighborhood-training program that informs, connects and involves our neighborhood leaders through a series of interactive guides, videos, webinars and workshops. I encourage you to use the iLead program to build and sustain your successful neighborhood organization.

A handwritten signature in white ink that reads "Buddy Dyer".

Orlando Mayor Buddy Dyer



- Board Orientation and Operations
- Communication Tools
- Effective Meetings
- Engaging the Next Generation of Leaders
- Event Planning
- Ice Breakers
- Leadership Skills
- Neighborhood Grants
- Parliamentary Procedures made Simple
- Writing Your Neighborhood History

ILEAD is a comprehensive program that provides you with the tools to inform, connect and involve your neighbors through a series of guides, videos, webinars and workshops. These tools cover topics such as how to effectively hold meetings, how to utilize a variety of communication tools and how to engage the next generation of leaders. Whether you download a guide, view a video, participate in a webinar or attend a workshop, iLead is your one stop shop for online leadership training.



To know parliamentary procedure involves a frame of mind and a basic attitude about fairness. Parliamentary procedure is freedom in action. Parliamentary procedure is a set of rules, which, if used correctly, help groups run meetings without confusion and without waste of time or effort.



WHAT IS PARLIAMENTARY PROCEDURE?

AS AN ORGANIZATION LEADER, HERE ARE SOME OF THE PARLIAMENTARY PROCEDURES RULES YOU NEED TO KNOW.

- All members are equal.
- Every member has the right to introduce business, to participate in deliberations and to vote; one member, one vote.
- A quorum must be present; the quorum is the number it takes to conduct business and is usually outlined in the organization bylaws.
- Making motions is the way to bring business forward for action by the organization. Once the motion has been seconded and then stated by the president or chair presiding over the meeting, the motion is “owned” by the whole group and not the person who made the motion.
- Only one main topic can be before the board or organization at one time and only one person may have the floor at any one time.
- Boards and organizations debate and vote on issues; personal remarks are always out of order; always debate the issue not the person.
- A majority vote decides.
- A 2/3 vote is required if a member’s rights are involved.
- If the vote is tied, the motion fails.
- A motion voted upon cannot be brought up again at the same meeting except by the motion to reconsider; the only way a motion that passed can be “undone” at another meeting is by the motion to rescind, and this motion has certain limitations. See “Robert’s Rules of Order”, Newly Revised, 11th Edition, for specifics.
- Silence gives consent; any member who does not speak when an issue is presented and votes for the issue or does not vote, gives his/her permission.



Your organization should purchase a parliamentary procedures manual. The most widely used and referenced guide is “Robert’s Rules of Order, Newly Revised”, 11th Edition, which may be purchased at a book store or online. Treat “Robert’s

Rules of Order,” Newly Revised, 11th Edition, as a reference manual instead of attempting to read it from front to back. The rationale behind parliamentary procedure is essentially the foundation of the democratic society.

THREE BASIC CONCEPTS

- All persons in the group are equal; the rights of one are the rights of all.
- The will of the majority will be carried out, but only after the minority has had a fair chance to have its say.
- Common sense.

BASIC PRINCIPLES

- Courtesy to all.
- One item at a time.
- Majority rule.
- Respect for the rights of the minority.
- Partiality for none.
- Protection of the absentee.



HOW TO MAKE A MOTION

The motion should be complete and simple. A motion should include all information necessary for the members/ board to make an intelligent decision.

STEPS USED IN MAKING A MOTION:

1. Member addresses the president or chair.
2. President/chair recognizes the member.
3. Member makes a motion (ideally the motion should be in writing to ensure it is recorded correctly in the minutes).
4. Another member seconds the motion – second is used to say that there is more than one person who wishes to talk about it...it does not always mean the seconder is in agreement with the motion...just that the seconder wants to discuss it.
5. President/chair states the motion. “It has been moved and seconded...”
6. President/chair asks for discussion.
7. President/chair takes the vote, “all of those in favor say aye...those opposed say no”.
8. President/chair announces the results of the vote.
9. The actual motion and results of the vote need to be recorded in association minutes.

A motion is officially before the board or organization when it is stated by the president/chair. The motion is now “owned” by the group and doesn’t “belong” to the member that made the motion.



MOTION SHOULD INCLUDE:

WHAT

What exactly is to be done?

WHO

Who will do what needs to be done?

WHEN

When is “it” to be done?

HOW

How much will it cost and where will the funds come from?

WHEN DISCUSSING THE MOTION, HERE A FEW PARLIAMENTARY PROCEDURE GUIDELINES:

- The debate should be shared equally in discussion – those speaking for and those speaking against.
- A person may speak only once until all who wish to speak have spoken and then a person may speak again. A person may not yield their time in deliberative organizations. A deliberative organization is comprised of members that use parliamentary procedure for making decisions.
- The person making the motion may vote against the motion but should not speak against it unless it has been amended and the basic premise has changed.
- When another motion is proposed to the main motion, i.e. an amendment, a person may speak again on this motion even if he/she has spoken on the previous motion.
- When making a motion to amend the main motion, it is not appropriate or necessary to ask permission from the member who made the main motion. Remember as soon as the president/chair states the motion, the motion now belongs to the whole group.
- Profanity and disorderly language or gestures at meetings are prohibited.



HOW TO AMEND...

... A MOTION

An amendment to a motion is made by following the same steps in making a motion. Once the chairman recognizes the member, the member states the amending motion by saying how he/she wants to change the first or main motion. An amendment must be made before the final vote is taken.

AMENDMENTS MAY BE MADE IN ANY ONE OF THREE WAYS:

- Adding words.
- Dropping words.
- Substituting new words for some of the original words.

FOR EXAMPLE:

- To amend by adding words: “I move to amend the motion by adding subject to legal review” after ‘be approve’.”
- To amend by dropping words: “I move to amend the motion by dropping the word ‘legal’ so that the motion states, ‘subject to review’.”
- To amend by substitution new words for some of the original words: “I move to amend the motion by substituting ‘staff’ for ‘legal.’”

... AN AMENDMENT

Only two amendments may be offered as motions before one of them must be voted upon. Only one motion at a time may be discussed; and they are voted upon in order, beginning with the last motion made.

MAIN MOTION “I MOVE THAT...”

1st Amendment: “I move to amend the motion by adding . . .”

2nd Amendment: “I move to amend the amendment by substituting . . .”

The second amendment is discussed and voted upon first; if it is passed, then the first amendment will be changed to incorporate it. If the second amendment does not pass, then the first amendment is ready to be discussed and voted on in its original form.

The first amendment is then discussed and voted upon. If it is passed and the second amendment has also passed, the main motion will contain both. If the amendments did not pass, then the main motion is ready to be voted on in its original form.

After both amendments have been voted upon, then the chairman states the main motion (as amended, if either amendment passed) and asks for discussion. “The motion before us now is that . . . Is there any discussion?” The motion may be amended further at this time if the members wish.



HOW IS VOTING COUNTED?

VOTING MAY BE DONE ANY ONE OF FOUR WAYS:

- Voice vote - “all of those in favor say aye...those opposed say no.”
- Show of hands - “those in favor raise their right hands, etc”.
- Standing vote - “those in favor please stand” (a standing vote may or may not be counted).
- Written ballot.

If any member feels that a voice vote cannot be decided accurately, he may ask for a “division.” Then the chairman shall ask for a standing vote or a show of hands. A motion to have a counted vote requires a majority vote.

- A tie vote - when both sides have an equal number of votes – the vote is counted as a ‘no’ and the motion is defeated.

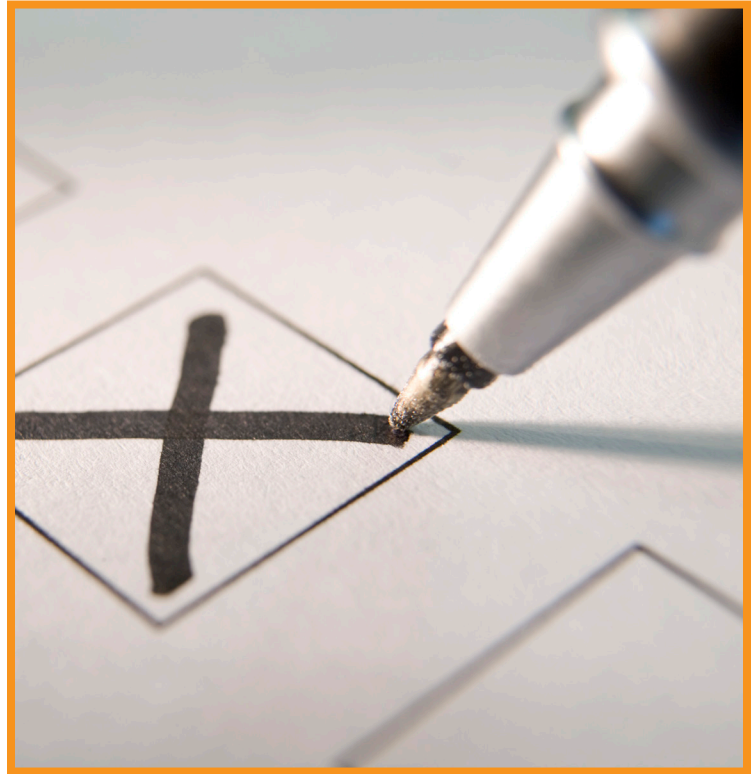
DIFFERENCE BETWEEN A MAJORITY AND PLURALITY VOTE

A majority vote is more than half of all the votes cast. A plurality vote is more than anyone else got, but can be less than half. For example, if three candidates are running for office and A gets 45% of the total vote, B gets 35%, and C gets 20%, A has a plurality but not a majority vote.

In some cases, the rules require that if no candidate receives a majority vote, a run-off election must be held and no one else can be elected with less than a majority.

WHEN IS TWO-THIRDS VOTE REQUIRED?

Check “Robert’s Rules of Order”, Newly Revised, 11th Edition to find the vote needed on any particular motion. The rule-of-thumb is that a majority vote is required for almost all ordinary business; a two-thirds vote is required when the members’ rights are to be suspended, as in a motion to end debate or when decisions, which have already been made, are to be reversed. Example, two-thirds vote is required to change the order of business for a meeting after the order has been approved, or to make changes in bylaws.



HOW CAN MEMBERS RETAIN ALL THIS INFORMATION?

A member doesn’t need to remember it all. Members only need to understand the reasons for the rules. Parliamentary procedure is, first of all, based on common sense. It provides ways for handling only one thing at a time, for “doing something” with each piece of business - that is, passing it, killing it, or putting it aside in a definite place for later consideration. Once members understand the few basic rules and the reasons for their use, it is easy to look up the specific rules in a book on parliamentary procedure, as members need them. What brings this all together is practice - practice for both members and officers.



The following charts outline the 13 ranking motions in parliamentary procedure. The higher the number the higher the ranking, i.e. #1-main motion is the lowest motion made, with the highest ranking motion that would take precedent over all other motions is #13-Fix time to which to adjourn. When a motion or point is pending (has not been decided or voted on), motions listed above it may be introduced; motions listed below it, may not be introduced. In the back of this section is this chart without all the definitions.



RANKING MOTIONS CHART

MAIN MOTION

All business in a governing body is accomplished by placing a main motion on the floor. There can only be one main motion at a time and that motion must be disposed of permanently or temporarily before another main motion can be before the board or organization.

Rank	Motion	Second	Debatable	Amendable	Vote	Reconsider
1	Main Motion	Yes	Yes	Yes	Majority	Yes





RANKING MOTIONS CHART

SUBSIDIARY MOTIONS

These seven subsidiary motions are to perfect the main motion and bring the motion to some form of conclusion. These motions have rank with each other, the higher on the chart taking precedence over the lower.

Rank	Motion	Second	Debatable	Amendable	Vote	Reconsider
2	Postpone Indefinitely	Yes	Yes	No	Majority	Yes
3	Amend	Yes	Yes	Yes	Majority	Yes
4	Commit or Refer	Yes	Yes	Yes	Majority	Yes
5	Postpone Definitely	Yes	Yes	Yes	Majority	Yes
6	Limit or Extend Limits on Debate	Yes	No	Yes	2/3	Yes
7	Previous Question	Yes	No	No	2/3	Yes
8	Lay on Table	Yes	No	No	Majority	No

2. POSTPONE INDEFINITELY – This kills the motion for the time being and the motion can’t be brought back up again in the same meeting.

3. AMEND – This is used to change the wording of the motion under consideration. Amendments are a part of the process of perfecting the motion before a final vote. There may be two amendments to the main motion on the floor; the second amendment which is amending the first motion must be voted on first before dealing with the first amendment; once the second amendment was voted on, the first amendment is discussed and voted on; then the final discussion and vote is taken on the main motion, as amended if an amendment was passed.

4. COMMIT OR REFER – This is used to send the motion back to a committee for further research when the motion is requiring a lot of discussion at the meeting. This motion is very appropriate when a number of details need to be addressed and the motion needs a greater length of discussion than is possible during a regular meeting.

5. POSTPONE DEFINITELY (OR TO A CERTAIN TIME) – This allows the organization to put off voting on the motion. This is normally used when the group doesn’t have all the information it needs to reach a decision. This doesn’t kill the motion; it simply reschedules it for consideration.

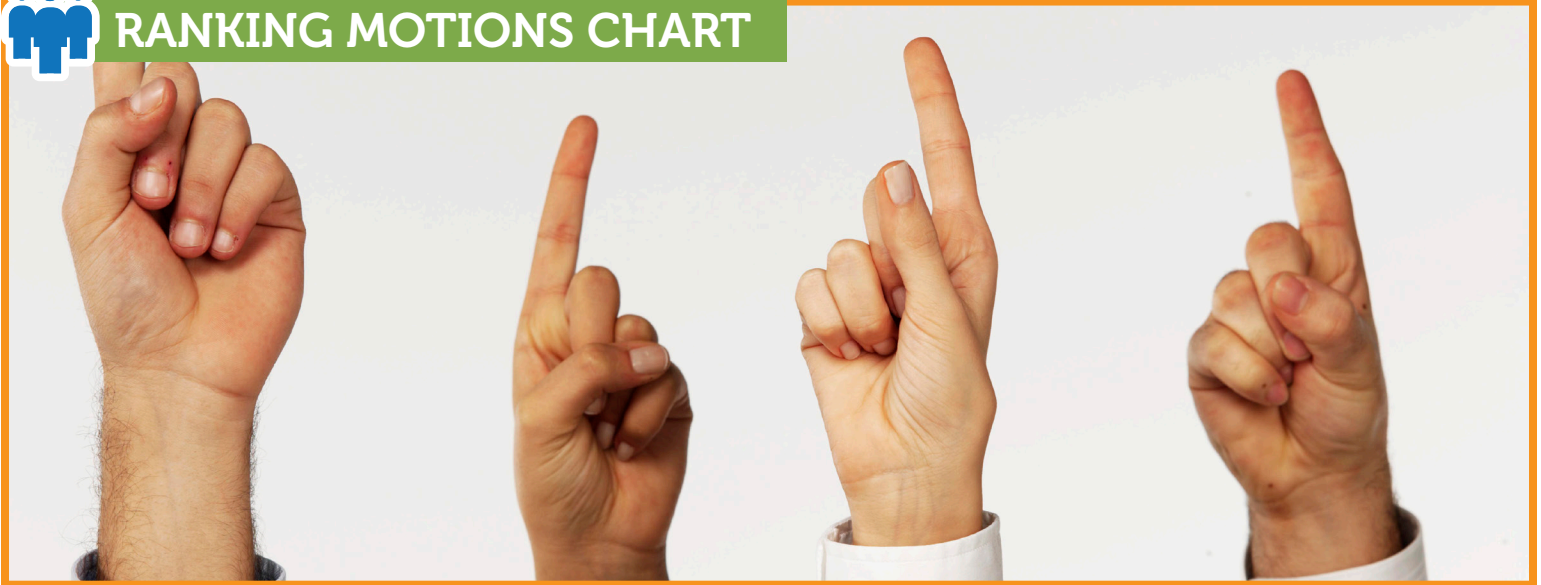
6. LIMIT OR EXTEND LIMITS ON DEBATE – This motion is usually used when time is short and debate is likely to be lengthy. Many organizations have adopted special rules of order/debate to limit the time allowed for individual remarks or general discussions; this motion changes the adopted rules for debate.

7. PREVIOUS QUESTION - This motion is used to end debate and allows no further discussion or subsidiary motions (Except Lay on the Table) This is used when discussion has been going on and on and there doesn’t seem to be an end in sight to the debate. This motion isn’t debatable and requires a two-thirds vote since it is terminating members’ rights to speak or to hear more information.

8. LAY ON TABLE (OR TO “TABLE” THE MOTION) - This motion is used to temporarily set aside a pending main motion, permitting something else to be addressed or done. It should only be used when something urgent comes up that requires immediate decision by the organization to set aside a pending motion. If the motion laid on the table isn’t taken from the table by the next regular meeting, it is dead and a new motion would need to be made. To lay on the table is not the same as postponing definitely or indefinitely. This motion should only be used under urgent situations requiring that current business on the floor to be disrupted.



RANKING MOTIONS CHART



PRIVILEGE MOTIONS

These five motions deal with the rights and privileges of the governing body and its members. They are highest in rank with not only each other but all other motions. They are always in order and do not directly affect the main motion.

Rank	Motion	Second	Debatable	Amendable	Vote	Reconsider
9	Call for orders of the day	No	No	No	None	No
10	Question of privilege	No	No	No	None	No
11	To take a recess	Yes	No	Yes	Majority	No
12	To adjourn	Yes	No	No	Majority	No
13	Fix time to which to adjourn	Yes	No	Yes	Majority	Yes

9. CALL FOR ORDERS OF THE DAY – This motion is used to keep the meeting agenda or business running on schedule. It should only be used if time is reached for another particular item of business to be discussed than what is currently being discussed or if the agenda isn’t being followed or business being discussed is out of order.

10. QUESTION OF PRIVILEGE – This motion is used if there are problems with the meeting room atmosphere, such as it is too hot, too cold or too noisy that makes it uncomfortable or difficult to concentrate on the business on the floor. It is designed to resolve the immediate problem or annoyance for the member or group.

11. TO TAKE A RECESS – This motion is used to consider whether or not to take a short break while another motion is pending.

12. TO ADJOURN – This motion is used to adjourn or end the meeting. The meeting is not adjourned until the president/chair declares the meeting adjourned; it doesn’t matter how many “yes” votes this motion received, the president/chair is the only one to officially adjourn the meeting.

13. FIX TIME TO WHICH TO ADJOURN – This motion is used to set a specific time to end business and adjourn the meeting. This can be used to extend the meeting time beyond the posted ending time, especially if there is still more business to be discussed and the members do not want to postpone the business until the next regular meeting.



RANKING MOTIONS CHART

INCIDENTAL MOTIONS

Many motions are incidental to the business at hand and are in order depending upon their necessity at the time. They do not have any rank in relation to each other.

Motion	Second	Debatable	Amendable	Vote	Reconsider
Appeal	Yes	Yes*	No	Majority*	Yes
Suspend Rules	Yes	No	No	2/3	No
Point of Order	No	No	No	No	No
Objection to Consideration	No	No	No	2/3	Neg. vote*
Division of Assembly	No	No	No	No	No
Read a Paper	Yes	No	No	Majority	Yes
Withdraw a Motion	No*	No	No	Majority	Yes, Neg. Vote
Divide a Question	Yes	No	Yes	Majority	No
Close Nominations or Polls	Yes	No	Yes	2/3	No
Consider Seriatim	Yes	No	Yes	Majority	No

*Consult “Robert’s Rules of Order,” Newly Revised, (11th Edition), for special rules.

The chair makes decisions on such incidental motions/requests as point of order, parliamentary inquiry, withdrawal of motion and/or second. (None requires a second.)

APPEAL (OR APPEALING FROM THE RULING OF THE CHAIR) – This motion is used when the presiding officer makes a ruling and a member disagrees with the decision. An appeal can only be applied to a ruling of the chair, not to an opinion.

SUSPEND RULES – This motion is used in conjunction with the motion that is against your rules.

POINT OF ORDER – This motion is used when any member notices a breach of the rules and is asking the presiding officer to address and correct the breach.

OBJECTION TO CONSIDERATION – This motion is used when a member feels a main motion is a terrible idea and bad for the association and it should never even be discussed. This motion must be made prior to any discussion on the motion; if discussion has started on the motion, a motion of Objection to Consideration is out of order.

DIVISION OF ASSEMBLY – This motion is used when there is a doubt with the results of a voice vote or a vote by show of hands. An individual must quickly state “Division” loud enough for the president or chair to hear. This motion requires an immediate retake of the vote by having voters stand and be counted.

READ A PAPER – This motion is used by a person who wants to read a document to the organization. It is meant to protect the group from any member who wants to read a lengthy document in connections with debate on a motion.

WITHDRAW A MOTION – This motion may only be used by the original maker of the main motion, even after the motion has been stated by the president or chair and is now “owned” by the membership. It is used by the maker of the motion when they realize that their motion is a bad idea and doesn’t want it considered by the organization.

DIVIDE (OR DIVISION OF) A QUESTION – This motion is used when a single motion has several different items that could stand alone as a separate motion.



RANKING MOTIONS CHART

CLOSE NOMINATIONS OR POLLS – This motion is used to close nominations or the polls. The motion to close the polls is normally used with ballot voting; it is primarily used by the presiding officer who has ensured all eligible to vote have voted; then the presiding officer declares the polls are closed.

CONSIDER SERIATIM (OR BY PARAGRAPH) – This motion is used when the main motion or document being considered is long or involves many parts and members want to be able to discuss and mend each part in a logical sequence before voting on the whole document.

ALL OF THE FOLLOWING MOTIONS MUST BE SECONDED

- “I move that the report be approved and necessary funding be provided to implement the projects set forth therein.” (Main motion)
- “I move to amend to recommend funding be provided on projects #2 through #10 only.” (Amendment)
- “I offer a substitute motion to accept the report for further study.” (Substitute motion)
- “I move to refer the report to the finance sub-committee for an in-depth analysis on funding requirements and availability of necessary monies.” (Motion to refer)
- “I move further consideration be tabled.” (Motion to table)
- Later in the same meeting, a member on the prevailing side of any of the foregoing motions - “I move we reconsider our previous action regarding. . .” (Motion to reconsider)
- At a subsequent meeting, a member on the prevailing side of 1 through 5 - “I move we rescind our action of (date) regarding. . .” (Motion to rescind)

UNCLASSIFIED MOTIONS – MOTIONS THAT BRING BACK

These are motions which cannot conveniently be classified as Main, Subsidiary, Incidental or Privileged.

Motion	Second	Debatable	Amendable	Vote	Reconsider
Reconsider	Yes*	Yes*	No	Majority	No
Rescind	Yes*	Yes*	Yes	Majority**	Yes- Neg. Vote
Take from the Table	Yes*	No	No	Majority	No

*Consult “Robert’s Rules of Order”, Newly Revised, (11th Edition), for special rules.

**With previous notice; without previous notice – 2/3 vote.

RECONSIDER – This motion may be made by someone who voted on the prevailing side of the motion and wants the group to revisit the same motion in the same meeting. This motion is used if the member feels the vote was made without enough information, new information is available after the vote was taken or the vote wasn’t well thought out.

RESCIND – This motion is used to cancel a motion. Special rules of notice apply to the use of this motion and it is often unavailable in a government setting where a previously adopted motion is already being acted upon.

TAKE FROM THE TABLE – This motion is used to take a main motion that was “laid on the table” during the current or immediately previous meeting and bring before the organization.



RANKING MOTIONS CHART



HERE IS ANOTHER CHART TO HELP ADDRESS BUSINESS AND CONCERNS BY USING MOTIONS:

Action	You State...	Speaker May be Interrupted	Must be Seconded	Debatable	Amendable	Vote Needed to Pass	Can it be Reconsidered?
To Adjourn	“I move we adjourn”	No	Yes	No	No	Maj.	No
To call a recess or intermission	“I move we recess for (time)”	No	Yes	No	Yes	Maj.	No
To complain about noise or room temp., etc. - Point of Privilege	“I rise to a question of privilege (state issue)”	Yes	No	No	No	No Vote	No
To temporarily suspend consideration of an issue- Lay on Table	“I move to table the motion”	No	Yes	No	No	Maj.	No
To limit or extend debate	“I move to limit (or extend) debate to (time)”	No	Yes	No	Yes	2/3	Yes
To postpone discussion for a certain time	I move to postpone the discussion until (time)”	No	Yes	Yes	Yes	Maj.	Yes
To end debate to vote	“I move to call the question”	No	Yes	No	No	2/3	No
To give more study of the issue - To Refer	“I move to refer the issue to committee”	No	Yes	Yes	Yes	Maj.	Yes*
To Amend	“I move to amend the motion by...”	No	Yes	Yes	Yes	Maj.	Yes
To Postpone Indefinitely	“I move to postpone indefinitely”	No	Yes	Yes	Yes	Maj.	Yes
Main Motion	“I move that”	No	Yes	Yes	Yes	Maj.	Yes



PARLIAMENTARY GUIDE

MAIN MOTION - only one before assembly at a time; cannot be introduced when any other motion is before the group.

MOTION TO AMEND - changes a motion before it comes up for final vote; takes precedence over motion to which it applies. Limit - two amendments.

SUBSTITUTE MOTION - amends by substituting another form change or additional wording.

MOTION TO EXTEND OR LIMIT DEBATE - sets time to be spent on a matter before assembly, either by limiting time allowed for each speaker or by indicating a time in which to discontinue further discussion. (Amendable but not debatable.)

MOTION TO REFER - refers question to a committee (either standing or ad hoc) or person for further study/report back.

MOTION TO POSTPONE TO A CERTAIN TIME - puts off consideration to an uncertain time.

MOTION TO POSTPONE INDEFINITELY - puts off consideration to an uncertain time. (Debatable but not amendable.)

MOTION TO TABLE OR MOTION TO LAY ON THE TABLE - temporarily puts aside motion being considered. Must be taken from table at the next meeting. (Not amendable or debatable.)

MOTION TO CONSIDER SERIATIM - is used to consider separately the different parts of a report or long motion consisting of a series of resolutions, paragraphs, articles, or sections that are not totally separate questions. In this way, this motion is distinct from a division of the question, which is used to split a motion into two separate motions, each of which can stand independently if the other fails.

MOTION TO RECONSIDER - action taken at same meeting to bring a question up again after it has been adopted or rejected. (Debatable but no amendable.)

MOTION TO RESCIND - action taken at a later meeting to repeal previous action. (Amendable and debatable.)



MOTION TO RECESS - indicates recess for a short period of time during meeting. (Amendable but not debatable.)

MOTION TO ADJOURN - ends all discussion at this meeting. (Not amendable or debatable.)

POINT OF PRIVILEGE - deals with rights and comforts of members and the assembly, e.g. requests for persons to speak louder or to turn up air conditioning. (Does not require a second.)

NOTES

A series of horizontal dotted lines for writing notes.

STAY INFORMED, CONNECTED AND INVOLVED

NEIGHBORHOOD NEWS

Events, information and helpful resources to share with your neighborhood straight to your inbox! Subscribe at cityoforlando.net/neighborhoodnews

NEIGHBORHOOD RELATIONS FACEBOOK

Like us at facebook.com/orlandoneighborhoodrelations

NEIGHBORHOOD RELATIONS NEXTDOOR

Sign up at nextdoor.com to receive important information that effects your neighborhood.

LEARN ABOUT THE CITY OF ORLANDO THROUGH OUR OTHER SOCIAL CHANNELS:

 [facebook/cityoforlando](https://facebook.com/cityoforlando)

 [instagram/thecitybeautiful](https://instagram.com/thecitybeautiful)

 [twitter/citybeautiful](https://twitter.com/citybeautiful)

 [youtube/cityoforlando](https://youtube.com/cityoforlando)

 [flickr/cityoforlando](https://flickr.com/cityoforlando)

 email@orlando.gov

City of Orlando
Communications
and Neighborhood
Relations
407.246.2169
orlando.gov/ilead

The City of Orlando is the owner of the mark “iLead” in connection with the programs outlined on this guide. The City of Orlando is happy for other local governments to use the materials found in this guide as long as 1) credit is given to the City of Orlando if such materials are re-used by another local government and 2) no commercial use is made of the materials.

