

## Parliamentary Motions Chart

Ranking motions follow order below. When any motion is pending, those above are in order and those below are not.

Incidental Motions take precedence to Motions 1-13, but have no rank order.

Bring Back Motions relate to motions and may be offered at certain appropriate times.

| Motion   | Class Recognition |              |   |    | Intprt                   | 2nd | Debate   | Amend       | Vote Rq'd | Reconsider |
|--|-------------------|--------------|---|----|--------------------------|-----|----------|-------------|-----------|------------|
| Non-Ranking Motions (take precedence over all other motions) |                   |              |   |    |                          |     |          |             |           |            |
| 11 Incidental Motions (precedence over all motions)          |                   |              |   |    |                          |     |          |             |           |            |
| Withdraw to be Excused from Duty                             | I                 | Y            | Y | N  | Y                        | Y   | Y        | Maj         | Neg only  |            |
| Request Motions:   |                   |              |   |    |                          |     |          |             |           |            |
| a. Parliamentary Inquiry                                     | I                 | N            | Y | N  | N                        | N   | N        | Chair       | N         |            |
| b. Request for Information                                   | I                 | N            | Y | N  | N                        | N   | N        | Chair       | N         |            |
| c. Withdraw or Modify a Motion                               | I                 | Y            | Y | N* | N                        | N   | N        | Maj         | Neg only  |            |
| d. Request to Read Papers                                    | I                 | Y            | Y | N* | N                        | N   | N        | Maj         | Neg only  |            |
| e. Request for Other Privilege                               | I                 | Y            | Y | N  | N                        | N   | N        | Maj         | Neg only  |            |
| Nomination Motions (Fill blanks)                             | I                 | N            | N | *  | Y                        | Y   | Y        | Maj         | Y         |            |
| Voting/Poll Motions  | I                 | N            | N | *  | Y                        | Y   | Y        | Maj         | Y         |            |
| Division of the Assembly (re-vote)                           | I                 | N            | Y | N  | N                        | N   | N        | NoVote      | N         |            |
| Consider by paragraph or Serialtm                            | I                 | Y            | N | Y  | N                        | Y   | Y        | Maj         | N         |            |
| Division of the Question                                     | I                 | Y            | N | Y  | N                        | Y   | Y        | Maj         | N         |            |
| Objection to Consider Question                               | I                 | Y            | Y | N  | N                        | N   | N        | 2/3         | Neg only  |            |
| Suspend the Rules  | I                 | Y            | N | Y  | Y                        | N   | N        | 2/3         | N         |            |
| Appeal   | I                 | Y*           | Y | Y  | Y                        | Y*  | N        | Maj         | Y         |            |
| Point of Order   | I                 | N            | Y | N  | N                        | N   | N        | Chair       | N         |            |
| Bring Back Motions (Acts like Main Motions)                  |                   |              |   |    |                          |     |          |             |           |            |
| Take from the Table  | M/B               | Y            | N | Y  | N                        | N   | N        | Maj         | N         |            |
| Rescind / Amend Something Previous                           | M/B               | N            | N | Y  | Y~                       | Y   | M-2/3-M* | Neg only    |           |            |
| Discharge a Committee  | M/B               | Y            | N | Y  | Y~                       | Y   | 2/3      | Neg only    |           |            |
| Reconsider Previous Motion (+Enter)                          | M/B               | Prevall Side | N | Y~ | ~                        | N   | Maj      | N           |           |            |
| ~ When applied to debatable motions                          |                   |              |   |    |                          |     |          |             |           |            |
| * a) Maj w Notice b) 2/3 vote OR c) Maj of mem               |                   |              |   |    |                          |     |          |             |           |            |
| The 13 Ranking Motions (subject to higher precedent motions) |                   |              |   |    |                          |     |          |             |           |            |
| 5 Privileged Motions (Unrelated to any motion)               |                   |              |   |    | Only Pink Rhinos Are Fat |     |          |             |           |            |
| Fix time to Adjourned Mtg                                    | P/M               | Y            | N | Y  | N*                       | Y   | Y        | Maj         | Y         |            |
| Adjourn  | P/M               | Y            | N | Y  | N                        | N   | N        | Maj         | N         |            |
| Recess   | P/M               | Y            | N | Y  | N                        | Y   | Y        | Maj         | N         |            |
| Question of Privilege  | P/M               | N            | Y | N* | N                        | N   | Chair    | N           | N         |            |
| Call for Orders of the Day                                   | P/M               | N            | Y | N  | N                        | N   | NoVote   | N           | N         |            |
| 7 Subsidiary Motions (Related to pending motion)             |                   |              |   |    |                          |     |          |             |           |            |
| Lay on the Table   | S                 | Y            | N | Y  | N                        | N   | N        | Maj         | Neg only  |            |
| Previous Question  | S                 | Y            | N | Y  | N                        | N   | N        | 2/3         | Neg only  |            |
| Limit, Modify or Extend Debate                               | S                 | Y            | N | Y  | N                        | Y   | 2/3      | Y           | Y         |            |
| Postpone Definitely (PD)                                     | S                 | Y            | N | Y  | Y                        | Y   | Maj      | Y           | Y         |            |
| Commit or Refer  | S                 | Y            | N | Y  | Y                        | Y   | Maj      | Y*          |           |            |
| Amend / Create Blanks  | S                 | Y            | N | Y  | Y                        | Y   | Maj      | Y/N         |           |            |
| Postpone Indefinitely (PI)                                   | S                 | Y            | N | Y  | Y~                       | N   | Maj      | Affirm only |           |            |
| MAIN MOTION  | M                 | Y            | N | Y  | Y                        | Y   | Maj      | Y           |           |            |
| No Quorum Available Motions                                  |                   |              |   |    |                          |     |          |             |           |            |
| Adjourn  | P/M               | Y            | N | Y  | N                        | N   | Maj      | N           |           |            |
| Measure to get Quorum/Call of House*                         | P/M               | Y            | N | Y  | Y                        | Y   | Maj      | Y           |           |            |
| Fix the Time for Adjourned Meeting                           | P/M               | Y            | N | Y  | N*                       | Y   | Maj      | Y           |           |            |
| Recess   | P/M               | Y            | N | Y  | N                        | Y   | Maj      | N           |           |            |

## Ranking of Subsidiary and Privileged Motions (Lowest rank is 1; Highest is 13)

### **PRIVILEGED MOTIONS (5)** (lowest to highest in rank) (not related to pending motions)

Learning crutch – **Only Pink Rinos Are Fat**

13 - **Fix Time to Which to Adjourn** (to an adjourned meeting)

12 - **Adjourn**

11 - **Recess**

10 - **Privilege Question**

9 - **Call for Orders of the Day**

OR complete business as normal; BUT...  
MUST RATIFY ALL PASSING MOTIONS  
WITH 2/3 VOTE AT NEXT MEETING!

### **SUBSIDIARY MOTIONS (7)** (lowest to highest in rank) (related to MAIN pending motion)

Learning crutch – **Pearls are Classy, Pretty Lady, Pretty Lady**

8 - **Lay on the Table** (**REMEMBER: The last thing we do each day is "Lay" down.**)

7 - **Previous Question**

6 - **Limit Debate**

5 - **Postpone to a Definite Time**

4 - **Commit or Refer to Committee**

3 - **Amend**

2 - **Postpone Indefinitely**

1 - **MAIN MOTION** (everything is subsidiary or incidental to this motion)

#### **6 Steps to Handle a Motion:**

1. Member Makes Motion
2. Another Member Seconds Motion (if reqd)
3. Chair States Motion (Motion pending)
4. Chair opens floor to debate
5. Chair puts Question (takes a vote)
6. Chair Declares results of vote

Debate Crutch: Everything is debatable until the word “debate”, nothing after is, including “debate”

Amendment Crutch: **Man, All Cute Puppies Look Rather Fluffy**

Vote Thresholds: Everything is Majority except two which are 2/3 and two decided by the Chair (NCIS)

NCIS Crutch: No Second, No Amend, No Debate, No Reconsider, Chair Decides, Can Interrupt

#### **Order for Rules of Assembly**

(Every rule is overridden by the rules above it.)

1. **Charter**/Articles of Incorporation (state creates Corporation)
2. **Constitution** (superior to Bylaws, but no longer necessary)
3. **Bylaws** (lesser than Constitution, lower threshold to amend)
4. **Special Rules of Order** (modifications of Rules of Order)
5. **Rules of Order/Parliamentary Authority** (e.g., *RONR*)
6. **Standing Rules** (administrative details of assembly)
7. **Custom** (traditional customary “rules” and practices)

#### **Order of Business (Agenda):**

Learning crutch: **MRS SUN**

1. **Minutes**
2. **Reports** of Officer, Boards, Standing Committees
3. **Special Committee Reports**
4. **Special Orders** (e.g., Postpone to Specific Time)
5. **Unfinished Business** and General Orders
6. **New Business** (business offered from the floor)

#### **Approving Minutes**

No formal vote needed, even if motion is made.  
To object to approval of draft, offer correction.  
Secretary's draft is sent to members, marked as draft.  
Draft does not become minutes until approved.  
Secretary's corrected version becomes official.

#### **No Quorum Motions (passes with majority vote):**

Adjourn (immediately without other business)  
Quorum Call/Call of House\*\* (find a quorum)  
Fix Time for Adjourned Meeting (set special continuance meeting)  
Recess (take a break to find members)

## Vote Thresholds

### **Ranking of vote thresholds from lowest to greatest:**

**Majority** – More than half of eligible, present voters (50.0001%)

**Two-thirds** – At least 2/3 of eligible, present voters (exactly 2/3 or more)

**Majority of entire membership** – More than half of *organization's TOTAL Membership*

**Unanimous consent** – Assumes no opposition; must vote if any member objects

### **Adoption Vote Threshold for business:**

**Parliamentary Authority** – if not in Bylaws, same as Special Rules of Order

**Mass meeting or unorganized society adopting Rules of Order** – majority

**Special Rules of Order** – previous notice and 2/3, or majority of entire membership

**Creation of Standing Committee** (if allowed in Bylaws) – previous notice and 2/3, OR majority of membership)

**Revision of Bylaws** – same vote required to amend current bylaws – majority

### **Amendment Vote Threshold:**

**Constitution/Bylaws Standing Rules** – Previous notice to next meeting with 2/3 vote

**Special Rules of Order** – Previous notice with 2/3 vote (OR Majority of entire membership)

**Proposed Bylaw amendment** – Majority

### **Suspending Rules – never debatable, amendable, or reconsidered**

This motion: suspend 1 or more rules that interfere with proposed action(s) on **this** motion

#### **Never Suspended:**

- **Corporate Charter** - Rules protecting minority - Rules protecting absentees - Rules protecting basic rights of individual

## Amendment Soup

To retain essential character of a motion, but change details, use amendment motion while MAIN Motion is pending. If motion already had passed, then use **Amend Something Previously Adopted** as a new Main Motion.

#### • **Word Changes**

- **Insert or Add** – Insert's word(s) into existing sentence; Adds word to end of sentence.
- **Strike out** – Removes word(s) from sentence.
- **Strike out and Insert** – Remove word(s) and insert others in same place.

#### • **Paragraph Changes**

- **Insert or Add** – Insert's paragraph(s) into a line of paras in motion; Adds new paragraph to end of motion (or section).
- **Strike out** – Removes word(s) from sentence.
- **Substitute** – Removes paragraph(s) from motion (or section) and replaces with new paragraph(s).

• **Germane Rule** – Changes must be germane to the essential character of motion.

• **Settled Rule** – Once a vote settles an amended action, you can't reamend the same thing without an essential difference.

• Can amend a pending amendment only one time for same content – No more amendments