



PARLIAMENTARY PROCEDURE DEFINITIONS

ACCEPT: Accepting a report is the same as adopting it.

AGENDA: An outline of the order of business followed by the chair in conducting a meeting.

AMENDMENT: An alteration to the main motion by substituting, adding or deleting a word or words without material altering the basic intent of the main motion.

CHAIR: The presiding officer.

COMMIT OR REFER: To refer the main motion to a committee for investigation and/or study.

COMMITTEE OF THE WHOLE: The entire body of an assembly, meeting as a committee under a chair other than the Speaker or regular chair. Its purpose is to facilitate discussion by using less strict rules than those used in a formal meeting of the assembly.

MOTIONS: A substantive or main motion is a formal proposal placed before a meeting by one member, the mover of the motion for debate and decision. Most but not all motions must be supported by a second member - the seconder - before they can be debated and decided. A subsidiary motion is one that delays or defers the decision on a main motion or brings it to an immediate vote.

MOVER: person who presents or proposes a motion or amendment.

POINT OF ORDER: This motion is used to enforce the rules and order of the assembly. The point must be raised at the time the breach occurs: after the discussion is too late. A point of order must be decided by the chair, and any 2 members may appeal the decision of the chair.

Parliamentary Procedure Definitions continued...

POSTPONE INDEFINITELY: Its purpose is to reject a motion without taking a direct vote on it. Usually the motion to postpone is made by members opposed to the motion when they have doubts as to whether they are strong enough to defeat it. The form to use is, "I move that the question be postponed indefinitely."

PRIVILEGE The member's right to correct inaccuracies or explain circumstances they believe will affect themselves adversely or reflect improperly on the organization as a whole. The question as to whether a matter is properly one of privilege is determined by the chair.

OBTAIN THE FLOOR Secure recognition in order to speak.

QUESTION The issue before the meeting on which the decision has to be made. A question cannot be debated, amended or voted on until it has been properly proposed as a motion. To "put the question" ends debate and submit the motion to a vote.

QUORUM In an assembly a quorum is the number that must be present by Constitution for the legal transaction of business.

RECEIVE To receive merely for information, any recommendations are subject to debate and amendment.

RESOLUTION A formal motion that should be in writing.

TABLE OR LAY ON THE TABLE To lay aside an item of business temporarily in order to consider business of an urgent nature. A tabled motion may be brought back at the same meeting after some business has taken place or at the next regular meeting. After the next meeting it is dead.

UNANIMOUS VOTE No dissenting vote; unanimous or general consent.

WITHDRAW A MOTION Before a motion has been stated by the chair, the maker may withdraw or modify it, without the consent of the seconder. After stated by the chair the motion belongs to the assembly and may be withdrawn only by general consent.

YIELD Give precedence to; give way to.