

Parliamentary Procedure at a Glance

<i>Motions in order of precedence</i>		May interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	Vote req'd
To do this	You say this:					
• Adjourn meeting	"I move that we adjourn."		✓			Majority
• Call an intermission	"I move that we recess for..."		✓		✓	Majority
• Complain about heat, noise, etc	"I rise to a question of privilege."	✓				
• Temporarily suspend consideration of a motion	"I move to table the motion."		✓			Majority
• End debate and amendments	"I move the previous question."		✓			2/3
• Postpone discussion to another time	"I move to postpone the motion until..."		✓	✓	✓	Majority
• Give closer study to something	"I move to refer the matter to committee." ¹		✓	✓	✓	Majority
• Amend a motion	"I move to amend the motion by..."		✓	✓ ²	✓	Majority
• Introduce new business	"I move that..."		✓	✓	✓	Majority

Motions with no order of precedence

To do this	You say this:	May interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	Vote req'd
• Protest breach of rules or conduct	"I rise to a point of order."	✓				
• Vote on a ruling of the chair	"I appeal the decision from the chair."	✓	✓	✓		Majority ³
• Suspend rules temporarily	"I move to suspend the rules so that..."		✓			
• Avoid considering an improper matter	"I object to consideration of this motion."	✓				2/3 ⁴
• Verify a voice vote (call for a show of hands)	"I call for division." or "Division!"	✓				
• Request information	"Point of information..."	✓				
• Take up a matter previously tabled	"I move to take from the table..."		✓			Majority
• Reconsider a hasty action ⁵	"I move to reconsider the vote on..."	✓	✓	✓		Majority

Notes:

1. The member may specify which committee is to take up the matter, along with any specific instructions to that committee.
2. Only if the motion to be amended is debatable
3. A negative majority vote needed to reverse the ruling of the chair
4. A 2/3 vote in the negative needed to prevent consideration of main motion
5. Reconsideration can only be done in the same session as original vote. A motion can only be reconsidered once.

Chapter Meeting Agenda

- I. Formal Opening
- II. Roll Call
- III. Read and adopt minutes from previous meeting
- IV. Reports of officers and committees
- V. Unfinished Business
 - A. Items held over from previous Exec. meeting
 - B. Items tabled from the chapter meeting
- VI. New Business
- VII. Announcements
- VIII. Remarks for the Good of the Order
- IX. Formal Closing

Methods of Voting

- Viva Voce - Chairman calls for vote by voice (members vote 'aye' or 'no'). This is the method of voting on most matters. The Chairman decides whether or not the motion was adopted based upon the voice vote of the chapter.
- Division - Chairman calls for vote by standing or raising of hands. The Eminent Warden assists in counting of these votes. If a member disagrees with the chairman's interpretation of the via voce vote, he may call for a "division".
- Roll Call - Eminent Recorder calls the name of each member of the chapter (in good standing). The member replies with an "aye" or "no" vote. At the time of voting, any member may ask for the vote to be by roll call.
- Ballot - A ballot box is utilized for the vote. At the time of voting, any member may ask for the vote to be by secret ballot. This is the preferred method during elections.

Source information:

"The a-b-c's of Parliamentary Procedure" and "Roberts Rules of Order, Newly Revised"