

## **RECOGNITION TO SPEAK ON THE ASSEMBLY FLOOR**

No one may speak to the Representative Assembly until recognized by the presiding officer. Microphones for in-person delegates' use are conveniently placed on the floor. When a delegate desires to be recognized by the Chair, the delegate should:

1. Use the proper card at the microphone.
2. State name and local association.
3. Indicate whether speaking as an individual or the official view of the local association.

## **PARLIAMENTARY PRIMER**

Occasionally some delegates may be inclined to want to simplify the rules of parliamentary procedure. Each step, however, is essential. The purpose of parliamentary practice is to facilitate, not to obstruct, action. An effective system will guarantee:

1. Justice, decorum and courtesy for all.
2. A single issue at a time.
3. Majority rule.
4. Minority rights protected.

When a main motion has been made and seconded, and a delegate has the floor (after recognition by the chair), the delegate may do one of several things including, but not limited to, the following:

1. Object to consideration.
2. Speak in favor or in opposition to the motion.
3. Move to amend.
4. Move to refer to a committee.
5. Move to postpone to a time certain.
6. Move to lay the motion on the table.
7. Move to remove a motion from the table.
8. Rise to a point of information or point of order.
9. Move the previous question (close debate).

Motions are of four types:

1. Privileged motions which refer to the rights and comforts of individual members.
2. Incidental motions which arise from the details of parliamentary procedure.
3. Subsidiary motions which seek to limit, change, postpone consideration, or refer a main motion or another subsidiary motion.
4. The main motion which is made to achieve the purpose of the assembly.

All true motions (those involving the words, "I move...") require a second. The maker of any motion may speak to that motion after it has been seconded.

Motions to amend a motion or subsidiary motion are in order when discussion on such a motion is before the house. A motion to amend an amendment must refer to the amendment itself, not to the

motion to which the amendment applies. Only one amendment to an amendment is in order at any one time. Motions to amend are usually stated in one of the following forms:

- 1) "I move to amend by adding before (or after) the words "
- 2) "I move to amend by deleting before (or after) the words "
- 3) "I move to amend by deleting before (or after) the words and by adding before (or after) the words "
- 4) "I move to amend by substituting for before (or after) "

It is generally inadvisable to shout, "Question!" At best, it carries only the weight of a suggestion and, in a large group, can be both annoying and confusing. "I move the previous question," is the parliamentary form of saying, "I move to close debate." After the motion is seconded, with no further discussion, the chair puts the question of closing debate to the assembly, and if it passes by a 2/3 majority, the chair immediately puts the question previously under discussion to vote.

"I move to lay the matter on the table," is used to kill or delay action on a motion. Passage of this subsidiary motion, which is not debatable, by a regular majority disposes of the matter until another motion is carried to remove it from the table.

Basic rules of order listed in the constitution or bylaws of the Association take precedence over any other practices. When the laws of parliamentary procedure become necessarily complex, an authority like the most recent edition of *Robert's Rules of Order* or *Robert's Parliamentary Law* should be consulted. Questions of the parliamentarian shall be directed through the chair only.