

ATTACHMENT A TO THE BOARD RULES
PARLIAMENTARY PROCEDURE
(Subject to change by the Board)

MOTIONS:

The method used by Commissioners to express themselves is in the form of moving Motions. A Motion is a proposal that the entire membership act or a stand on an issue. Individual Commissioners can:

1. Make a Motion
2. Second a Motion
3. Debate Motion
4. Vote on Motion

There are four Basic Types of Motions:

1. Main Motions: The purpose of a Main Motion is to introduce items to the commission for its consideration. They cannot be made when any other Motion is on the floor, and yield to privileged, subsidiary, and incidental Motions.
2. Subsidiary Motions/Amended Motions: Their purpose is to change or affect how a Main Motion is handled and is voted on before a Main Motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other Motions and must be considered before the other Motion.

How Motions Are Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Wait until the Presiding Officer recognizes you.
2. Making the Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not..."
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to provide a Second to your Motion.
4. Another Commissioner may Second the Motion or the Presiding Officer will call for a Second.
5. If there is no Second to the Motion, it is lost.
6. The Presiding Officer States the Motion
 - a. The Presiding Officer will say, "It has been moved and seconded that we ..." placing the Motion before the Board for consideration and action or asks staff to repeat the Motion from the notes/minute-taking.

- b. The Presiding Officer then calls for discussion on the Motion. (NOTE: If there is no discussion on the Motion, the Presiding Officer calls for a vote on the Motion [see below]).
 - c. Once the Motion is presented to the Board by the Presiding Officer, it cannot be changed without the consent of the Board.
7. Expanding on a Motion
 - a. The time for the Commissioner making the Motion to speak in favor of it is at this point in time, rather than at the time it is presented.
 - b. The Commissioner making the Motion is always allowed to speak first.
 - c. All comments and debate must be directed to the Presiding Officer.
 - d. Keep to the time limit for speaking that has been established by the Presiding Officer.
 - e. The Commissioner making the Motion may speak again only after other speakers are finished, unless called upon by the Presiding Officer.
8. Putting the Question to the Membership
 - a. The Presiding Officer asks, "Are you ready to vote on the Question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of voting on any Motion depends on the situation and the policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. There are two other motions that are commonly used that relate to voting. Motion to Table - this motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Abstention: Abstentions are neither a yay or nay vote, essentially counting as a non-affirmative vote. Abstentions must be explained to the board.