



Now You Can Learn to Love Parliamentary Procedure As Much as Our District 73 Parliamentarian Does

Prepare for Your District Meetings—The Renton’s Rules Way
D73 District Council & District Executive Meetings

The Glossary—Parliamentary Procedure Lingo

MOTION:	A proposed resolution, presented in the meeting for consideration, debate and decision, before it has been adopted (that is, passed or carried) by the meeting proposal for action .
QUESTION:	A motion before the chair.
MOTION ON NOTICE:	Motions of which notice was given at the last meeting (or subsequently).
AMENDMENT:	An alteration or proposed alteration to the terms of a motion, designed to improve the motion but without contradicting it.
MOVER:	The person who proposes a motion to the meeting.
SECONDER:	The person who formally supports a motion proposed by its mover.
PUTTING THE QUESTION:	The action of the Chair asking those eligible to vote on a motion to do so. The vote on the motion, whether in its original or in an amended form, finally disposes of the business ([4.28], [5.25]).
REPLY:	The formal closing speech in a debate, made by the mover of a motion and which summarises the arguments for and against the proposition.
LEAVE:	The permission of all voting members (unanimous consent) present in the meeting at the time to do something which otherwise could not be done at that time or in that way.
POINT OF ORDER:	The official bringing to the attention of the Chair of a meeting an alleged irregularity in the meeting proceedings.
MAJORITY VOTE:	More than half of the votes actually cast (not more than half of the votes that could be cast if everybody voted). Unless a motion receives a majority vote, the motion is lost. If the vote is tied, it doesn’t receive a majority vote, so it is lost.
TWO-THIRDS VOTE:	Two-thirds of the votes cast. Some decisions require a two-thirds vote, for example:- <ul style="list-style-type: none"> • To suspend or change a rule already adopted; • To close or limit debate on a motion; and • To prevent the consideration of a motion.
RESOLUTION:	The formal determination of a motion by an organised meeting.



Motions—Two main kinds

Procedural Motions

Procedural motions only affect the running of the current meeting.

Eg: That the meeting do now adjourn.

Substantive Motions

Substantive motions are motions ordering something to be done, authorising some past or proposed action, expressing the meeting's opinion in regard to some subject, or otherwise dealing with the organisation's general activities. *Eg: That the president send a letter of invitation to the world champion.*

Motion Specifics

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| <ol style="list-style-type: none">1. Must commence with 'That'2. Must be specific3. Must be unambiguous4. Must not be worded in the first person5. Must be in one sentence6. May be in parts7. May incorporate an explanation8. May be in the negative9. Must not attempt to revive a previously rejected motion | <ol style="list-style-type: none">10. Must be proposed and seconded (not by the Chairman)11. May be amended12. May be altered 'by leave'13. May be withdrawn 'by leave'14. Gives a right of reply to mover, closing the debate15. Should preferably be submitted in writing16. May be rescinded after being adopted |
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Notes:

1. There can only be one substantive motion before the chair at any time.
2. There can be a substantive motion and a procedural motion before the chair at the same time.
3. If a procedural motion is moved, then the meeting moves on to process the procedural motion, in much the same way as you process an amendment. When the debate on the procedural motion is finished then the meeting goes back to the original motion.



Amendments

An amendment is an alteration or proposed alteration to the terms of the motion designed to improve but not contradict it. The amendment can be to leave out, to leave out and insert, or to add new words.

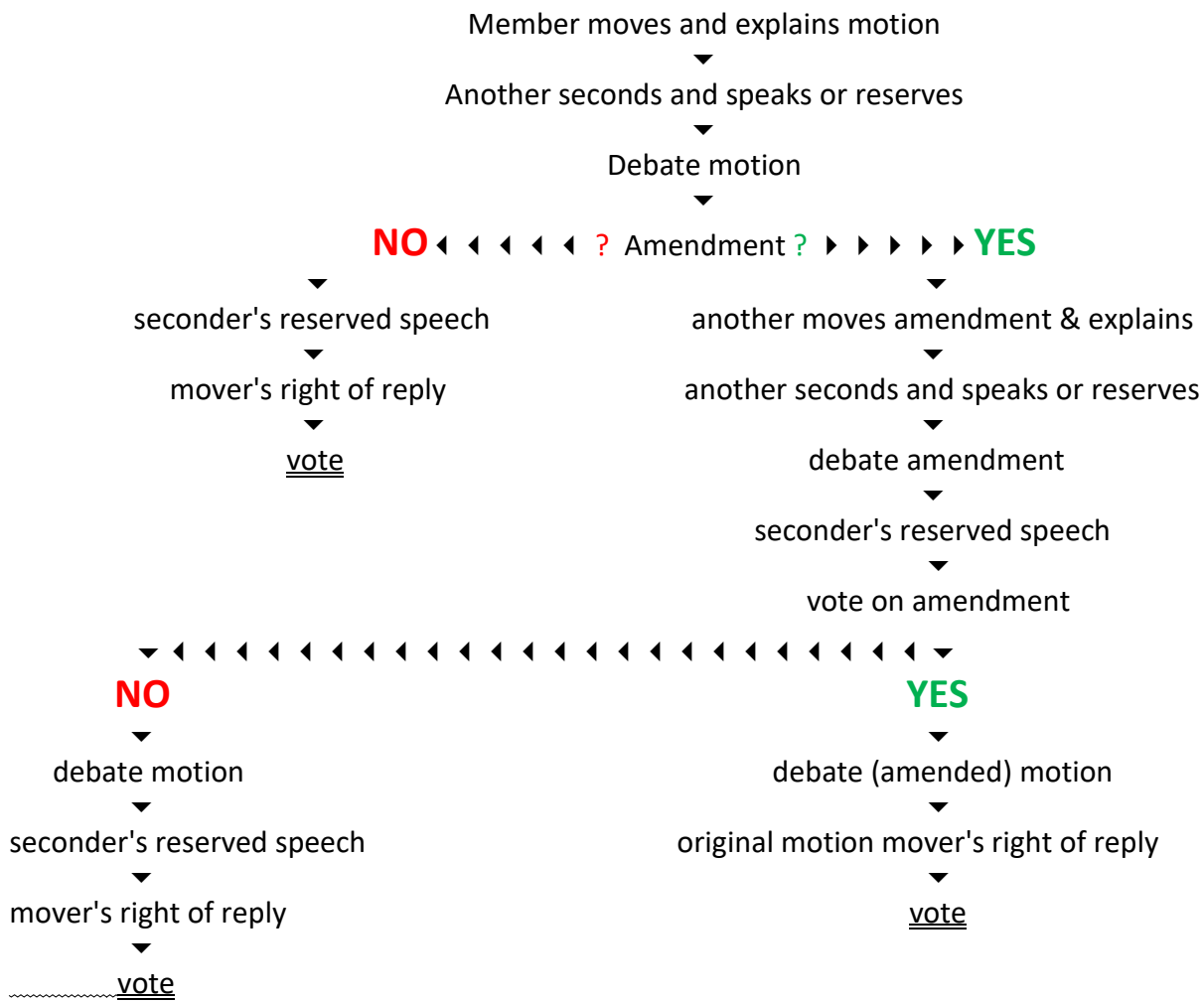
Rules for the wording of amendments are similar as those for motions. **One important thing to remember is that the amendment should improve the motion, and never contradict it.**

An Amendment:

1. Must commence with 'That'
 2. Must be specific
 3. Must be unambiguous
 4. Must be relevant to the motion
 5. Must be within the scope of the notice convening the meeting
 6. May not contradict the motion or any amendment previously adopted
 7. Must not attempt to revive any amendment previously rejected
 8. Must be proposed and seconded, but not by the Chairman or mover or seconder of the original motion
 9. Must be moved after the motion has been seconded but before it has been voted on
 10. May not be amended
 11. May be altered 'by leave'
 12. May be withdrawn 'by leave'
 13. Gives no right of reply to the mover of the amendment
 14. Should preferably be submitted in writing
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Steps for Processing a Motion With & Without an Amendment



Notes:

1. The mover and seconder of the original motion can be among the 'other speakers' to any amendment if they so desire ([5:16]).
2. Only one speech on any question is permitted, except for the mover's right of reply. ([4.25]).
3. When an amendment is before the chair, discussion must be confined to that amendment ([5:15], [5.16]).



The Meeting Protocol

The Chair	<ul style="list-style-type: none"> ▪ Members shall respect the authority of the Chair at all times. ▪ When the Chair rises to speak any member standing shall sit down.
Attract the attention of the Chair	<ul style="list-style-type: none"> ▪ If at any time throughout the meeting you wish to gain the attention of the Chair, or you wish to address the council, please stand and the Chair will address you.
Addressing the meeting	<ul style="list-style-type: none"> ▪ Stand each time you address the meeting—whether to move or speak to a motion or amendment, to ask a question, to take a point of order, to deliver a report, or for any other reason. ▪ Speakers who are elderly or in poor health are permitted to address the meeting while remaining seated. ▪ Address all your comments to the Chair.
Moving a Motion	<ul style="list-style-type: none"> ▪ Stand to move a motion. State your name and the club, area, or division you are representing. State the motion. ▪ The Chair is likely to ask for your motion in writing. Be prepared. ▪ If you wish to speak to the motion please come to the front of the room and speak into the microphone to address the council. ▪ Return to your seat once you have moved and spoken to the motion.
Seconding a Motion	<ul style="list-style-type: none"> ▪ Stand to second a motion. State your name and the club, area, or division you are representing. The Chair will invite you to speak for the motion or reserve your right to speak later. ▪ If you wish to speak to the motion please come to the front of the room and speak into the microphone to address the council. ▪ If you reserve your right to speak later, be aware that if the motion is successfully amended, or a motion receives the call, you lose your right to speak for the motion. ▪ Return to your seat once you have moved and spoken to the motion.
Right of reply for mover of motion	<ul style="list-style-type: none"> ▪ The mover in reply may summarise the case of the mover’s own side and deal with any opposition raised. New matter may not be introduced [4.25].
Speaking for or against a motion	<ul style="list-style-type: none"> ▪ No members other than the proposer of a motion shall speak to the motion until it has been seconded. ▪ If you wish to speak for or against a motion, move to the front of the room (stand in line if necessary). Speakers for the motion speak from the front right of the room (when looking towards the front of the room) and speakers against the motion speak from the front left of the room. ▪ Only one speech on any motion (question) is permitted, except for the mover’s right of reply.
Moving an amendment	<ul style="list-style-type: none"> ▪ The mover of an amendment has no right of reply for the amendment. ▪ The Chair is likely to ask for your amendment in writing. Be prepared. ▪ The mover or seconder of the original motion may not move an amendment. ▪ An amendment cannot be moved until the motion concerned has been seconded. ▪ No further amendment shall be proposed until the amendment before the chair has been disposed of. ▪ An amendment to an amendment is not permissible [5.40].
Speaking for or against an amendment	<ul style="list-style-type: none"> ▪ Speakers who wish to speak for and against an amendment move to the front of the room (stand in line if necessary). Speakers for the motion speak from the front right of the room (when looking towards the front of the room) and speakers against the motion speak from the front left of the room. ▪ When an amendment is before the chair, discussion must be confined to the amendment only (and not the motion). ▪ Each amendment is a separate amendment therefore, the mover and seconder of the original motion can be among the ‘other speakers’ to any amendment if they so desire. ▪ Only one speech on any question (in this case amendment) is permitted. ▪ No members other than the proposer of an amendment shall speak to it until it has been seconded. ▪ When the vote on the amendment has been taken, debate is resume on the motion, either in the form previously before the chair if the amendment was lost, or in its amended form if it was carried [5.20].



The Meeting Protocol

Discussion at the meeting	<ul style="list-style-type: none"> ▪ Motions are needed to discuss item—according to Renton’s Rules, there can be no discussion without a motion before the Chair—general discussion is not permitted.[2.70] ▪ Except in cases of short announcements, discussion is permitted only if a motion is placed before the chair. [2.43] (Short announcements can be given near the end of the meeting in the announcement section in general business.)
Asking Questions	<ul style="list-style-type: none"> ▪ All questions are addressed to the Chair, not for the purpose of answering but for the purpose of deciding whether or not to permit the question and to give consent for others to answer the questions. ▪ When asking a question, stand then state your name and club. [12.143] ▪ Questions may be asked before, not after, a report is adopted. ▪ Subject to the discretion of the Chair, members may address questions relating to the subject under discussion to the mover of a motion during the course of debate. Such a question—provided the question is a genuine question rather than a speech in disguise—does not constitute a speech in the debate. The mover can with the consent of the Chair, reply to each question as it is raised, or alternatively, can deal with all questions in the course of the speech closing the debate. [12.144] ▪ Once the mover has given their right to reply, no further questions are permitted. [12.144] ▪ Subject to the discretion of the Chair, members may address questions relating to the subject under discussion to persons other than the mover, irrespective of whether or not those persons have already participated in the discussion. Replies can, with the consent of the Chair, be given at once, or they can be dealt with in the course of any subsequent speech. [12.145] ▪ Questions on factual or procedural aspects—but not on more general matters—can be addressed to the Chair personally. [12.145]
Interrupting Speakers	<ul style="list-style-type: none"> ▪ Speakers may be interrupted by other members only in the following circumstances:- <ul style="list-style-type: none"> ❖ On a point of order; ❖ On a call for a quorum; ❖ To move, “That the speaker be no longer heard” [6:25]; ❖ To move, “That strangers be excluded” [6:26].
Point of Order	<ul style="list-style-type: none"> ▪ Any member may raise a point of order, which shall take precedence over all other business. The point must be raised at the time the alleged irregularity occurred. ▪ To raise a point of order, stand then state ‘point of order’. The Chair will address you and ask on what grounds you raise the point of order. ▪ If you were speaking when a point of order has been raised, please stop speaking and sit down to wait on a determination from the Chair.
When does debate end?	<ul style="list-style-type: none"> ▪ When the question (motion) has been voted on. ▪ Debate ends once the mover gives their right of reply.
Confirming minutes of the previous meeting	<ul style="list-style-type: none"> ▪ Confirmation is a formal declaration of the correctness of the facts recorded in the minutes; it is not ratification of any decisions made. If any discussion of any resolution passed by the previous meeting is desired, then this may be initiated at some later stage of the meeting. [2.14] ▪ Discussion is in order once the motion to confirm the minutes has been seconded, but only as to the accuracy of the minutes and not as to the subject matter of the previous meeting. [2.14] ▪ Errors in the minutes may be corrected by the District Administration Manager before the confirmation motion is put, without the need for a formal amendment. [2.14] ▪ Business arising from the minutes is not discussed until <i>after</i> the minutes have been confirmed. [2.24]



Point of Order—

A Point of Order is a query in a formal debate or meeting and is taken when a person officially draws the attention of the Chair of a meeting to an alleged irregularity or breach in the proceedings.

IRREGULARITIES		ALLEGED BREACHES OF CONSTITUTION OR STANDING ORDERS
Facts	Opinions	
<ul style="list-style-type: none"> • Time limit has been exceeded • Quorum is not present • The motion is outside the scope of the notice convening the meeting 	Speakers remarks are: <ul style="list-style-type: none"> • being made in unparliamentary language; • irrelevant; or • involve tedious repetition 	<ul style="list-style-type: none"> • Correct procedure is not being followed.

What is not a valid point of order?

Contradictions, personal explanations and statements of fact or opinion dealing with the principal subject.

Want to help the meeting move along?

Why not move a procedural motion—Here’s a few for starters!

What do you want to achieve?	How can you achieve this?	What is the motion?	Things to Note
End debate on the topic under discussion	Move a procedural motion	<i>“That the question be now put.”[^] Or “That the speaker no longer be heard.”</i>	[^] You may not propose this motion if you have already participated in the debate.
Want to hear more from a speaker	Move a procedural motion	<i>“That the speaker be heard for a further xx minutes.”</i>	
Have a motion withdrawn	Move a procedural motion	<i>“That the meeting proceed to the next business” or “That the motion be withdrawn”</i>	
Want to improve the motion so the debating time is reduced	Move an amendment. A better worded motion may reduce debating time.		A mover or seconder of a motion is not entitled to move or second an amendment. An amendment must not alter the substantial nature of the motion that it results in a motion relating to an entirely different subject.