



Parliamentary Procedure Manual

The Pennsylvania State 4-H Council

Why Use Parliamentary Procedure?

Parliamentary procedure is one of the most vital aspects of a business meeting. Using it correctly makes meetings run more smoothly and quickly and helps members follow along.

As an officer, you must understand basic parlia-

mentary procedures required to run a business meeting. Take this responsibility seriously by assisting your fellow officers and advisors in enforcing correct parliamentary procedure at all meetings.

Sometimes, parliamentary

procedure can be confusing or tricky. Use this guide to help learn about parliamentary procedure so that you can understand the formula for running a good business meeting.

Parliamentary Procedure Manual

Special points of interest:

- Principles of Parliamentary Procedure
- Basic Motions
- Parliamentary Procedure Cheat Sheet

Principles of Parliamentary Procedure

Parliamentary Procedure is based on several principles. Knowing these principles will help you understand why the procedures work the way that they do.

The principle of rights.

- Majority's right to rule
- Minority's right to be heard
- Individual's right to participate in the decision-making process

The principle of one thing at a time.

- Keeps meetings orderly
- Recognizes that some things temporarily interrupt proceedings

The principle of relevance

- Ensures amendments directly relate to the main motion
- Ensures that speeches directly relate to the business before the body

The principle of balance

- Speeches alternate between positive and negative
- When a vote is taken, the affirmative and negative must be taken on all motions.

The principle of parliamentary courtesy.

- Debate measures, not members
- Treat one another with

- decency, no matter what you think of them or their opinions
- Good manners are understood at all times.

These principles sometimes come in conflict. Rules bring balance that considers all principles and establishes a process.

Rules govern conduct. Having an established set of procedures keeps members from saying that rules do not apply in certain situations because they violate the principles of parliamentary law. Once these rules are agreed upon, they will govern all business.

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Rules for Handling Motions

Types of motions	Order of handling	Must be seconded	Can be discussed	Can be amended	Vote required	Vote can be reconsidered
Main Motion						
To present a proposal of assembly	Can't be made if another mo-	Yes	Yes	Yes	Maj.	Yes
Subsidiary motions²						
To postpone indefinitely action on a motion	Has precedence over above motion	Yes	Yes	No	Maj.	Affirmative only
To amend (improve) a main motion	Has precedence over above motions	Yes	Yes, when motion is debat-	Yes, only once	Maj.	Yes
To refer motion to committee (for spe-	Has precedence over above	Yes	Yes	Yes	Maj.	Yes
To postpone definitely (to certain	Has precedence over above	Yes	Yes	Yes	Maj.	Yes
To limit discussion to a certain time	Has precedence over above	Yes	No	Yes	2/3	Yes
To call for vote (to end discussion at	Has precedence over above	Yes	No	No	2/3	No
To table motion (to lay it aside until	Has precedence over above	Yes	No	No	Maj.	No
Incidental motions³						
To suspend a rule temporarily (e.g., to	No definite precedence rule	Yes	No	No	2/3	No
To close nominations ⁴	No definite precedence rule	Yes	No	Yes	2/3	No
To reopen nominations	No definite precedence rule	Yes	No	Yes	Maj.	Negative
To withdraw or modify a motion (to prevent vote or inclusion in minutes)	These motions have precedence over motion to which	No	No	No	Maj.	Negative only
To rise to a point of order (to enforce rules or program) ⁵	These motions have precedence over motion to which they pertain	No	No	No	No vote, chair rules	No
To appeal from decision of the chairperson (must be immediately) ⁶	These motions have precedence over motion to which they pertain	Yes	Yes, when motion is debat-	No	Maj.	Yes

Rules for Handling Motions

Types of motions	Order of handling	Must be	Can be dis-	Can be	Vote	Vote can be
Privileged Motion						
To call for orders of the day (to keep meeting to program order of business) ⁶	Has precedence over above motions	No	No	No	None required	No
Questions of privilege (to bring up an urgent matter concerning noise, discomfort, etc.) ³	Has precedence over above motions	No	No	No	Maj.	No
To take a recess	Has precedence over above motions	Yes	Yes, if no motion is pending	Yes	Maj.	No
To adjourn	Has precedence	Yes	No	No	Maj.	No
To set next meeting	Has precedence over above motions	Yes	Yes,	Yes, if no motion is pending for time	Maj	Yes
Unclassified Motions						
To take motion from table (to bring up tabled motion for consideration) ⁸	Cannot be made if any other motion is	Yes	No	No	Maj.	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ⁹	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Maj.	No
To rescind (repeal) decision on a motion ¹⁰	Cannot be made if any other motion is	Yes	Yes, when motion is	No or 2/3	Maj.	Yes

1 A vote is always lost except on a motion to appeal from the decision of the chairperson (see "Incidental Motions") when a tied vote sustains the chair's decision.

2 Subsidiary motions are motions that pertain to a main motion while it is pending.

3 Most incidental motions arise out of another question that is pending and must be decided before the question of which they arise is decided.

4 The chairperson opens nominations with "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot, or from the floor. A member may make a motion to close nominations, or the chairperson may declare nominations closed after assembly has been given a chance to make nominations.

5 The mover may request to withdraw or modify his or her motion without consent of anyone before the motion has been put to assembly for consideration. When a motion is before the assembly and if there is no objection from anyone in the assembly, the chairperson announces the motion is withdrawn or modified. If anyone objects, the request is put to a vote.

6 A member may interrupt the speaker who has the floor to rise to a point of order or appeal, call for orders of the day, or raise a question of privilege.

7 Orders of the day may be changed by a motion to suspend the rules. (see "Incidental Motions.")

8 Motion can be taken from the table during the meeting when it was tabled or at the next meeting.

9 Motion to reconsider may be made only by one who voted on the prevailing side. A motion to reconsider must be made during the meeting when it was decided or on the next succeeding day of the same session.

10 It is impossible to rescind any action that has been taken as a result of a motion, but the unexecuted part may be rescinded. Notice must be given one meeting before the vote is taken, or if voted on immediately, a 2/3 vote to rescind is necessary.

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Basic Motions

There are five types of motions that are discussed in the following pages. They are main, subsidiary, incidental, privileged, and unclassified.

Main Motion

Member 1: (stand) Mr./Madame President.

President: Debby.

Member 1: I move that State 4-H Council do a PR Campaign to increase awareness!

President: Is there a second to the motion? (*Ask for a second if one isn't promptly offered.*)

Member 2: (remain seated) I second.

President: It has been moved and seconded that State 4-H Council do a PR Campaign to increase awareness. Is there discussion?

Member 1: (stand) Mr./Madame President.

President: Debby.

Member 1: I believe we should have a PR Campaign because many 4-H members still don't know about the PS4-HC.

Member 3: (stand) Mr./Madame President.

President: Paul.

Member 3: We have representatives from each region. Obviously the word is getting around.

President: Is there any more discussion? (pause) We will now vote. The motion is that State 4-H Council do a PR Campaign to increase awareness. All in favor say "aye"; all opposed say "no." *If a member is not satisfied with the results of the vote, or if it seems too close to call, a division of the house may be called.*

Member 2: (stand) Mr./Madame President

President: Carrie.

Member 2: I call for a division.

President: A division has been called. We will take a standing vote. All in favor of the State 4-H Council do a PR Campaign to increase awareness please stand. Please be seated. All opposed, please stand. Please be seated. 8 in favor; 4 opposed. The State 4-H Council will do a PR Campaign to increase awareness.

Division of the House

The object of calling for a division of the house is to count the vote again. A member may call for a division after the president has announced the outcome of a vote when the count is not definite, like when using a voice vote. The member does not need to be recognized or stand when calling for a division of the house. The president then calls for the vote using a show of hands or some other definite method.

Division of the Question

The object of the division of the question is to avoid voting on too many independent questions at one time. If a motion consists of two or more independent items of business, connected by conjunctions, it may be best to consider them separately since the club may wish to adopt only part of them. The request for the division of the motion may be made by an individual or it may be by motion. An individual makes the request by saying, "I call for a division of the motion." If the request is in the form of a motion it must be seconded, it is not debatable, it may be amended, it requires majority vote, and it may not be reconsidered.

President: The motion before the club is that the Leadership Conference theme should be "License to Lead" and have a NASCAR theme for decorations.

Member 1: (stand) Mr./Madame President.

President: Curtis.

Member 1: I call for a division of the motion.

President: The secretary will divide the question into independent motions for action.

Secretary: The motion before the house is that the Leadership Conference theme should be "License to Lead".

Member 1: I second the motion.

President: Is there any discussion?

Member 2: (stand) Mr./Madame President.

President: Alison.

Member 2: "License to Lead" is a great theme and we can do a lot with it.

President: Is there any further discussion? (pause) If not, all in favor of the motion to accept Billy Smith as a member, stand. Please be seated. All opposed, stand. Please be seated. The motion passed, and the club accepts William Smith as a member. *The secretary then reads the next part; each part is considered as a distinct motion. The separate parts may be amended.*

Basic Motions

Quorum

After the secretary calls the roll, the president is notified whether a quorum is present. If a quorum is not present, the meeting is adjourned or prevented from transacting official business. If, during an official meeting, enough people leave that a quorum is no longer present, official business cannot be transacted. To prevent official business from being transacted under the above conditions, move for a new roll call. If, after the new roll call, there is not a quorum, the meeting is adjourned.

Constitution and Bylaws

The constitution sets forth the name and purpose of the club and determines the membership. It establishes the offices, the method of election, times of meetings, and ways to amend the constitution. The bylaws contain details of the organization such as points relating to membership, quorum, duties of offices, time of meetings, committees, order of business, and amending of bylaws.

Elections, Nominations, and Voting

Nominations may be made from the floor by members, by a nominating committee, or by ballot. A motion provides the method. Constitutions or bylaws usually specify conditions relating to nominations. If the nominating committee has made nominations, the presiding officer should ask if there are any other nominations before proceeding to an election. If there is no response, he or she declares the nominations closed. In large clubs it is customary to move to close nominations, but until a reasonable time has been given, this motion is not in order. The motion to close nominations requires a second, cannot be debated and requires a two-thirds vote, because it deprives members of one of their rights. (Incidental motion)

If it is desired to reopen nominations, it may be done by a majority vote. This motion is undebatable. Nominations need not be seconded. Officers may be elected one at a time or all at one time. If the bylaws prescribe the method, it must be followed. Electing officers all at one time saves time, but has a serious objection when there is more than one nominee for each office; because those not elected for one office cannot be nominated for any other.

In small groups it is usually better to elect one officer at a time. Vote is taken on nominees in the order in which they were nominated. The presiding officer announces the nominations, and the vote is taken by ballot. The pre-

siding officer appoints tellers to collect the ballots and always asks if all members have voted before directing the count to be made. Even if there is only one nominee for each office and none is added from the floor, the vote is taken on each office. It is not in order to take a single vote on the group at one time. The presiding officer always has the privilege to vote by ballot and should vote at the same time as other members, but cannot vote a second time to break a tie. In case of a tie when the vote is taken by show of hands or standing vote, the presiding officer may vote to break the tie. In no case is he or she allowed to vote twice — first to make a tie and then to break it. It is the duty of every member to vote.

Basic Motions

Subsidiary Motions

Amending the Main Motion

The object of amending the main motion is to change it so that it is more agreeable. It requires a second, is debatable, requires a majority vote, and can be reconsidered.

President: It has been moved and seconded that State Council use blue and white as the Conference colors.

Member 1: (stand) Mr./Madame President.

President: Chris.

Member 1: I move to amend the motion by striking out the word “blue” and inserting the word “green.”

Member 2: I second the motion.

President: It has been moved and seconded to amend the motion by striking out the word “blue” and inserting the word “green.” Is there any discussion?

Member 2: (stand) Mr./Madame President.

President: Tara.

Member 2: The club should green. It’s the 4-H color and goes with everything.

President: Is there any more discussion? (pause) All in favor of the amendment, raise your hand; all opposed, same sign. The amendment is carried. The motion as amended before the club is that we use green and white as the leadership conference colors. Is there any discussion? (pause) All in favor of the motion, stand. Be seated. Opposed, stand. Be seated. The motion is carried. We’ll use green and white as conference colors.

An amendment may be stated in many ways, including the following: I move to amend by inserting the word or words “___” before the word “___.” ... striking out the word or words “___.” ... striking out the word or words “___” and inserting “___.” ... substituting the motion “___” for the motion “___” If the amendment passes, the main motion becomes the motion as amended. If it fails, the main motion is unaffected.

To Lay a Motion on the Table

The object of the motion to lay on the table is to temporarily postpone the pending business. It is not debatable and requires a second. It may not be amended, requires

a majority vote, and may not be reconsidered.

President: The motion before the Council is that we should buy a Council banner. (After heated discussion by members, continue with the motion.)

Member 1: (stand) Mr./Madame President.

President: Janice.

Member 1: I move the motion be laid on the table.

Member 2: I second the motion.

President: It has been moved and seconded the motion be laid on the table. (Vote)

Discuss this parliamentary problem fully and point out that a question tabled and not taken from the table at the same or the following meeting is lost. Also explain that “tabling” should not be used by a minority as a means for defeating a motion. The following motions cannot be laid on the table:

- Adjournment
- To lay on the table
- Questions as to priority of business
- To take from the table

Basic Motions

The Previous Question

To stop debate and order an immediate vote on a question, the correct procedure is to say, "I move the previous question." This motion, when seconded and carried by a two-thirds vote, stops discussion and forces an immediate vote. It requires a second, is not debatable, may not be amended, and may be reconsidered. Calling "Question" does not compel the chairperson to take the vote, nor does it stop discussion.

Member 1: (stand) Mr./Madame President.

President: Sam.

Member 1: I move the Council get Patrick Combs as a speaker at the next Conference.

Member 2: I second the motion.

President: It has been moved and seconded that Council get Mr. Combs at the next Conference.

Member 3: (stand) Mr./Madame President.

President: Missy.

Member 3: I am not in favor of getting Mr. Combs. He is too expensive and we do not have the money for that.

Member 1: (stand) Mr./Madame President.

President: Sam.

Member 1: We will never increase quality unless we find the money. Just because he's expensive, there is no reason we need to sacrifice quality. I think the previous speaker has the wrong viewpoint.

Member 2: (stand) Mr./Madame President.

President: Julie.

Member 2: I move the previous question.

Member 1: I second the motion.

President: The previous question has been moved and seconded on the motion the Council get Patrick Combs as a speaker at the next Conference. All in favor of ordering the previous question on the motion, stand. Opposed, stand. The motion carries. The motion before the club is the Council get Patrick Combs as a speaker at the next Conference. All in favor, rise. Opposed, rise. The motion fails.

To Postpone to a Certain Time

The object of postponing is to defer action. It requires a second and is debatable, and may be reconsidered.

President: It has been moved and seconded that Council

have our Conference at the Days Inn. Is there discussion?

Member 1: (stand) Mr./Madame President.

President: Matt.

Member 1: Days Inn is under renovations and very messy. It's not a good idea to have Conference there. I move to postpone the motion until our regular meeting next month.

Member 2: Second.

President: The motion now is that we postpone that State Council have their annual Conference at Days Inn. (Vote)

This motion is debatable to a certain extent. If passed, it becomes unfinished business for the next meeting. A question may not be postponed beyond the next regular meeting. A motion may not be taken up before the time to which it was postponed except by reconsideration, suspension of the rules, or general consent.

Basic Motions

To Postpone Indefinitely

The object of postponing a motion indefinitely is to reject the main motion when the strength of the vote for it is uncertain. It requires a second, majority vote, and cannot be amended. If the motion to postpone fails, it may not be renewed or reconsidered and the main motion comes back to its original form, can be amended and have all other privileges of a main motion. If the postponement passes, the main motion is rejected for the present meeting unless the vote is reconsidered during the present or next business session.

Member 1: (stand) Mr./Madame President.

President: Ashley.

Member 1: I move that State Council get new polos.

Member 2: I second the motion.

President: It has been moved and seconded that State Council get new polos. Is there discussion?

Member 3: (stand) Mr./Madame President.

President: Janet.

Member 3: I believe it is a good idea to get new polos.

Member 1: (stand) Mr./Madame President.

President: Ashley.

Member 1: New polos would look really nice so I hope everyone votes for this.

Member 4: (stand) Mr./Madame President.

President: Jason.

Member 4: I'm not in favor of new polos because everyone knows the old ones. I move to postpone the motion indefinitely.

Member 5: I second the motion.

President: The motion before the club is to postpone indefinitely the motion that State Council get new polos. Is there discussion?

Member 1: (stand) Mr./Madame President.

President: Ashley.

Member 1: Just because one member doesn't like the idea doesn't mean we shouldn't get new polos.

Member 4: (stand) Mr./Madame President.

President: Jason.

Member 4: I am not trying to be rude, but people know us by the polos so we should stick with them.

President: Is there further discussion? If not, all in favor of postponing indefinitely the motion to get new polos, stand. Opposed, stand. The motion to postpone failed. The motion before the club is that State Council gets new polos. Is there discussion?

Member 2: (stand) Mr./Madame President.

President: Kelly.

Member 2: I believe arrangements can be made so people can get either style polo.

President: Is there any more discussion? All in favor, stand. Opposed, stand. Motion carried. We are getting new polos.

To Refer to a Committee

The object of referring to a committee is to commit or recommend to a standing or special committee a question that may be more carefully investigated and put into better shape for the club to consider than can be done in the club itself.

Member 1: (stand) Mr./Madame President.

President: Corey.

Member 1: I move State Council use the Ag Admin Classroom as a meeting place.

Member 2: I second the motion.

President: It has been moved and seconded that State Council use the Ag Admin Classroom as a meeting place. Is there any discussion?

Member 3: (stand) Mr./Madame President.

President: Heather.

Member 3: I believe it is impossible to come to a conclusion on this important motion without further investigation. I move that the motion be referred to a committee.

President: To what committee shall the motion be referred?

Member 3: (stand) Mr./Madame President.

President: Heather.

Member 3: I wish to add to my motion the words "of three to be appointed by the president."

Member 2: I second the motion.

President: It has been moved and seconded that the motion before the club be referred to a committee of three appointed by the president. Is there any discussion? All in favor, stand. Opposed, stand. Motion carried.

Basic Motions

Incidental Motions

Appeal from the Decision of the Chairperson

If the chairperson rules unfavorably on a point of order, an appeal may be made from the decision of the chairperson if the member still feels he or she is correct. Without waiting to be recognized by the chairperson, the member rises as soon as the decision is made, even though another member has the floor.

Member 1: Mr./Madame President, I appeal from the decision of the chairperson.

Member 2: I second the appeal.

President: (State clearly the question at issue and reasons for the decision if necessary.) The question is, "Shall the decision of the chairperson be upheld as the judgment of the club?" Those in favor say "aye"; opposed, "no." The "ayes" have it, and the decision of the chairperson is upheld. Or the "no's" have it, and the decision of the chairperson is reversed.

To Withdraw a Motion

The object of withdrawing a motion is to prevent the vote and keep the motion off the records. It does not require a second, is not debatable, and cannot be amended. It requires a majority vote. Before a motion has been stated by the chairperson, its maker may withdraw or change it as suggested. If changed, the second may be withdrawn. The president can offer help to younger members to improve their motion before he or she restates it to present it for discussion. After a motion has been restated by the president it belongs to the assembly. It may then be withdrawn or changed only if there is no objection or if the assembly, by a majority vote, permits it. Any motion may be withdrawn.

Member 1: (stand) Mr./Madame President.

President: Josh.

Member 1: I move that State Council charge dues of \$30 for the coming year.

Member 2: I second the motion.

President: It has been moved and seconded that State Council charge dues of \$30 for the coming year.

Member 1: (stand) Mr./Madame President.

President: Josh.

Member 1: I wish to withdraw my motion.

Member 3: (stand) Mr./Madame President.

President: Greg.

Member 3: I object.

President: There is an objection to withdrawing the motion. It shall be put to the vote of the club. All in favor of granting the privilege of withdrawing the motion, stand. Opposed, stand. The majority is in favor and the privilege is granted.

Point of Order (Incidental)

The purpose of raising a point of order is to enforce the rules. It does not require a second. It is not debatable, except the chairperson may seek the advice of the club. It may not be amended. When submitted to the club, it requires a majority vote and may not be reconsidered.

Member 1: (stand) Mr./Madame President.

President: Mary.

Member 1: I move we adjourn.

Member 2: I second the motion.

President: It has been moved and seconded we adjourn.

Member 3: I cannot see the reason for adjournment at this time. Our business is only half finished.

Member 1: (stand) Mr./Madame President.

President: Mary.

Member 1: I rise to a point of order.

President: State your point.

Member 1: The motion to adjourn is not debatable and this motion before the club must be voted upon immediately.

President: The point is well taken. It has been moved and seconded that State Council adjourn. All in favor, stand. Opposed, stand. We are adjourned.

Basic Motions

Objection to the Consideration of the Question

The purpose of an objection to the consideration of the question is to avoid questions that are unprofitable and irrelevant. It does not require a second, is not debatable, may not be amended, requires a two-thirds negative vote, and may be reconsidered.

Member 1: (stand) Mr./Madame President

President: Mark

Member 1: I move that State Council invite County Ambassadors to combine into one conference for next year.

Member 2: I second the motion.

President: It has been moved and seconded that State Council invite County Ambassadors to combine into one conference for next year. Is there discussion?

Member 3: (stand) Mr./Madame President.

President: Adrienne.

Member 3: I object to consideration of the motion.

Member 1: (stand) Mr./Madame President.

President: Mark.

Member 1: I rise to a point of order.

President: State your point.

Member 1: There is a motion before the house.

President: Mark, your point is not well taken. The objection to the consideration is in order. This objection may be raised before there is any debate on the main motion and may be made when another has the floor. It cannot be debated or amended and must be put to a vote immediately. The consideration of the question has been objected to. All in favor of considering the question, stand. Opposed, stand. There being two-thirds opposed, the main motion will not be considered.

If the motion passes, the president announces, "There being less than two-thirds opposed, the objection is not sustained and the motion is before the club." Explain it was decided by a two-thirds negative vote not to consider the main motion; therefore, the whole matter is dismissed for the present session. The same motion may be introduced at any other meeting. The object of this motion is to avoid any item of business that may be unprofitable or cause dissension in the club. This objection cannot be applied to amendments, bylaws, or reports of committees.

To Suspend the Rules

The object of suspending rules is to allow the club to take action that is prohibited by the rules. The rules may be

suspended by general consent, but if even one member objects, a motion must be made and passed by a two-thirds vote. A motion to suspend the rules requires a second, is not debatable, cannot be amended, requires a two-thirds vote, and cannot be reconsidered. The rules are suspended for a single purpose, as the motion states, and no other business may be transacted under the suspension. After the motion to suspend the rules has carried, the member who made the motion has the first right to the floor to make a motion or discuss it.

The following rules may be suspended:

- To adopt a question without debate.
- To take a question from the table when the motion to do so is not in order.
- To take up a question before the time to which it has been postponed.
- To make a special order.
- To take action contrary to standing rules.

For example, previously, the Council passed a motion to lay on the table until the next regular meeting the motion by a member. This motion can be taken off the table before the scheduled time by suspending the rules in order for the motion to be voted on immediately.

The following cannot be suspended:

- The constitution can never be suspended, nor can the bylaws.
- No rule protecting absentees can be suspended, nor can a rule requiring that a vote be taken by ballot be suspended.
- Nothing that requires previous notice and a two-thirds vote for its amendment can be suspended by less than a two-thirds vote.
- No rule can be suspended when the negative vote is as large as the minority protected by the rule.

Basic Motions

Privileged Motions

To Adjourn

This motion takes precedence over all other parliamentary questions. However, there are some times when a motion to adjourn is out of order:

- While another member has the floor.
- When a privileged motion to .x the time to which adjourn is pending.
- While a motion to reconsider is being made, to be entered on the minutes for future action.
- While verifying a vote.
- While the chairperson is stating a question.
- After the motion to adjourn has been lost.

The motion cannot be renewed until after some business or debate has been conducted. Before moving to adjourn, a member must have recognition from the chairperson. The motion must be seconded and cannot be amended or debated.

Member 1: (stand) Mr./Madame President.

President: Lisa.

Member 1: I move to adjourn the meeting.

Member 2: I second the motion.

President: It has been moved and seconded to adjourn the meeting. All in favor, say “aye”; opposed, say “nay.” Motion carried.

We stand adjourned. (Tap gavel once.)

Unclassified Motions

Motion to Reconsider

The object of a motion to reconsider is to bring an item of business back before the group for discussion and another vote. It requires a second. It is debatable if the motion to be reconsidered is a candidate for debate. It may not be amended, requires majority vote, and must be introduced by a member who voted on the winning side. It may not be reconsidered.

Member 1: (stand) Mr./Madame President.

President: Tom.

Member 1: I move State Council charge each member dues of \$30 for this year.

Member 2: I second the motion.

President: It has been moved and seconded that State Council charge each member dues of \$30 for this year. Is there discussion?

Member 1: (Discuss the motion.)

President: It has been moved and seconded that State Council charge each member dues of \$30 for this year. All in favor, stand. Opposed, stand. Motion carried.

Member 2: (stand) Mr./Madame President.

President: Sarah.

Member 2: I move to reconsider the vote taken on the last motion.

President: Did you cast your vote on the side receiving the most votes?

Member 2: I did.

President: Since you voted on the winning side, it is proper for you to make the motion. The motion before the house is to reconsider the motion that State Council charge each member dues of \$30 for this year. Is there a second?

Member 3: I second the motion.

President: It has been moved and seconded that State Council charge each member dues of \$30 for this year. Is there any discussion?

Member 2: (Discuss reasons for reconsidering.)

President: All in favor of reconsidering the vote on the motion say “aye”; those opposed, “no.” The motion to reconsider is carried; therefore, the motion that each member pay dues of \$30 this year is open for discussion. Will the secretary please read the motion?

A simple majority is required to reconsider a motion, regardless of the vote necessary to adopt the motion to be reconsidered. After discussion, the vote is taken again. It may be either a majority vote or two-thirds, depending on the type of motion being reconsidered.

Basic Motions

To Take From the Table

To take from the table is to bring the question before the club again. It requires a second, is not debatable, requires a majority vote, cannot be amended, and cannot be reconsidered.

If the motion to take from the table is lost, it can be put before the same meeting after some other business has been transacted. A question laid on the table must be taken up and disposed of during the meeting following that during which it was tabled; otherwise the motion dies.

If the motion to take from the table carries, the original motion comes back to the club in the form in which it was tabled. The original motion may be debated and then put before the house in the regular motion procedure and either passed or voted down.

Member 1: (stand) Mr./Madame President.

President: Callie.

Member 1: I move to take from the table the motion that State Council buy a new banner.

Member 2: I second the motion.

President: The motion before the club is that we take from the table the motion that State Council buy a new banner. All in favor, stand. Opposed, stand. Motion passed. Since the motion to take from the table is carried, the motion before the club now is that State Council buy a new banner. Is there any discussion? (Discuss the motion. Vote.)

To Reconsider and Have Entered on the Minutes

The procedure to reconsider and have entered on the minutes is used when it is desired to prevent the action on the main motion from becoming final until another meeting or another day. It is to prevent a temporary and unrepresentative majority from carrying out an action it is believed the majority will not approve. As the motion to reconsider and have entered on the minutes may be made only by one who voted on the winning side, a member desiring to make the motion should vote with the majority even though opposed to its action.

Having the motion placed on the minutes gives opponents of the motion a chance to get their supporters to attend the next meeting. It requires only a majority vote.

Member 1: (stand) Mr./Madame President.

President: Erin.

Member 1: I move that Council have a picnic on May 3.

Member 2: I second the motion.

President: It has been moved and seconded that Council have a picnic on May 3.

Member 3: (stand) Mr./Madame President.

President: Adam.

Member 3: It is too early to have picnics. The weather in early May is usually unfavorable and could prevent having a program or business meeting.

Member 2: (stand) Mr./Madame President.

President: Keith.

Member 2: There is just a small number present today, and I feel an activity such as a picnic should not be decided this evening.

Member 1: (stand) Mr./Madame President.

President: Erin.

Member 1: Those members who do not find it necessary to attend meetings should not count.

President: Is there more discussion? Those in favor, stand. Opposed, stand. Motion carried.

Member 2: (stand) Mr./Madame President.

President: Keith.

Member 2: I move to reconsider the motion and have it entered on the minutes.

Member 3: I second the motion.

President: The question is to reconsider and have entered on the minutes the motion that Council have a picnic on May 3. Is there any discussion? All in favor, stand. Opposed, stand. Motion carried. The question will be entered on the minutes to be reconsidered at the next meeting.

Basic Motions

To Rescind a Motion

The purpose of the motion to rescind or repeal is not to reconsider the vote upon a motion, but to cancel the action formerly taken upon it.

A motion previously made and voted on may be reconsidered the day it was voted on or the following meeting day. After that, the motion to rescind is in order, but a motion to reconsider is out of order.

The motion to rescind may be applied to the vote on all main motions, questions of privileges, and appeals. A motion to rescind is not in order if, as a result of a vote, something has been done that cannot be undone, a resignation has been acted upon, or a member has been elected to or expelled from membership or office and has been notified of the fact.

If a motion is to be rescinded, notice must be given at a preceding meeting or in the call for the meeting; or if such notice has not been given, a two-thirds vote of those voting or a majority vote of the entire membership is necessary. If notice is given, a regular majority vote is required.

Member 1: (stand) Mr./Madame President.

President: Jon.

Member 1: I move to rescind the motion passed at our December meeting by which this organization went on record as being opposed to helping furnish a new state 4-H Center.

Member 2: I second the motion.

President: It has been moved and seconded the club rescind the motion passed at our December meeting by which this organization went on record as being opposed to helping furnish a new state 4-H Center.. Will the secretary please read the motion referred to?

Secretary: (Find and read the motion.)

President: Is there any discussion?

Member 1: (stand) Mr./Madame President.

President: Jon.

Member 1: I think people generally are favorable to a new state 4-H Center and we should be too. We may need to use this facility in the future and it would be best to support the furnishing of it.

Member 2: (stand) Mr./Madame President.

President: Hannah.

Member 2: I believe since this has become a state-wide

project we should help.

President: If there is no further discussion, all in favor of the motion to rescind this motion, stand. Opposed, stand. The motion is rescinded.

The Pennsylvania State 4-H Council

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Pennsylvania 4-H

**4-H is a community of young people
learning leadership, citizenship, and
life skills**

The Pennsylvania State 4-H Council Advisors would like to express our sincerest thanks to the faculty and staff of Kansas Cooperative Extension! You have provided us with the greatest materials and templates that have allowed us to move our Pennsylvania program forward by leaps and bounds!

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Practice, Practice, Practice

Never underestimate the power of practice! Becoming familiar and comfortable with parliamentary procedure does not happen overnight; nor does it happen by only using it once a month. You have to use it often to get the hang of it.

Whether you are alone, and memorizing the table of motions, or in a group practicing the finer points contained in this book, practice will only serve to make you better at this very important skill!

This is by no means the end all and be all of parliamentary procedure handbooks, either. This manual is merely meant to give you the beginning steps to positive and effective meeting management. There are many manuals, books, web sites and other materials out there where you can gain more knowledge about parliamentary procedure.

As you continue to learn more about of the ins and outs, we encourage you to take a look at other materials to further your skill sets.

