

# Parliamentary Procedures

## What is Parliamentary Procedure and Why Do We Use It?

Parliamentary procedure (or “parlipro”) is **the set of guidelines and rules that help us run our meetings fairly and democratically**. We use the [American Institute of Parliamentarians \(AIP\) Standard Code](#) (commonly shortened to “AIP”) as our parliamentary authority—meaning that if our [RFS Internal Operating Procedures](#) do not provide guidance on how to operate, we rely on AIP. AIP describes procedures for making, debating, and adopting motions.

We use parlipro because it: 1) gives us common language and rules for debate; 2) safeguards that minority voices can be heard; 3) allows for democratic decisions; and 4) helps our actions fairly represent the majority voice of our organization.

Principles of parlipro: Equality of rights; Majority decision; Minority rights; The right of discussion; The right to information; Fairness and good faith.

## Order of Business:

The “Order of Business” is the order the resolutions will be discussed at the conference. Only extracted resolutions (resolutions where someone disagreed with the [Reference Committee, or RefCom, recommendations](#)) are discussed in person. If a resolution is not extracted, the outcome will be the Reference Committee’s recommendation. Extracted items will be discussed in the order they appear in the Reference Committee report. A motion, requiring a majority vote, can be made to postpone discussion on an item.

### **Reference Committee Recommendations:**

1. Adopt
2. Adopt as amended
3. Referral: *the item will be sent to an RFS standing committee for further consideration and reconsidered at a future conference as a report*
4. Not adopt
5. Reaffirmation in lieu of: *existing policy covers the resolution*

## Agenda and Consent Calendar:

**Consent calendar:** consists of the items that have not been extracted and therefore will follow RefCom’s recommendations.

**Extractions:** any Assembly member can extract an item if they disagree with RefCom’s decision, thus bringing the item to the Assembly floor for further debate

### **Guidelines to extract:**

1. It is recommended, but not required, that you inform author of the item before extracting
2. Extraction be done before a vote is taken to accept the Consent Calendar
3. To extract an item: when extractions are called for, go to any microphone and state the item number you wish to extract
4. If the item has been recommended for Reaffirmation in lieu, requires 1 minute speech and 1/3 agreement to extract

## Extracted Items:

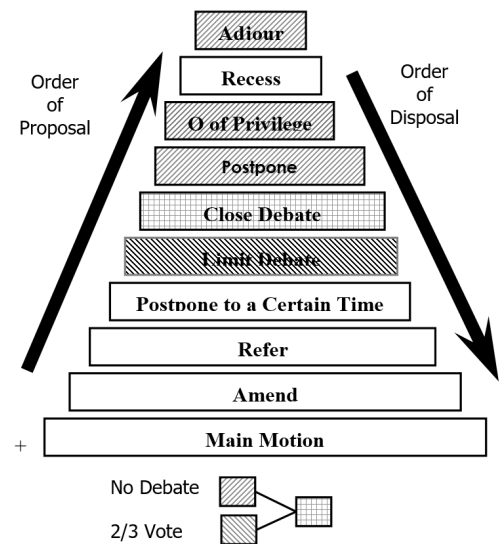
Any item brought to the floor begins with the Main Motion of RefCom’s recommendation, which can then be debated.

## **Speaking on the floor:**

1. Approach the correct microphone
  - Microphone 1 (located at the center front of the room) is for PRO testimony (testimony *in favor of* the current motion)
  - Microphone 2 (located at the center back of the room) is for CON testimony (testimony *opposed to* the current motion)
2. Introduce yourself and begin speaking.  
WAIT to be recognized by the Speaker  
THEN, state your...
  - *Name*
  - *Applicable positions (e.g. Delegate, Standing Committee Chair, etc.)*
  - *Speaking on behalf of \_\_\_\_\_ (e.g. myself, authors, ACP, Texas, etc.)*
  - *Speaking \_\_\_\_\_ [in support; against; or with amendment to] the motion*
  - *Begin giving your reasoning (testimony) supporting your stance*

### 3. Tips for effective testifying

- Be short, concise, original, and try not to repeat others' testimony.
- **You can only speak to the motion currently being debated.** For example you are discussing an amendment, you can ONLY speak to the amendment NOT the whole resolution.
- If you are not certain how to make the change you wish to see, you can ask! Introduce yourself and then ask the Speaker how (and if) you can do what you wish to do.
- Motions made must be of the same or higher priority than the current motion (see the order of motions pyramid just above).



### Common Motions on the Floor

**Adopt or Adopt as amended:** These motions require a majority vote. If any new amendments are made on the floor you must first vote for those prior to voting to adopt as amended.

**Move to Amend:** You can change the language in the item by moving to amend it.

Types of Amendments: Amend by addition, Amend by deletion, Amend by addition and deletion, Amend by substitution

When a motion to amend is made: We debate and vote on **only the amendment** before returning to the resolution at large

**Tip:** Ask your Speakers or the Logistics Committee for help making your amendment what you want. All amendments longer than 3 words must be sent to the Logistics Committee (an email will be made available at Assembly) before they can be projected or debated.

**Multiple amendments at once:** The first amendment is considered the 1st order amendment. A 2nd order amendment can be made to that 1st order amendment if it changes only the wording WITHIN the 1st order amendment. "3rd order" or further amendments to the amended language are not permitted.

**1<sup>st</sup> order Amendment:** change original resolutions wording (**Red**)

**2<sup>nd</sup> order Amendment:** change wording of 1<sup>st</sup> order amendment (**Blue**)

- *Example of 1st order amendment:* Resolved, the AMA-RFS will continue to provide free ~~coffee~~ **puppies** at all meetings to all members.
- *Example of 2nd order amendment:* Resolved, the AMA-RFS will continue to provide free ~~coffee~~ **puppies that are wearing festive sweaters** at all meetings to all members.

**Voting:** Amendments are voted on by majority. If there is a 2nd order amendment we vote on that first. If the second order amendment is accepted it becomes part of the 1st order amendment. THEN we vote on the 1st order amendment.

- *Example if the 2nd order amendment above is accepted:* Resolved, the AMA-RFS will continue to provide free ~~coffee~~ **puppies that are wearing festive sweaters** at all meetings to all members.

**Referral:** You can move to refer an item in order to study or make a decision on the resolution. A motion to refer will take precedence over the main motion (as long as the main motion is not to refer) or an amendment and we will switch immediately to discussing a referral. Referral requires a majority vote.

- Refer for study: these items go to the RFS Governing Council (GC) after the meeting, and the GC then decides whether to ask an existing committee to study the item, to create a committee to study the item, or to study the item itself. Referred items return to the Assembly at a future meeting in the form of a report with recommendations.
- Refer for decision: these items go to the RFS GC to make a decision on how to dispose of them (adopt, adopt as amended, not adopt).

**Not Adopt:** With a recommendation to not adopt, the resolved clauses remain unchanged. This means

that if extracted, the resolution as a whole is open for debate, amendments, or motions when being considered. To vote in alignment with the reference committee that recommended not adopt, you would vote no on the resolution as a whole.

**Reaffirmation:** If a resolution is slated for reaffirmation that means the reference committee felt the resolution was comparable to already existing policies and therefore placed the resolution on the Reaffirmation Consent Calendar. Any item on the Reaffirmation Calendar can be extracted for debate on the floor.

**Other Common Motions:**

- **Limit or extend debate:** This is a DEBATABLE motion and needs a 2/3 vote to pass. This motion adds or removes time limits from debate (for example, limiting each speaker to 1 minute of testimony).
- **Point of information:** You may provide a point of information to the Speaker or Assembly—for example “I would like to remind the Assembly of X programming happening in a different Section.” You may NOT provide an opinion or speculation
- **Parliamentary inquiry:** You may ask the speaker about procedures
- **Point of order:** Calls attention to an error in the procedure and asks for a ruling by the Speaker
- **Division of assembly:** Allows you to request another vote if you believe the vote was too close to have been decided without counting each individual (Tip: this can be yelled out after any vote in the assembly you do not have to go to a mic)
- **Division of the question:** Can be used anytime the main motion has two or more parts to it (i.e. two resolves in one motion). This allows each part to be considered individually (the Speaker decides about this request and can choose to hear testimony)
- **Postpone to time certain:** Postpone a vote or discussion until a later time during assembly
- **Close debate:** This is a NON-debatable motion and requires a 2/3 vote

**PRINCIPAL RULES**

<i>Order of precedence</i> <sup>1</sup>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debatable</i>	<i>Amendable?</i>
<b>PRIVILEGED MOTIONS</b>				
1. Adjourn	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
2. Recess	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
3. Question of privilege	Yes	No	No	No
<b>SUBSIDIARY MOTIONS</b>				
4. Postpone temporarily (Table)	No	Yes	No	No
5. Close debate	No	Yes	No	No
6. Limit debate	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
7. Postpone to a certain time	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
8. Refer to committee	No	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
9. Amend	No	Yes	Yes	Yes
<b>MAIN MOTIONS</b>				
10. a. The main motion	No	Yes	Yes	Yes
b. Restorative main motions				
Amend a previous action	No	Yes	Yes	Yes
Ratify	No	Yes	Yes	Yes
Reconsider	Yes	Yes	Yes <sup>3</sup>	No
Rescind	No	Yes	Yes	No
Resume consideration	No	Yes	No	No

**INCIDENTAL**

<i>No order of precedence</i>	<i>Can interrupt?</i>	<i>Requires second?</i>	<i>Debatable?</i>	<i>Amendable?</i>
<b>MOTIONS</b>				
Appeal	Yes	Yes	Yes	No
Suspend rules	No	Yes	No	No
Consider informally	No	Yes	No	No
<b>REQUESTS</b>				
Point of order	Yes	No	No	No
Parliamentary inquiry	Yes	No	No	No
Withdraw a motion	Yes	No	No	No
Division of question	No	No	No	No
Division of assembly	Yes	No	No	No

<sup>1</sup> Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

<sup>2</sup> Requires two-thirds vote when it would suppress a motion without debate.

<sup>3</sup> Restricted.

<sup>4</sup> Withdraw may be applied to all motions.