

QUICK TIPS

In Parliamentary Procedure there are several voting methods and types of votes. For more information about when to use each kind, check out Roberts Rules of Order.

Voting Methods

- * Acclamation
- * Show of hands
- * Standing vote
- * Secret ballot
- * Secret roll call ballot – members sign ballots
- * Roll Call - members verbally respond

Voting Types

- * Majority - more than half of number of votes cast
- * Two-thirds
- * Tie vote - chair casts tie-breaking vote
- * Plurality vote - largest number of votes cast
- * Unanimous - no dissenting vote
- * General consent - chair assumes has consent of members
- * Vote by secretary – unanimous vote used only when one name is presented for nomination

Source: Cann, M. (1991). Robert's Rules of Order -Simplified, p. 15-16.

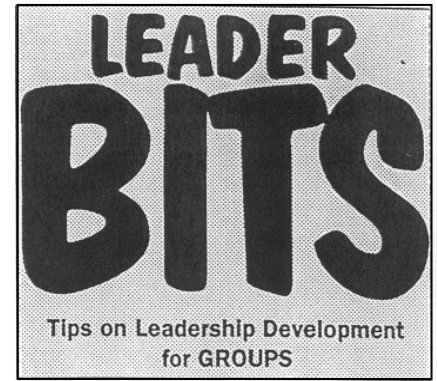
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Fundamental Rules of Parliamentary Procedure require that members:

1. Adopt rules of procedure for their meetings.
2. Elect a chairperson and a recording secretary.
3. Discuss only one question at a time.
4. Speak first on motions they make (with the right to speak last before the vote is taken).
5. Speak only once on a motion until all others have had the opportunity to speak once.
6. Treat one another with justice and courtesy.
7. Accept the rule of the majority.
8. Respect the rights of the minority.
9. Have equal rights.

* Source: Cann, M. (1991). Robert's Rules of Order - Simplified, p. 2-3.

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A motion is a proposal made to the members of an organization for their consideration and action.

Main motions may be made only when no other motion is before the meeting. Only one main motion may be brought before the meeting at a time. It must be disposed of before any other motion may be considered. There are several other kinds of motions: subsidiary, privileged, incidental, and special. Below is information about each. For more specific information, check out Robert's Rules of Order.

SUBSIDIARY MOTIONS
(Rank 1 is highest)

- applied to pending motions
- affect another motion that has not yet been decided by members

<u>RANK</u>	<u>MOTION</u>	<u>REQUIRES SECOND</u>	<u>DEBATE</u>	<u>AMEND</u>	<u>VOTE REQUIRED</u>
1	To table the motion	yes	no no	majority	
2	To close debate	yes	no no	2/3	
3	To limit or extend time for debate	yes	no yes	2/3	
4	To postpone to a definite time	yes	yes	yes	majority
5	To refer to a committee	yes	yes	yes	majority
6	To amend	yes	yes	yes	majority
7	To postpone indefinitely	yes	yes	yes	majority

PRIVILEGED MOTIONS
(Rank 1 is highest)

- take precedence over all other motions
- calls for immediate decision
- can become main motion and debatable when no other business is on the floor

<u>RANK</u>	<u>MOTION</u>	<u>REQUIRES SECOND</u>	<u>DEBATE</u>	<u>AMEND</u>	<u>VOTE REQUIRED</u>
1	To set time for the next meeting	yes	no	yes	majority
2	To adjourn	yes	no	no	majority
3	To take a recess	yes	no	yes	majority
4	To call for a point of privilege	no	no	no	none
5	Call for "orders of the day"	no	no	no	no vote

INCIDENTAL MOTIONS
(No rank)

- consider procedural issues
- enforce correct rules of procedure
- arise from decision previously determined
- arise from rights of members
- yield to privileged motions
- yield to "table the motion"

<u>RANK</u>	<u>MOTION</u>	<u>REQUIRES SECOND</u>	<u>DEBATE</u>	<u>AMEND</u>	<u>VOTE REQUIRED</u>
1	Appeal to chair	yes	no/yes	no	majority or tie
2	Point of order	no	no	no	no vote
3	Point of procedural inquiry	no	no	no	no vote
4	Point of information	no	no	no	no vote
5	Suspension of the rules	no	yes	no	no vote
6	Withdraw (modify) a motion	no	no	no	majority
7	Postpone reading of minutes	no	yes	no	majority
8	Consideration by paragraph	yes	no	yes	majority
9	Division of assembly	no	no	no	no vote
10	Motions relating to voting	no/yes	yes	yes	majority

SPECIAL MOTIONS
(No rank)

- sometimes called special main motions

<u>RANK</u>	<u>MOTION</u>	<u>REQUIRES SECOND</u>	<u>DEBATE</u>	<u>AMEND</u>	<u>VOTE REQUIRED</u>
	To repeal	yes	yes	no	2/3 or majority
	To reconsider	yes	yes	no	majority
	To take from table	yes	no	no	majority
	To discharge a committee	yes	yes	yes	2/3 or majority