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


**LEADER BITS** are available on the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Money
  - Corporate Sponsorship
  - Fundraising
  - Getting Involved
  - Goal Setting
  - Group Dynamics
  - Icebreakers
  - Marketing Your Leadership Skills
  - Meetings
  - Minutes from Meetings
  - Motivation
  - Newsletters
  - Officer Transition
  - Parliamentary Procedure
  - Program Planning
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  - Publicizing Events
  - Recognition
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  - Retreats
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  - Team Building
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**LEADER BITS** is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

Revised: June 2005
The University of Kansas

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.

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

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

**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

<table>
<thead>
<tr>
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<th>VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To set time for the next meeting</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>To adjourn</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>To take a recess</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>To call for a point of privilege</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Call for &quot;orders of the day&quot;</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none</td>
<td></td>
</tr>
</tbody>
</table>

**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"

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

**SPECIAL MOTIONS**
(No rank)
- sometimes called special main motions

<table>
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<th>VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To repeal</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>2/3 or majority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To reconsider</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To take from table</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To discharge a committee</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>2/3 or majority</td>
<td></td>
</tr>
</tbody>
</table>