

# Parli Pro Cheat Sheet

By Skye Fishman, NYS Parliamentarian

## *Motions*

1. Privileged Motion - Motions that are unrelated to the current pending question but are more urgent than they take priority
2. Subsidiary Motion - Motions that may be applied to other motions to change, modify, or dispose of.
3. Bring Back Motion - Motions that bring back a previously considered question/matter.
4. Incidental Motions - Motions that deal with incidental questions relating to procedure arising from a question being considered.
5. Main Motion - A Motion that brings new business before the body.

## *Making a Motion*

<b>What you do:</b>	<b>What you say:</b>
Rise and Address the Chair	“Mr/Madame Chairman”
Be Recognized by the Chair	“The Chair recognizes <i>Mr Smith</i> ”
Make/Present your motion	“I move to <u>buy a whiteboard</u> to increase productivity in our committee meetings.”
Another member must second your motion	“Second”
Chair States the Question & opens up the floor for debate	“It is moved and seconded <u>to buy a whiteboard</u> . Are you ready for the question?”
Members debate the motion (But must be recognized to speak	“The Chair recognizes <i>Mr Smith</i> to speak on their motion”
The Chair puts the question to a vote	“Those in favor of adopting the motion to <u>buy a whiteboard</u> say aye [Pause], Those opposed say no”
The Chair announces the results of the vote	“The ayes have it and the motion carries. A <u>whiteboard</u> shall be purchased. “

<b>Objective</b>	<b>Appropriate motion</b>
<b>Present an idea for consideration or action</b>	Main motion or Resolution; Consider subject informally
<b>Improve a pending motion</b>	Amend; Division of the question
<b>Regulate or cut-off debate</b>	Limit or extend debate; Previous question (vote immediately)
<b>Delay a decision</b>	Refer to committee; Postpone definitely ; Postpone indefinitely (kills motion)
<b>Suppress a proposal</b>	Object to consideration; Postpone indefinitely; Withdraw a motion
<b>Meet an emergency</b>	Question of privilege; Suspend rules; Lay on the table
<b>Gain information on a pending motion</b>	Parliamentary inquiry; Request for information; Question of privilege; Request to ask member a question
<b>Question the decision of the chair</b>	Point of order; Appeal from decision of chair
<b>Enforce rights and privileges</b>	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair
<b>Consider a question again</b>	Resume consideration; Reconsider; Rescind
<b>Change an action already taken</b>	Reconsider; Rescind; Amend motion previously adopted
<b>Terminate a meeting</b>	Adjourn; Recess

Credit:

1. Alice Sturgis *The Standard Code of Parliamentary Procedure*
2. Modesto Junior College *Parliamentary Procedure*

## TABLE OF MOTIONS

MOTIONS	NEED A SECOND	AMENDABLE	DEBATABLE	VOTE REQUIRED	INTERRUPT SPEAKER	RECONSIDER
<b>A. Privileged</b>						
1. To fix the time to which to adjourn (1)	Yes	(4a)	No	Majority	No	Yes
2. Adjourn (2)	Yes	No	No	Majority	No	No
3. Take a recess (3)	Yes	(4)	No	Majority	No	No
4. Raise a question of privilege	No	No	No	Decision of the Chair (5)	Yes	No
5. Call for the orders of the day	No	No	No	Handled by the Chair (6)	Yes	No
<b>B. Incidental Motions</b>						
1. To appeal to decision of the chair	Yes	No	Yes (9)	Majority	Yes (25)	Yes
2. Call for a division of the assembly	No	No	No	Standing Vote (11)	Yes	No
3. To raise a point of order	No	No	No	Decision of the Chair	Yes	No
4. To object to consideration of a question	No	No	No	2/3	No (26)	(15)
5. To divide a motion or call for consideration by parts (10)	Yes	Yes	No	Majority	No (23)	No
6. To modify or withdraw a motion	No (21)	No	No	Unanimous Consent (22)	No	No
7. To nominate	No	(12)	(12)	(12)	No	No
8. To suspend the rules (14)	Yes	No	No	2/3 (20)	No	No
9. Close nominations	Yes	Yes	No	2/3	No	No
10. Reopen nominations	Yes	Yes	No	Majority	No	(15)
11. Method of voting	Yes	Yes	No	Majority	No	No
12. Request for information	No	No	No	No	Yes	No
13. Parliamentary inquiry	No	No	No	No	Yes	No
<b>C. Subsidiary Motions</b>						
1. To lay on the table	Yes	No	No	Majority	No	No
2. To call for the previous question	Yes	No	No	2/3	No	(19)
3. To limit or extend time for debate	Yes	Yes	No	2/3	No	Yes
4. To postpone to a certain time	Yes	Yes	Yes	Majority	No	Yes
5. To refer to a committee	Yes	Yes	Yes	Majority	No	Yes
6. To amend an amendment (Secondary)	Yes	No	Yes	Majority	No	Yes
7. To amend or substitute (Primary)	Yes	Yes	Yes (7)	Majority	No	Yes
8. To postpone indefinitely	Yes	No	Yes	Majority	No	(18)
<b>D. Principal Motion</b>						
1. A main motion	Yes	Yes	Yes	Majority	No	Yes
<b>E. Brings Item Before the Assembly Again</b>						
1. Take from the table	Yes	No	No	Majority	No	No
2. Reconsider	Yes	No	(13)	Majority	No	No
3. Reconsider and enter on the minutes	Yes		Must be called up at the next meeting		(16)	
4. Rescind	Yes	Yes	Yes	(17)	No (24)	(15)
5. Ratify	Yes	Yes	Yes	Majority	No	(15)

Credit:

1. UWRF Agricultural Education Society

## NOTES PERTAINING TO SPECIFIC TREATMENT OF MOTIONS

1. Is a privileged motion only if made while another motion is pending, and in an assembly that made no provision for meeting on the same or next day; otherwise it is a main motion. The answers apply to the privileged motion.
2. When unqualified, is always a privileged motion except when effect would be to disband the group permanently. The answers apply to the privileged motion, not to a main motion to adjourn.
3. Is a privileged motion if made when other business is pending, otherwise is a main motion. Answers apply to the privileged motion.
- 4a. Amendable to hour, date, and place.
4. Can be amended as to time.
5. Is usually disposed by chair, without vote.
6. Chair should proceed to order of the day or put a question as to whether the group wishes to proceed with the order. A motion not to proceed to order requires a 2/3 vote, the same as suspending the rules.
7. Can be debated only when the question being amended is debatable.
8. Is usually decided by chair, without calling for a vote.
9. Cannot be debatable if made during a division of the assembly, or when the pending question is not debatable. Cannot be debated when it applies to indecorum, transgression of the rules of speaking, or to priority of business.
10. The question must be divided at the request of a single member, (this request can be made when another has the floor), provided the resolutions relate to different subjects and are independent of each other.
11. When a division is called for, the chair proceeds to take the vote again by rising. No vote is taken on whether a division shall be made, i.e., on whether a standing vote shall be taken.
12. To nominate, one simply rises, addresses the presiding officer, and states, "I nominate \_\_\_\_\_" and is again seated.
13. Debatable when the question to be considered is debatable.
14. Applies only to standing rules or to rules of order; it may not be in conflict with the constitution or by-laws.
15. The motion can be reconsidered only if the prevailing vote was a negative one.
16. Outranks the motion to reconsider and can be made immediately after the other, providing a vote has not yet been taken on it.
17. The motion requires a 2/3's majority if notice of the motion to be proposed has not been given at the preceding meeting or in the call of the meeting.
18. Can be reconsidered only if vote was affirmative.
19. Must be moved before any vote had been taken on the motions upon which the previous question was moved.
20. Generally only applied to rules of parliamentary procedure. Simple standing rules require only a simple majority for their suggestions.
21. If a formal motion to withdraw or modify is made by the proposer of the original motion, it requires a second.
22. If a formal motion is made, a majority vote is needed.
23. If a motion must be divided on the demand of one member, he/she can do so when another member has the floor.
24. Motion to rescind can be made when another person has the floor, but cannot interrupt the speaker.
25. At the time of appealed ruling.
26. Objection to consideration of question can be made after another person has been assigned the floor and before he has spoken.

Credit:

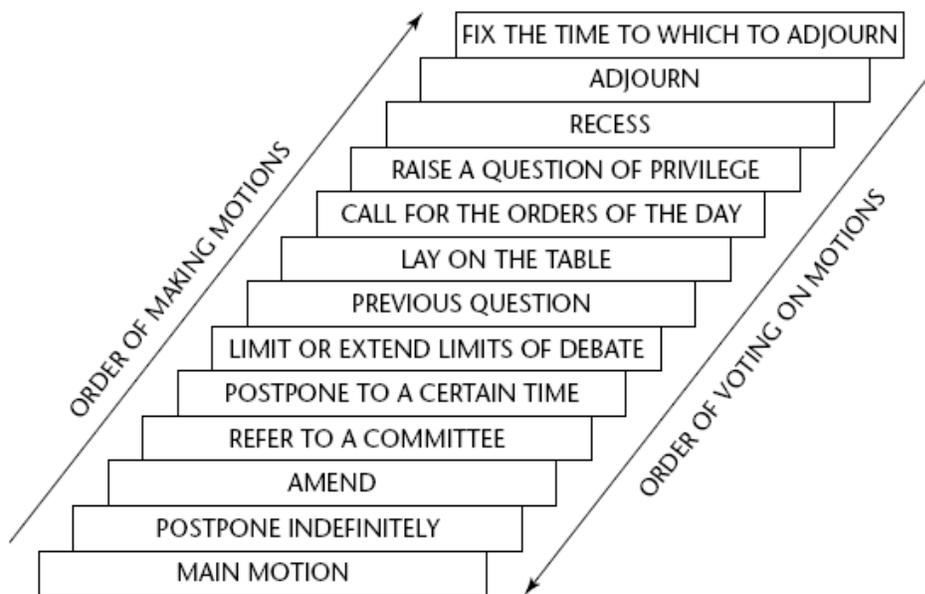
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## *Keys to Debate*

1. Re-state the motion
2. State your opinion (In-favor of or against the motion)
3. Provide 3 points that reinforces & supports your opinion
4. Strong Conclusion
5. Listen to others

## *Tips to Speaking the Parli Pro Language*

- Most Motions begin with “I move...” or “I rise to...”
- Always address the chair when debating.
- Gain recognition before speaking(unless the motion does not require)
- Come prepared knowing what you want to say and how you will say it.
- It’s Ok to Have a Cheat Sheet, just like this one!



## *Order of Business*

Call orders of the day	The <u>presiding officer</u> seeing a <u>quorum</u> has been met, calls the meeting to order
Reading and approval of <u>minutes</u>	The <u>minutes</u> from the previous meeting shall be read, any corrections made, and then approved.
Reports of officers	The <u>Chair</u> calls on officers who have reports to present (ex: Treasurer's Report)
Reports of <u>Standing Committees</u>	The Chair calls on members who have reports to present on behalf of <u>Standing Committees</u>
Reports of <u>Special Committees</u>	The Chair calls on members who have reports to present on behalf of <u>Special Committees</u>
Unfinished Business	Questions carried over from the previous meeting or postponed from a previous meeting to this date are considered here.
New Business	Members can introduce new business here.
Announcements	Any Announcements are made here.
<u>Adjournment</u>	There is no further business to consider, or a Motion to Adjourn is approved.