

Abridged Guidelines for Parliamentary Procedure

Taken from:
Keeseey's Modern Parliamentary Procedure.

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For:
All SPPA Officers, Leaders, and Executive Officers

The Parliamentary Authority:

A parliamentary authority, once adopted in an organization's bylaws, becomes the basic source of its procedural rules.

Majority Rule:

All meetings governed by parliamentary procedures must follow the mandate of the majority. Under no circumstances may a group suspend the principle of majority rule. The majority of the eligible votes cast, assuming a quorum is present, represents the will of the majority.

The Rights of the Minority:

Members voting with the minority retain all the rights and privileges of membership and may not be discriminated against because of their votes. They may propose a motion and speak and vote for or against a motion like any other member.

When a committee reports to its parent group, a minority report may be presented as an amendment to the committee report, and a vote taken on substituting the minority report for the committee report.

Freedom of Discussion:

No member may have the right to "speak his or her piece" circumscribed, except by rules that similarly limit the rights of all the members. The motion to close debate is misused if it is offered to prevent members from stating their views. Since such a motion deprives a minority the freedom of debate, it requires a two-thirds vote to pass.

Other Principles:

The role of the majority, the rights of the minority, equality of membership, and freedom of discussion are the four most fundamental principles of democratic actions. Parliamentary rules of procedure exist to ensure their observance. Key rules are:

1. Only one main motion may be considered at any given time.
2. Members have a right to know at all times what the immediately preceding motion is, and to have it restated before a vote is taken.
3. Organizations may take official action only in meetings properly called and with a quorum of members present.
4. Actions taken by organizations are not valid if they tend to subvert either the civil laws of the nation, state, or local government or the rules of a parent organization.

Informal Procedures:

For committees and other small informal groups it may be helpful to discuss the wording of a motion before actually proposing it, thereby avoiding the time-consuming process of amending the motion to reach the agreed form. The informal procedure of

general consent may be used. When the group opinion has been crystallized the presiding officer may announce “If there is not objection we will . . .”. A single objection forces a vote.

When time is limited, problems are pressing, and action is required, the use of parliamentary procedure is recommended.

Motions:

A motion is a form of expression, usually beginning with the words “I move that...” Used to present ideas to a group for consideration. The term precedence refers to the rank of a motion in an established, or agreed upon order for motions.

The Precedence of Ordinary Motions:

1. To Adjourn
2. To Recess
3. To Close Debate
4. To Limit (Extend the Limits of) Debate
5. To Postpone
6. To Refer
7. To Amend

The motion to Adjourn has the highest rank or precedence. This means that To Adjourn is in order even though other motions are pending. On the other hand, a motion of low precedence, or rank, may not be made if one of higher rank is under consideration.

A main motion has the lowest rank of all. Most of the seven ordinary motions exist to facilitate the efforts of an assembly to arrive at a decision on a main motion.

Special Motions:

- Point of Order
- To Appeal
- To Withdraw
- To Suspend the Rules
- To Reconsider
- To Rescind

Special motions have no rank in relation to each other; no necessary or predefined relationship. Except for To Reconsider and To Rescind, they exist largely to handle procedural matters that arise during the consideration of a main motion, and must be decided immediately.

Thus, in addition to the main motion, there are seven ordinary motions and six special motions. Only three of the thirteen require a two-thirds vote: To Limit (Extend the Limit

of) Debate, To Close Debate, and To Suspend the Rules. All others need only a majority vote to pass.

A point of order is a request or demand, not a motion. To Withdraw and To Suspend the Rules are not debatable. Only one special motion, To Rescind, may be amended.

Seconding of Motions:

Motions need not be seconded. The requirement of a second is largely a waste of time. There is nothing wrong with the practice of seconding. It is simply unnecessary.

When a motion is made, the presiding officer, without asking for a second, should either state the motion or rule it out of order. The presiding officer should rule frivolous and dilatory motions out of order.

Quorum:

This is the minimal number of members of the legislative body who must be present in order to conduct business legally. The number constituting a quorum is defined in the organization's bylaws. The Presiding officer verifies the presence of a quorum before the meeting may be called to order by requesting a report on the status of a quorum by the secretary or parliamentarian. Only certain actions may be taken if no quorum is present. These include To Adjourn, To Recess, to set a time for the next meeting, or to take action to secure a quorum. Also, committee reports may be heard, but no action taken on them, remarks of members and others may be listened to, and emergency action may be taken with the need to have it approved at a later meeting with a quorum present. If a quorum is no longer present due to a member's departure ("disappearing quorum") the presiding officer must either close the meeting or limit the group to those actions permissible in the absence of a quorum (discussed above). The question of a "disappearing quorum" may be raised at any time, except to interrupt a speaker' a member rises and, without necessarily waiting for recognition from the presiding officer, states, "Mr. Chairperson, I question the presence of a quorum." The presiding officer then must determine if a quorum is present and respond appropriately.

It is too late to invalidate an action after intervening business has been conducted, even if the absence of a quorum is then determined. The law presumes the continuing presence of a quorum if the meeting begins with one, and regards all action taken as legal unless evidence clearly shows the absence of a quorum at the time of voting. When a meeting starts without a quorum present any business transacted will be unofficial and invalid.

When meetings are required as scheduled in the bylaws, the absence of a quorum does not invalidate compliance with the rules. The meeting was held, quorum or no quorum, and need not be rescheduled to comply with the requirement of a legal meeting. The meeting is legal; the conduct of most business without a quorum is not.

Organizations should state in their bylaws the requirements for a quorum, including that for standing committees, otherwise a quorum is assumed to be a majority of the membership.

A clearly worded agenda should always be distributed prior a meeting being held. This agenda should include the names of any speakers.

The Main Motion:

A Main Motion is the statement of a request for action, an idea for evaluation, or the introduction of a resolution stating the group's position on a subject. It should be stated in the affirmative. A main motion is debatable, it may be amended, it almost always requires a majority vote to pass, and the vote may be reconsidered. To prevent confusion, only one main motion may be considered at a time.

Examples: I move that Executive Council authorize a donation of twenty dollars for the Red Cross.

Resolved that this Association expresses its appreciation to Dr. Jill Jones for her donation to the development fund.

ORDINARY MOTIONS:

To Amend:

An amendment is a change in the working of a amendable motion, usually a main motion, to make it express more accurately what the majority wants it to say, *before it is voted on*. To amend is debatable, amendable, and requires a majority vote.

Examples: I move to delete all after "Tuesday morning" in the motion.

I move to add to the motion the words "at the discretion of the President."

The following ordinary motions may be amended:

To Amend – if the change proposed is accepted without formal motion and vote.

To Refer – as to size of committee, selection process, deadline for report, etc.

To Postpone – as to the limits of postponement.

To Limit (Extend the Limits of) Debate – as to number of speakers.

To Recess – as to duration of recess.

One may not amend an amendment. The amendment is voted on. If passed, a new amendment may be proposed to the then existing main motion. Thus, only one proposed amendment is pending at a time.

An amendment should not be at odds with the general intent of the main motion. With approval by majority vote a substitute motion, that is a motion replacing the main motion,

proposed as an amendment may be passed. No motion previously passed may be amended by a lesser vote than was required to pass the main motion originally.

To Refer:

The motion to refer is almost always used to send the consideration of a main motion to a committee. To refer a motion to a hostile committee in order to kill it is not a legitimate use of referral. This motion is debatable, may be amended as to the number on the committee, the selection process, instructions to the committee, etc., and requires a majority vote to pass.

Example: I move we refer the consideration of the motion that [stating main motion] to a committee of three, appointed by the chair, to report at our next meeting.

To Postpone:

The motion To Postpone, if passed, removes a subject from consideration until the time or meeting specified in the motion To Postpone. It is debatable, may be amended as to time or conditions of postponement, and requires a majority vote to pass. It applies to main motions only. It is the consideration of the motion that is postponed, not the motion itself. To postpone consideration of a motion until meaningful action is impossible, in order to kill the motion, is not a proper use of the motion To Postpone. Proposed amendments to the main motion are postponed if consideration of the main motion is postponed. To Postpone is not in order if motions of a higher rank are pending.

To Limit (Extend the Limit of) Debate:

The purpose of this motion is to permit an assembly to control discussion of a motion by setting limits on the time allowable for discussion before voting on the pending motion. It is not debatable. It is amendable as to the specific time limits involved. Since To Limit Debate may infringe on the basic principle of freedom of discussion, a two-thirds vote is required to pass. Motions to limit debate are implemented by the presiding officer, who announces when the limit has been exhausted and proceeds to call for a vote on the immediately pending motion.

Example: I move to Limit Debate to three speakers for each side of the question, each to speak no longer than five minutes.

To Close Debate:

When a motion To Close Debate is passed, all discussion on the pending motion(s) is terminated, and the assembly proceeds to vote on the immediately pending motion, unless a motion of higher rank such as To Adjourn, intervenes. After the vote has been taken, its effect has been exhausted. To Close Debate is not debatable and requires a two-thirds vote to pass. It should not be entertained by the presiding officer (whose decision may be

appealed and reversed) if a fair opportunity to discuss the motion has not been given to all interested members. This motion should be used infrequently, but is effective in stopping filibustering and other dilatory tactics.

Example: I move To Close Debate on all pending debatable motions (main motion, a proposed amendment, To Refer, and To Postpone, depending on what is pending at that time).

To Recess:

To Recess is a motion to interrupt a meeting. It is useful to provide a brief rest period in a tiring session, to break for a specific purpose (count ballots, etc.) or to continue a meeting on another day, while also stipulating a definite time to reconvene the meeting. To Recess is not debatable, it may be amended as to the time limit of the recess, and it requires a majority vote to pass. To Recess is in order provided the motion To Adjourn is not pending. The motion To Recess is in order as a main motion in the absence of a quorum and may be used to await the presence of a quorum. To Recess provides for an interval in the meeting, not an adjournment. When called to order after a recess the group resumes its considerations of the point at which it was interrupted.

Example: I move to recess until the ballots have been counted.

To Adjourn:

Adjournment is the termination of a meeting, with the next meeting to be held following a call for a new meeting. To Adjourn is the highest ranking ordinary motion. To Adjourn is in order as a main motion in the absence of a quorum. It is neither debatable nor amendable and requires a majority vote to pass.

Example: I move that we adjourn until April 17 at 4:00pm

If the agenda for a meeting has been completed and no one wants the floor, the presiding officer should adjourn the meeting by announcing "Since there is no further business, if there is no objection, the meeting is adjourned." If there is unfinished business at the time of adjournment, such items are carried forward to the next meeting as unfinished business.

SPECIAL MOTIONS:

Point of Order:

A point of order is the procedure followed to call the attention of the presiding officer to a violation of the rules, an omission or a mistake in the proceedings, or any unusual situation requiring immediate attention. A Point of Order is not debatable, not amendable, and requires no vote since the presiding officer decides the point at issue. It

is in order at any time. A member may appeal the ruling of the presiding officer. The presiding officer may refer the decision to the assembly for a decision by majority vote.

Example: Member: Mr. President, I rise to a Point of Order.

President: State your point.

Member: We have two main motions on the floor.

President: Your point is well taken. We shall consider only (stating the motion) at this time.

or

The only main motion now under consideration is (stating motion). Therefore, your point is not well taken.

To Appeal:

To Appeal the ruling of the presiding officer means to subject her or his ruling to examination by the assembly and to secure its support or reversal. The purpose of this motion is to monitor the appropriateness and accuracy of the presiding officer's rulings and to prevent the arbitrary exercise of power. To Appeal is debatable and may not be amended, postponed, or referred to a committee. To be in order, an appeal must be raised immediately after the ruling in question is made by the presiding officer. The mover may interrupt a speaker to do so.

The affirmative vote to support the ruling is requested first, followed by the negative vote to reverse the ruling. A majority vote in the negative is required to overrule the ruling of the presiding officer, a tie vote sustains the ruling of the presiding officer.

Example: Member: Ms. President, I appeal from the ruling of the chair that (stating the decision).

President: The ruling of the chair that (stating the ruling in question) has been appealed from. Will the member please state his reasons for appealing?

Member: (States his reasons).

President: (States reasons for supporting ruling). Is there any other discussion on the motion? Are you ready to vote?

President: Those in favor of accepting the ruling of the chair that (stating the ruling) please hold up their right hand. Those opposed, the same sign. Thank you. The ruling of the chair is upheld by a vote of 21 to 9.

or

The ruling of the chair is reversed by a vote of 10 in favor and 14 opposed, and the judgement of the assembly is that (stating the decision of the assembly).

To Withdraw:

To withdraw a motion is to remove it from consideration. The purpose of To Withdraw is to provide a means for terminating consideration of a motion without actually voting on it. It is not debatable, not amendable, and requires a majority to pass. This may be done any time prior to the final vote on the motion.

A motion that has been withdrawn after having been stated by the presiding officer is recorded by the secretary with a statement that it was withdrawn.

Example: Member: Mr. President, I request permission To withdraw my motion (stating motion).

President: The motion that (stating motion) is withdrawn.

To Suspend the Rules:

To Suspend the Rules is to set aside or make inoperative in a given situation a rule of order that would otherwise prevent the assembly from taking a desired action. Its purpose is to allow an organization to violate its own rules or procedure when the circumstances warrant. It is not debatable, not amendable, and requires a two-thirds vote to pass. Only procedural rules may be suspended; it does not apply to bylaws or the constitution of the organization. Members may not be deprived of their rights by suspending the rules. The adopted parliamentary authority may not be suspended, although it may be changed by amending the bylaws.

Example: Member: Madam President, I move To Suspend the rules to hear the report of the Ethics Committee before the report of the Finance Committee, out of order on the agenda, so that the Ethics Chair may attend another meeting.

President: If there is no objection (pausing) the rules will be suspended to permit....

To Reconsider:

To Reconsider is to call back for further consideration by the assembly an action previously taken on a main motion. It is debatable, not amendable, and requires a majority vote to pass. Its consideration may not be referred to a committee or postponed; it is valid only in the same meeting in which the original motion was made. To Reconsider must be made while another main motion is pending, but its consideration is delayed until there is not another main motion pending. It is used to reconsider a decision made under a misapprehension or with inadequate information. No vote on a main motion may be reconsidered, however, if some irreversible action has already been taken on it, such as a payment of money, signing of a contract, a notification of an appointment and acceptance by the party concerned.

Example: Member: Mr. President, I move To Reconsider the vote that we contribute \$100 to the campaign of Senator Wilson.

President: A motion To Reconsider the vote on the motion (states it) is

before you for discussion. Since no action was taken on this decision the floor is now open for discussion of the motion.

To Rescind:

To Rescind is to nullify a decision or action that cannot be changed by a motion To Reconsider. Its purpose is to cancel, or make void, the results of a motion previously passed. To Rescind is a main motion, in order only when no other main motion is pending. It is debatable, may be amended (only as to the motion of the decision to be rescinded) and requires a majority vote to pass. It makes no difference how long ago the main motion to be rescinded was passed. Motions may not be rescinded, however, if irreversible actions have already been taken on them. However, unexecuted portions of a motion may be rescinded. Advance notice is required for a majority vote to pass; a two-thirds vote is required if no advance notice is given.

Example: Member: Mr. President, I move To Rescind the decision taken at our last meeting that our annual convention be held at the new convention center.

President: A motion To Rescind the decision taken in the last meeting that our annual convention be held in the new convention center is before you for discussion.

(If passed): The motion To Rescind the decision taken in the last meeting that our annual convention be held at the new convention center is passed. Therefore, that action no longer stands. The next item on the agenda is....

CONDUCTING THE MEETING:

Role of the Presiding Officer:

The presiding officer should remain impartial in making rulings and grant each member equal rights regardless of positions taken on the issues. Whenever the presiding officer rules a motion out of order s/he should explain why it is out of order, and advise the mover when it would be in order, or how the mover's intent, if known, might be accomplished by the use of another procedure.

The Order of Business:

Organizations should adopt, and include in their rules of order, a systematic plan for considering items in meetings. Such a plan is traditionally referred to as the order of business or agenda.

- Example:
1. Presentation of minutes.
 2. Reports of officers, boards, and standing committees.
 3. Reports of special committees.
 4. Unfinished business.

5. New business.

Changing the order of business, when desired, may be accomplished by a motion to Suspend the Rules.

Recognition of Speakers:

The presiding officer must be fair in recognizing speakers in debate. As a rule, the presiding officer should allow for alternation of speakers pro and con on motions under consideration. S/he should be ready to refuse firmly to recognize members who claim the floor a second or third time before others have had their first turn to speak.

Disciplinary Measures:

An organization has the authority to control its own meetings and to determine who, if anyone, may be present other than its own members. If desired, a motion To Go Into Executive Session may be made. It may not be amended and requires a majority vote to pass.

Members who are out of order or are disruptive during a meeting should be given two verbal warnings. If unheeded, the presiding officer may invite a motion to censure the offending member, explaining that this becomes a matter of record in the minutes of the organization. This motion is debatable and requires a two-thirds vote to pass.

The presiding officer alone has no authority to discipline members but may conduct the procedures for disciplining members at the direction of the assembly.

Voting Procedures:

As a member of the group, the presiding officer has the same right to vote as any other member. However, it is probably wise for the presiding officer to vote only in cases in which a vote is needed to change the outcome.

The presiding officer states each motion, asks for discussion, restates each motion, asks for a vote, then restates the motion as carried. All of these steps are essential for clarity.

Participating Members:

Members will abide by decisions of the chair (unless an appeal is in order), refrain from discrediting individuals when they should be attacking arguments, exercise courtesy towards others, be restrained in language and action, and cheerfully (on the surface, at least) work to implement a majority decision even if they voted with the minority.

The Secretary:

The secretary keeps the official record. S/he provides all members with a copy of the agenda, the minutes of the previous meeting, committee reports, if available, and a list of unfinished business. The minutes include a record of all official actions taken, the presiding officer, the presence of a quorum, and information showing that the meeting was duly called and thus, legal.

The exact statement of motions passed should be recorded, the names of participants in the discussion of the motion need not be. It is desirable to include in the minutes the major arguments for and against a motion, but these should not be identified with speakers. The official record of actions taken is recorded, not a transcript of what individuals say in meetings.

Complete records must be kept of all referrals, postponements, and appeals; amendments need not be entered. If the secretary is a member of the organization s/he has the same right to present, discuss, and vote on motions as any other member.

The Parliamentarian:

The parliamentarian advises the presiding officer on parliamentary procedure. She should be appointed by the presiding officer, not elected. S/he must be an objective and impartial advisor. The parliamentarian gives advice on procedure when requested by the presiding officer. The parliamentarian does not answer questions by addressing the assembly, except at the invitation of the presiding officer. S/he does not make rulings, only the presiding officer may do so.

Organizations should spell out in their bylaws the function, conditions of appointment, term of office, procedures for filling vacancies, and the like concerning the parliamentarian.

COMMITTEES:

Standing Committees are provided for in the bylaws of the organization. Special committees are those appointed or elected to do a particular job; they cease to exist when they have completed their assigned task and have reported to the assembly.

Selection of Members:

Ordinarily, the committee should be representative of the overall organization. Its members should represent various interest groups, geographical areas, etc. To prevent a tie vote, most committees should be composed of an odd number of members.

“Ex Officio” membership usually confers all the privileges of other committee members, including the right to vote, but not the obligation to attend meetings regularly. Therefore, unless present, an “ex officio” member should not be counted in determining a quorum. A majority of a committee’s members must approve its final report before it

may be submitted to the assembly. A minority report may also be submitted to the assembly.

Presentation and Consideration of Reports:

The organization's presiding officer calls for a committee report by announcing that the report of the (naming the committee) will be presented at this time. The committee's Presiding officer should already have provided the secretary with a copy of the committee report. If it is long, it should be duplicated and distributed to the members with the call for the meeting. Following the discussion, if any, the presiding officer of the organization should announce, "Since no action is required, the report will be filed."

To file a committee report commits the assembly to nothing. To adopt a report commits the assembly to approval of opinions and activities described, but does not authorize implementation of the proposed recommendations. The committee's recommendations must be presented as main motions and then voted on. With long documents, a vote is taken on the adoption of one paragraph at a time.

Information on Committees in the Bylaws:

All standing committees should be named in the constitution or bylaws. For each, the following should be provided:

1. Number of members, and number constituting a quorum.
2. Special qualifications, if any, for membership.
3. Selection process for members.
4. Selection process for the presiding officer.
5. Terms of office, including provision for "staggering," if desired.
6. Function.
7. Provision for filling vacancies.
8. Frequency and time of reports.

The bylaws should also authorize the president or the assembly to create special committees to accomplish particular tasks. The structure of special committees cannot be set forth in the bylaws since it will depend on the purpose and nature of the committee.

VOTING:

A majority vote is a majority of eligible votes cast, not counting blanks and abstentions. A unanimous vote should mean that all members present and eligible to vote did so, and that all voted the same way. A two-thirds vote means two-thirds of the eligible votes were cast. A tie vote is considered a negative vote, not a deadlock.

Methods of Voting:

In a vote by general consent, the presiding officer declares a motion passed or a request granted “if there is no objection.” This procedure is used widely to secure decisions on routine, noncontroversial questions. Other methods of voting include: the voice vote, the show of hands, the rising vote, the roll call, by ballot, the mail vote, the vote by proxy, and preferential voting (Hare System).

NOMINATIONS AND ELECTIONS:

Canvassing the ballots means more than just counting. It includes evaluating ballots to identify those that are invalid blank, cast by illegal nominees, illegible, abstaining, and the like, and reporting the results to the presiding officer for his/her announcement of the results.

A listing of all officers and eligibility qualifications, duties, and terms of office for each should be listed on the bylaws.

The use of preferential balloting makes only one ballot necessary. Nominations may be made by a nominating committee, appointed or elected as described in the bylaws, or by petition, also spelled out in the bylaws.

A vote by ballot is usually taken to mean that voting is conducted so as to prevent disclosure of the members' vote. Errors in spelling do not make a ballot invalid if the intent of the voter is obvious.

CONSTITUTION, BYLAWS, AND RULES:

See attached example in Appendix One.

A constitution always includes a procedure by which the constitution may be amended, stipulating how much advance notice is required and by how large a vote (usually two-thirds). Bylaws may not be suspended. However, a rule of order that has been incorporated into a bylaw may be suspended.

Standing Rules:

These cover nonprocedural subjects such as meeting times, locations, etc. They may be authorized, deleted, or suspended by majority vote.

Rules of Order:

These govern the conduct of business by an organization; its parliamentary procedure. The parliamentary authority adopted as a procedural guide should be stipulated in the bylaws.

Any rule of order may be suspended, as long as it is limited to procedural rules for conducting business. The following rules, which are not rules or order, may not be suspended:

1. Conditions that govern the notice required to call a meeting.
2. Quorum specifications.
3. Specific voting methods, such as a requirement of secret ballots in elections.
4. The vote required for particular purposes or motions.
5. Provisions that protect absentee members.
6. Provisions that prevent suspending a bylaw.
7. Any provision that, if suspended, would deprive members of their basic rights.

Rules of order include:

1. The adopted order of business.
2. Special rules governing the length of speeches.
3. Methods of voting.
4. Votes required to elect officers and committee members, if different from those specific in the adopted parliamentary authority.

A two-thirds vote is required to suspend temporarily a rule of order or to amend it unless a majority vote is states in the bylaws.

Appendix One

Sample Bylaws, Standing Rules, and Rules of Order
Taken from Keesey's *Modern Parliamentary Procedure* (pp. 126-127).

(Name of Organization)

BYLAWS

1. Name
2. Objectives and functions
3. Membership
 - A. Qualifications
 - B. Classes
 - C. Dues
1. Officers
 - A. Number and titles
 - B. Selection procedure
 - C. Duties and terms of office
1. Board of directors or executive committee
 - A. Membership qualifications and number of board
 - B. Duties and terms of office
 - C. Selection procedure including that for presiding officer
1. Meetings
 - A. Regularly scheduled meetings
 - B. Provision for special meetings
 - C. Conditions governing advance notice to members of meetings and of agenda items requiring prior notice
 - D. Rules for the protection of absentee members
1. Committees
 - A. Standing committees
 - (1) Membership
 - (2) Selection procedure
 - (3) Duties and terms of office
 - (4) Selection procedure for presiding officer
 - A. Provision for special committees
 - (1) Selection procedure
 - (2) Selection procedure for presiding officer
 - A. Committee reports
1. Elections
 - A. Nominating procedures
 - B. Time and method of elections, including use of preferential balloting if desired
 - C. Votes required to elect

- D. Provision for election without ballot of unopposed nominees
- 1. Quorum
 - A. For assembly meetings
 - B. For committees
- 1. Organizational discipline
 - A. Nonpayment or late payment of dues
 - B. For disciplining of members for other reasons
 - C. Procedure for bringing charges, conducting hearings, impeaching, or suspending members
 - D. Reinstatement procedures
- 1. Adoption of parliamentary authority
 - A. Provision for adopting and for changing selection of parliamentary authority
 - B. Application of authority with respect to adopted rules of order
- 1. Procedure for amending bylaws

STANDING RULES

- 1. Time for meetings to begin
- 2. Location of meetings
- 3. Policy on guests at meetings
- 4. Policy on special meetings closed to guests
- 5. Guest speakers
- 6. Responsibility for refreshments
- 7. Responsibility for lighting, noise control, public address system, heating, and the like
- 8. Procedure for amending standing rules

RULES OF ORDER

- 1. The order of business
- 2. Special rules governing length of speeches
- 3. Methods of voting, including authorization for mail ballots and preferential ballots
- 4. Conditions under which a plurality vote is acceptable in place of a majority vote
- 5. Procedural rules that differ from those in the parliamentary authority
- 6. Procedure for amending rules or order

Appendix Two

Summary Chart of Motions

Taken from Keesey's *Modern Parliamentary Procedure* (p.