

## Summary of Parliamentary Procedure and Meeting Protocol

The ultimate authority to make decisions for the St Albert Pickleball Club (SAPC) rests with a properly called membership meeting.

At these meetings the membership decides how the club is to be operated by adopting bylaws and resolutions. In the bylaws the membership delegates responsibilities for the day to day running of the club to its board of directors, subject to directives given by a properly called membership meeting.

Parliamentary procedures guide how decisions are made, and intend to carefully balance the rights:

- of the majority,
- of the minority, especially a strong minority—greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately, it is the majority taking part in the meeting who decide the general will, but only following upon the opportunity for a deliberative process of full and free discussion. Only two thirds or more of those present and voting may deny a minority or any member the right of such discussion.

Robert's Rules of Order are a widely recognised authority on Parliamentary Procedure, and will be followed at the SAPC.

### To address the meeting:

1. **Ask for the floor:** A member rises or raises a hand to signal the chairperson they wish to speak.
2. **Grant the floor:** The member waits until the Chair recognizes the member.

### A member may INTERRUPT a speaker or the chair for these reasons only:

1. to get information about business –**point of information**
2. to get information about rules– **parliamentary inquiry**
3. if you can't hear, safety reasons, comfort, etc.–**question of privilege**
4. if you see a breach of the rules –**point of order**
5. if you disagree with the chair's ruling –**appeal**
6. if you disagree with a call for Unanimous Consent –**object**

### Business is dealt with in the form of motions, every Motion Has 6 Steps:

1. **Motion:** The member states the motion
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chair (or secretary) restates the motion as written down.
4. **Debate:** The members debate the motion.
5. **Vote:** The chair restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chair announces the result of the vote and any instructions.

A higher ranked motion can be made while a motion is under consideration, or there are motions pending. (See the table with motions below for details.) The highest ranked motion is dealt with first, followed by the next highest until the main motion is dealt with. Incidental motions are dealt with as they arise, and are in order.

If the meeting appears to be in obvious agreement on a motion, the chair may save time by stating, **"If there is no objection, we will adopt the motion to..."**

Then pause for any objections.

Then say, "Hearing no objections, (state the motion) is adopted" and add any instructions.

**If a member objects**, the chair asks for debate and follows the procedures for dealing with motions.

## Ranking of Motions

Rank <sup>1</sup>	Motion	May interrupt?	Needs seconder?	Is debatable?	Is amendable?	Voting requirements
<i>Privileged motions. (deal with conducting the meeting)</i>						
13	FIX THE TIME TO WHICH TO ADJOURN	-	Y	-	Y	Majority
12	ADJOURN	-	Y	-	-	Majority
11	RECESS	-	Y	-	Y	Majority
10	RAISE A QUESTION OF PRIVILEGE <i>(Correct meeting Issues like noise, safety, heat, etc.)</i>	Y	-	-	-	Chair responds
9	CALL FOR ORDERS OF THE DAY <i>(Call to follow the agenda)</i>	-	-	-	-	1 member
<i>Subsidiary motions. (apply to motions on the floor)</i>						
8	TO LAY ON THE TABLE	-	Y	-	-	Majority
7	PREVIOUS QUESTION <sup>2</sup> <i>(Call for the vote)</i>	-	Y	-	-	2/3 Majority
6	LIMIT OR EXTEND LIMITS OF DEBATE	-	Y	-	Y	2/3 Majority
5	TO POSTPONE TO A CERTAIN TIME	-	Y	Y	Y	Majority
4	TO REFER TO A COMMITTEE	-	Y	Y	Y	Majority
	3.2 SECONDARY AMENDMENT	-	Y	Y	-	Majority
	3.1 PRIMARY AMENDMENT	-	Y	Y	Y	Majority
3	TO AMEND <sup>2</sup>	-	Y	Y	Y	Majority
2	POSTPONE INDEFINITELY	-	Y	Y	-	Majority
<i>Main motion</i>						
1	MAIN MOTION	-	Y	Y	Y	Majority
<i>Incidental motions (in order at any appropriate time)</i>						
	Request for information <i>(On business at hand)</i>	Y	-	-	-	Chair responds
	Parliamentary inquiry <i>(Clarification of PP <sup>3</sup>.)</i>	Y	-	-	-	Chair responds
	Division of a question into parts	-	Y	Y	Y	Majority
	Withdraw a motion <i>(By mover.)</i>	-	Y	Y	Y	2/3 Majority
	Objection to consideration <i>(Only in order before debate on motion started.)</i>	-	Y	Y	Y	2/3 Majority
	Suspend the rules <i>(Of PP, not the bylaws, nor the Parliamentary rights of the minority, or a member.)</i>	-	Y	Y	-	2/3 Majority
	Division of the assembly <i>(Count the votes.)</i>	-	-	-	-	Chair counts vote
	Point of order <i>(Correct an error in following PP.)</i>	Y	-	-	-	Chair rules
	Appeal from the ruling of the chair	Y	Y	Depends <sup>4</sup>	-	Majority
<i>Motions to bring back previous business (only in order when no other motions are pending)</i>						
	Reconsider a previous decision <i>(Only during the same meeting and moved by person voting with the majority on prev. decision.)</i>	-	Y	As per motion reconsidered	-	Majority
	Disband a committee <i>(Have the meeting deal with the question.)</i>	-	Y	Y	Y	Majority
	Rescind a previous decision <i>(Only in order if irrevocable actions have not been taken yet.)</i>	-	Y	Y	Y	2/3 Majority, or Majority if prev. announced
	Amend a previous decision <i>(Only in order if irrevocable actions have not been taken yet.)</i>	-	Y	Y	Y	
	Take from the table <i>(Resume consideration of a tabled motion.)</i>	-	Y	-	-	Majority

<sup>1</sup> Only a higher ranked motion is in order when a motion is being considered, pending motions are dealt with in order, from highest to lowest rank

<sup>2</sup> The motion TO AMEND, or THE PREVIOUS QUESTION can also be applied to any higher ranked motions which are amendable, or which call for a vote.

<sup>3</sup> PP stands for Parliamentary Procedures or Robert's Rules of Order.

<sup>4</sup> Breaches of decorum, facts, truths, established rules or laws are not debatable. Judgement, opinion and discretion are debatable.

## Details on motions

### A. Privileged Motions:

Motions which do not relate to the pending question but have to do with matters of such urgency or importance that, without debate, they are allowed to interrupt the consideration of anything else.

1. Adjourn: Terminates the meeting. "I move that we adjourn."
2. Recess: Permits a short intermission in a meeting. "I move that we recess for 10 minutes" or ". . . until 2:00" or ". . . until called to order by the chair."
3. Raise a question of privilege: Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. "I rise to a question of privilege affecting the assembly."
4. Call for the orders of the day: Requires that the adopted agenda or order of business be followed. "Mr. Chairman, I call for the orders of the day" or "Madam President, I demand the regular order."

### B. Subsidiary Motions:

Motions which assist the assembly in treating or disposing of a main motion. They have the effect of hastening action upon, delaying action upon, or modifying the main motion.

1. Lay on the table: Lays a pending question aside temporarily when something more urgent has arisen. "I move to lay the question on the table" or "I move that the motion be laid on the table."
2. Previous question: Ends debate and orders an immediate vote. "I move the previous question" or "I move we vote immediately on the motion."
3. Limit or extend debate: Modifies debate by limiting or extending the number or length of speeches. "I move that debate be limited to one speech of two minutes for each member" or "I move that the speaker's time be extended three minutes."
4. Postpone to a certain time: Defers consideration to a definite day, meeting, or hour, or until after some particular event. "I move that the question be postponed until the next meeting" or "I move to postpone the motion until after the address by our guest speaker."
5. Refer to a committee: Gives a motion more detailed attention or permits it to be handled in privacy. "I move to refer the matter to the Program Committee."
6. Amend: Modifies a main motion by inserting, adding, striking, striking and inserting, striking and adding, or substituting some specific language. "I move to amend by adding the words . . ." or "by striking . . ." or "I move to substitute for the pending motion the following: ...."
7. Postpone indefinitely: Disposes of a question without bringing it to a direct vote. "I move that the motion be postponed indefinitely."

### C. Main Motion:

A motion which brings business before the assembly and which can be made only while no other motion is pending. "I move we have a banquet."

**D. Motions that Bring a Question Again Before the Assembly:** Motions which bring up a previously considered question.

1. Reconsider: Allows a question previously disposed of to come again before the assembly as if it had not previously been considered. The motion to reconsider can be made only by a member who voted on the prevailing side and only on the same day the original vote was taken. The motion is debatable only if the motion to be reconsidered is itself debatable. "I move to reconsider the vote on the motion relating to the annual banquet."

2. Discharge a committee: Takes a matter out of a committee's hands and places it again before the assembly as a whole. "I move that the committee considering what band to hire for the benefit dance be discharged."
3. Rescind a motion previously adopted: Voids a motion previously passed. "I move to rescind the motion passed at the last meeting relating to where we will go on the ski trip."
4. Take from the table: Allows the assembly to resume consideration of a motion previously laid on the table. "I move to take from the table the motion relating to presenting plaques to graduating members."

#### E. Incidental Motions:

Motions which deal with questions of procedure and arise out of another pending motion or item of business. They are not debatable, with the exception of the motion to appeal from the ruling of the chair.

1. Point of information: Inquires as to the facts affecting the business at hand and is directed to the chair or, through the chair, to a member. "I rise to a point of information" or "A point of information, please."
2. Parliamentary inquiry: Requests the chair's opinion-not a ruling-on a matter of parliamentary procedure as it relates to the business at hand. "I rise to a parliamentary inquiry" or "A parliamentary inquiry, please."
3. Division of the assembly: Calls for a verification when a member doubts the accuracy of a voice vote or show of hands. "Division!" or "I call for a division."
4. Division of a question: Permits a motion to be divided into two or more parts in order that they may be considered separately. "I move to divide the motion so that the question of purchasing decorations can be considered separately."
5. Withdraw a motion: Permits a member to remove his or her question from consideration even after the motion has been restated by the chair. "Mr. Chairman, I move that I be allowed to withdraw the motion."
6. Objection to consideration: Suppresses business that is undesirable or that might prove damaging to the organization. "Madam President, I object to the consideration of the question."
7. Suspend the rules: Temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take. "I move to suspend the rules which interfere with considering the motion to hold a get-acquainted happy hour for new members."
8. Appeal from the ruling of the chair: Challenges a ruling of the chair. A majority vote sustains the ruling. "I appeal from the decision of the chair."
9. Point of order: Challenges an error in procedure and requires a ruling by the chair. "I rise to a point of order" or "Point of order!"