

Parliamentary procedure is one of the most vital aspects of a business meeting. Using it correctly makes the meeting run more smoothly and quickly and helps members follow along. As an officer, you must understand the basic parliamentary procedure that is required to run a regular 4-H business meeting. Take this responsibility seriously by assisting your fellow officers and club leaders in enforcing correct parliamentary procedure at all meetings. Use this guide to teach your club members about parliamentary procedure so they can understand the formula for running a good business meeting. For more parliamentary information, you may also want to use *24 Parliamentary Procedure Quick Facts for Your Club* and *The Meeting Will Come to Order* (4-H 440).

Rules for handling motions *

Types of motions	Order of handling	Must be seconded	Can be discussed	Can be amended	Vote required ¹	Vote can be reconsidered
Main Motion						
To present a proposal of assembly	Cannot be made if any other motion is pending	Yes	Yes	Yes	Majority	Yes
Subsidiary motions²						
To postpone indefinitely action on a motion	Has precedence over above motion	Yes	yes	No	Majority	Affirmative vote only
To amend (improve) a main motion	Has precedence over above motions	Yes	Yes, when motion is debatable	Yes, but only once	Majority	Yes
To refer motion to committee (for special consideration)	Has precedence over above motions	Yes	Yes	Yes	Majority	Yes
To postpone definitely (to certain time) action on a motion	Has precedence over above motions	Yes	Yes	Yes	Majority	Yes
To limit discussion to a certain time	Has precedence over above motions	Yes	No	Yes	2/3	Yes
To call for vote (to end discussion at once and vote)	Has precedence over above motions	Yes	No	No	2/3	No
To table motion (to lay it aside until later)	Has precedence over above motions	Yes	No	No	Majority	No
Incidental motions³						
To suspend a rule temporarily (e.g., to change order of business)	No definite precedence rule	Yes	No	No	2/3	No
To close nominations ⁴		Yes	No	Yes	2/3	No
To reopen nominations		Yes	No	Yes	Majority	Negative vote only
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁵	These motions have precedence over motion to which they pertain	No	No	No	Majority	Negative vote only
To rise to a point of order (to enforce rules or program) ⁵		No	No	No	No vote, chairperson rules	No
To appeal from decision of the chairperson (must be immediately) ⁶		Yes	Yes, when motion is debatable	No	Majority	Yes

Types of motions	Order of handling	Must be seconded	Can be discussed	Can be amended	Vote required ¹	Vote can be reconsidered
Privileged motions						
To call for orders of the day (to keep meeting to program order of business) ⁶	Has precedence over above motions	No	No	No	No vote required ⁷	No
Questions of privilege (to bring up an urgent matter — concerning noise, discomfort, etc.) ³	Has precedence over above motions	No	No	No	Majority	No
To take a recess	Has precedence over above motions	Yes	Yes, if no motion is pending	Yes	Majority	No
To adjourn	Has precedence over above motions	Yes	No	No	Majority	No
To set next meeting	Has precedence over above motions	Yes	Yes, if no motions is pending	As to time and place	Majority	Yes

Unclassified motions						
To take motion from table (to bring up tabled motion for consideration) ⁸	Cannot be made if any other motion is pending	Yes	No	No	Majority	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ⁹		Yes	Yes, when motion is debatable	No	Majority	No
To rescind (repeal) decision on a motion ¹⁰		Yes	Yes, when motion is debatable	No or 2/3	Majority	Yes

¹ A vote is always lost except on a motion to appeal from the decision of the chairperson (see "Incidental Motions") when a tied vote sustains the decision of the chairperson.

² Subsidiary motions are motions that pertain to a main motion while it is pending.

³ Most incidental motions arise out of another question that is pending and must be decided before the question of which they arise is decided.

⁴ The chairperson opens nominations with "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot, or from the floor. A member may make a motion to close nominations, or the chairperson may declare nominations closed after assembly has been given a chance to make nominations.

⁵ The mover may request to withdraw or modify his or her motion without consent of anyone before the motion has been put to assembly for consideration. When a motion is before the assembly and if there is no objection from anyone in the assembly, the chairperson announces the motion is withdrawn or modified. If anyone objects, the request is put to a vote.

⁶ A member may interrupt the speaker who has the floor to rise to a point of order or appeal, call for orders of the day, or raise a question of privilege.

⁷ Orders of the day may be changed by a motion to suspend the rules. (see "Incidental Motions.")

⁸ Motion can be taken from the table during the meeting when it was tabled or at the next meeting.

⁹ Motion to reconsider may be made only by one who voted on the prevailing side. A motion to reconsider must be made during the meeting when it was decided or on the next succeeding day of the same session.

¹⁰ It is impossible to rescind any action that has been taken as a result of a motion, but the unexecuted part may be rescinded. Notice must be given one meeting before the vote is taken, or if voted on immediately, a 2/3 vote to rescind is necessary.

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