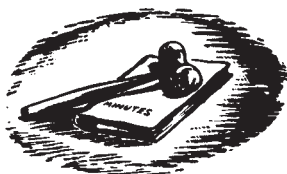


Special Circular 23

# *How To Conduct A Meeting:*

PARLIAMENTARY PROCEDURE



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# Why This Handbook?

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PARLIAMENTARY procedure comes naturally and easily after a little practice. In the beginning, however, you may want to refer to this handbook to check what-comes-next.

How is it that *parliamentary procedure* has become so well established? Most organizations use it in one form or another. Even our Congress proceeds by parliamentary rules.

One reason is that business can be disposed of more efficiently by following a definite procedure. But that isn't all. What is more important for us Americans is the fact that parliamentary procedure has grown out of our long tradition of democracy. In one way, it is democracy in action! People getting together to decide . . . thinking, talking, discussing and weighing the question . . . until their own and their neighbors' ideas form a body of opinion.

For we must at every opportunity make it possible for the will of the majority to prevail. Yet the minority must be protected at every turn by the guarantee of certain individual rights.

If your group is to make wise decisions, two things are necessary. First, each member must carefully consider, perhaps study, the question. Secondly, both advantages and disadvantages need to be weighed. This is why an *educational* meeting is sometimes scheduled in advance of a *business* meeting. Or the meeting is planned so that education and business are combined.

Discussing the question beforehand in your group makes for education. Here are some ways to stimulate group analyses: (1) Start an informal discussion in which everybody takes part; (2) organize a panel with four or five members sitting at a table and discussing the question among themselves, deferring or referring occasionally to the floor; (3) plan a lecture forum with a speaker and discussion afterwards; or (4) arrange for a debate.

In all cases, much depends on the president or chairman: which is why you'll find it helpful to know some of the common rules of parliamentary procedure outlined briefly in this handbook.



¶ For more complete information on Parliamentary Procedure, ask your librarian for Robert's Rules of Order, a standard reference. If you are interested in more information about methods of group analyses and discussion, inquire about these too at your library.

# *The Order of Business*

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Every well-run organization has an accepted order of business. The order used most often is as follows:

1. *Meeting called to order.* The chairman or president stands and says, "The meeting will please come to order." If the meeting has been called specially, he should also briefly state the purpose of the meeting: why it has been called.

2. *Roll call by the secretary and response by the members.* Each member responds by saying "President" when his name is called, or by giving some other suitable response.

3. *Reading the minutes of the previous meeting.* These are read by the secretary, and are then open for corrections. Any member may make a correction by standing and addressing the chair. Or the president may simply tell the secretary what changes to make. The secretary then makes the corrections; if there are many of them, the minutes are re-read as corrected. It is always wise to keep as accurate and as complete minutes as possible. Minutes are the record of business proceedings. As such, it is often necessary to refer back to the minutes of a meeting to find out what was decided about one or another important question.

4. *Approval of the minutes.* If correct, the president may say, "The minutes stand approved as read (or as corrected)." Or a motion to accept the minutes may be duly made and seconded from the floor, then voted upon.

5. *Presenting names (or initiation) of new members.* This step is omitted, of course, when there are no new members, or in organizations where it is not the custom.

6. *Reports of officers and committees.*

- A. Officers' reports such as (1) Treasurer, (2) Corresponding Secretary.
- B. Reports of standing or permanent committees such as (1) Program Committee, (2) Welfare Committee, (3) Youth Committee.
- C. Reports of special or temporary committees such as (1) Drama Committee, (2) Discussion Committee, (3) Picnic Committee.

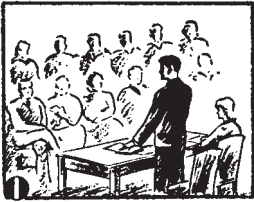
Only committees that have a report to make need to be called. In each case, the president calls upon the chairman of the committee to make the report. A motion to accept or adopt the report must then be duly made and seconded. Not until this is done is the matter open for discussion and amendment.

7. *Unfinished business.* This includes any business left over from the previous meeting.

8. *New business.* Any new business to be taken up may be presented (1) in the form of a resolution or (2) as a simple motion from the floor. Such a motion must be duly seconded, and is the open to discussion before a vote is taken. It is always well to give careful consideration to the wording of a motion or resolution on new business. State the facts clearly and briefly. Otherwise, the question may not be fully understood, and decisions delayed.

9. *Motion to adjourn.* this motion must be made and seconded like all other motions, but it is not debatable. The meeting is not adjourned until the motion is duly voted on and the president (or chairman) announces that it has been carried. He then says, "The meeting is adjourned."

# THE ORDER OF A BUSINESS MEETING



*President or Chairman rises and says: "The meeting will please come to order ..."*



*Secretary calls roll, reads minutes which are then duly approved or corrected and approved.*



*Report by Officers and Committee Chairmen are accepted or discussed.*



*Left-over business is finished; new business is presented, discussed.*



*Meeting ends: but only after vote to adjourn is taken and announcement by Chairman that meeting is adjourned.*

# About Making Motions

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The word "motion" is simply a name used for the procedure of getting a matter before a group. When a member says, "I move that we give \$50 to buy playground equipment for the school," he has made a motion. When the motion is talked about and discussed, it is often called "the question."

Business may be presented to an assembly in two ways:

1. By a simple motion
2. By a resolution

After being presented to the assembly, both are considered in exactly the same manner.

Simple motions are usually short, and are presented without much previous preparation. As a rule they are not written down before presentation. Wherever possible, however, written form is more satisfactory.

Resolutions are often long, and usually the result of some careful thought and planning. They are always written and take some such form as the following:

*Whereas*, this community has a large group of boys and girls

*Whereas*, these boys and girls have already had experience in boys' and girls' club work but are at the present time without leadership and supervision.

*Be it resolved*, that this organization take upon itself the responsibility for supplying this leadership and supervision for the coming year, and that the effective carrying out of this matter be left to the boys' and girls' committee.



## FOUR KINDS OF MOTIONS

Some motions have the “right of way” over others. Therefore, from the standpoint of order they are usually classified in four groups; main (or principal) motions; subsidiary motions; incidental motions; and privileged motions.

*Principal Motion.* A main (or principal) motion is one made to bring any particular subject before the group for consideration. It may take the form of a simple motion, or a resolution. Such a motion cannot be made when any other question is before the group, and it must give way to all other types of motions. Main motions are:

1. Adoption of a motion or resolution
2. Amending the constitution
3. Rescind or repeal a previous motion
4. Ratify or confirm an action taken

*Subsidiary Motion.* This is one used to modify the principal motion, or to dispose of it in some way other than by direct vote. It must be decided before the main motion, and is considered after privileged and incidental motions. The subsidiary motions are:

1. To postpone indefinitely
2. To amend
3. To refer to committee (commit or recommit)
4. To postpone to a certain day
5. To limit or extend debate
6. To move the previous question (to stop debate)
7. To lay on the table

These subsidiary motions are listed here in their order of importance to the principal motion, but must be considered in the reverse order. Thus, a motion “to lay on the table” comes before all others, while a motion “to amend” takes precedence only over a motion “to postpone indefinitely.”

*Incidental Motion.* An incidental motion is one that comes up incidentally when other motions are being considered, and must be disposed of before the principal motion or a subsidiary motion can be acted upon. The incidental motions are:

1. To suspend the rules
2. To withdraw a motion
3. Reading of papers
4. Objection to consideration of a question
5. Appeals (from decision of chair, division of house, or point of order)

*Privileged Motion.* A privileged motion is one relating to the well-being of the group or of any of its members. Because of its importance to individual members it takes precedence over all other questions. The privileged motions are:

1. Orders of the day
2. Questions of privilege
3. To take a recess
4. To adjourn
5. To fix time to adjourn

These privileged motions are also listed in their order of importance to the principal motion, but must be taken up in the reverse order. Thus a motion

“to fix time to adjourn” must be considered first, next a motion “to adjourn,” and then a motion “to take a recess.”

## HOW TO MAKE A MOTION

The following procedure is generally recognized as good form in making a motion.

*Obtain the floor as follows:*

Stand. (Except in very small or informal meetings, the president should also stand when speaking.) Address the chairman or the president and say “Mr. President” or “Madam Chairman.” The chairman then recognizes the speaker by saying “Mrs. Smith” or “Mr. Jones.” The speaker may not present the motion until recognized by the chairman.

*State the motion carefully.*

This is usually done by saying “I move that—— ———,” or “I move the adoption of the following resolution.” It is often well to have the motion prepared in written form before the meeting.

*The motion must then be seconded.*

A motion cannot be discussed unless it is seconded; also, unless it receives a second, it is lost. Any eligible voter, other than the one who made the motion, may second it. He (or she) may remain seated, saying simply, “I second the motion.”

*The chairman must repeat the motion in full.*

The usual statement is: “The motion has been made and seconded that . . . . . Is there any discussion?”

*The Motion is then open for discussion.*

This is done by members of the group, who obtain the floor by (1) standing, (2) addressing the chair saying "Mr. Chairman," and (3) being recognized by the chairman who says "Mr. Smith."

A good chairman encourages as much discussion as possible. In this way, the facts and merits of the question are brought out, and members can vote more intelligently. Thorough discussion often prevents people being dissatisfied afterwards. The person who makes the motion is usually given the opportunity to open and close the discussion.

*After the discussion, the vote is taken.*

Methods of voting are discussed on Page 14.

## HOW TO AMEND A MOTION

An amendment to a motion is really a new motion made to change or modify the previous motion which is under consideration. An amendment may do one of four things:

1. *Add or insert* a certain word or words, or a sentence, to the motion under consideration.
2. *Strike out* a certain word or words, or a sentence, in the motion under consideration.
3. *Substitute* another motion for the one being considered.
4. *Substitute* words or replace wording under consideration.

An amendment, like the principal motion, must be seconded. It is also debatable, and may again be

amended. The proper form for making an amendment is: "I move to amend the motion to read . . . ." or "I move to amend the motion by . . . ."

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion, must be voted upon as amended. On the other hand, if the amendment is lost, the motion is voted upon as originally stated.

In case of an amendment to an amendment, the last amendment is always voted upon first. If it is carried, the preceding amendment is then voted upon as amended.



# Four Ways of Voting

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When the discussion is over, the chairman repeats the motion. Or he may have it read by the secretary. He then puts it to a vote. The following four methods are commonly used:

1. *Voting by Acclamation: "Aye" or "Nay."* This is probably the most commonly used method of voting. However, it has both advantages and disadvantages:

*Advantages:* It is the quickest method. For unimportant questions, or where there is no doubt about the wishes of the majority, it is very satisfactory.

*Disadvantages:* (1) The minority group may produce enough sound to "drown out" the majority, (2) the chairman has an unusual opportunity to favor the outcome if the vote is close, (3) the side voting first (which must always be the affirmative) has a decided psychological advantage.

2. *Voting by Standing or Raising the Hand.* This method overcomes the first two disadvantages of voting by acclamation ("Aye" or "Nay"). The majority and the minority are clearly identified—from the floor and from the chair. This method is advisable for all important matters, where the two following methods are not used, and where the result of the voter would otherwise be uncertain.

3. *Voting by Roll Call.* Sometimes also called "Yeas and Nays." Roll call gives every voter a chance to

register his choice. It is used for matters of importance, each person's vote usually being made a matter of record. Legislative bodies, therefore, use it frequently.

4. *Voting by Ballot.* This takes more time. Slips of paper are first passed around to the voters who write the name of the person they prefer, or "yes" or "no" on their slip. To make voting by ballot more speedy, tellers may be selected to collect and count ballots.

Voting by ballot has these advantages: first, it is secret. No one person need influence the vote of another; second, it is accurate. Every person has a chance to vote and get a fair decision. Thirdly, the decision is not known until all ballots are cast.

## THE CHAIRMAN'S VOTE

The chairman always has certain reserve privileges in voting. In most cases it is probably better if he (or she) does not vote, especially when the vote is public. The chairman is the conductor of the debate and should, in most cases, remain as impartial to either side as possible.

However, if the vote of the chairman will make a tie, and if he is a member of the body and has not voted, he may cast his vote and thereby cause a tie. The motion is then lost. Or, if the vote is a tie without the vote of the chairman, he may, if he wishes, cast his vote in the affirmative and thus carry the motion.

However, when voting by ballot, there is this important difference: the chairman must vote with the other member, and *then has no deciding vote.*

# *Can you follow through on a motion?*

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1. Stand and address chair by saying:

*"Mr. Chairman"*

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2. Now state your motion briefly and clearly:

*"I move that we spend \$50 for playground equipment."*

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3. Another person seconds your motion by saying:

*"I second this motion."*

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4. The motion is now open for discussion and this question is raised:

*"Mr. Chairman, where will we get the \$50?"*

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5. The floor now discusses the question fully. Mr. Smith says:

*"I had in mind taking the \$50 from the Treasury . . ."*

Mrs. Jones dissents. Others express their opinions. Mrs. Jones then moves to amend Mr. Smith's motion:

*"I move that we spend \$50 for playground equipment and raise this amount by a Basket Social."*

Someone then says:

*"I second this amendment."*

Members of the group now discuss the amendment. An amendment must always be disposed of before the principal motion can again be considered.

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6.





## Read across both pages

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Chairman (or President)  
recognizes you by saying:

*"Mr. Smith"*

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Chairman makes sure your  
motion is seconded:

*"Is there a second to this  
motion?"*

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Chairman is now ready to repeat  
motion as seconded:

*"The motion has been made  
and seconded that we spend \$50  
for playground equipment. Is  
there any discussion?"*

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The Chairman directs the  
question to the floor:

*"Will the person who made  
the motion tell where he  
thinks we should get the  
\$50?"*

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The Chairman now calls for a  
vote on the amendment:

*"Will all those in favor of  
raising this money by a Basket  
Social raise their right hands?  
(Counts votes.) "Opposed?"  
(Again counts votes)*

The Chairman announces the  
vote on the amendment:

*"Amendment carried."*

Next the Chairman calls for a  
vote on the motion as amended,  
counts votes and states the  
outcome:

*"Will all those in favor of  
spending \$50 for playground  
equipment and raising the  
money by a Basket Social  
raise their right hands?"  
(Counts votes.)*

*"Will all those opposed  
raise their right hands?"  
(Counts votes.)*

*"Motion carried as amended."*

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# *How to Elect Officers*

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When a new club is being started, the first officers chosen to serve are usually *temporary*, for the organization period only. After the organization is perfected, permanent officers should be chosen. Or this matter can be taken up after a short period, such as three months.

## TEMPORARY OFFICERS

These serve only until permanent officers are elected. Usually only a president (or chairman) and secretary are necessary. Two methods of choosing temporary officers are frequently used. One is by a simple motion. The other is to have nominations from the floor, and voting by "Ayes" and "Nays" or a standing vote. It is usually wise to ask the candidates to leave the room while the vote is taken.

## PERMANENT OFFICERS

Permanent officers should always be chosen by ballot. Three methods of bringing up names are popularly used:

1. *Nominations from the floor* with a choice by ballot.
2. "*Informal*" ballot to indicate choice, followed by election via "formal" ballot.

3. *Suggestions by a nominating committee:* a "slate" with one or two names for each office.

In most organizations, nominations from the floor are satisfactory and speedy. Informal ballot followed by formal ballot is least likely to offend any of the candidates. However, the nominating committee's "slate" usually permits some knowledge of the qualifications of the candidate for the respective office.

In all cases, balloting should continue until a majority vote, over one-half of all the votes, has been received by one of the candidates.

*The chairman knows her parliamentary rules*



# *Keep Careful Records*

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Good records are a valuable asset to any organization. They are an accurate report of what is done in the business meeting: by the committees and by the officers. There are two kinds of records, namely, minutes and reports.

## MINUTES SHOULD BE COMPLETE

The minutes of the meetings are kept by the secretary. Books especially designed for such purposes are available or a notebook may be used.

It is well for the minutes of the business meeting to contain a complete record of what happened, including every motion whether lost or carried, and the names of the persons making and seconding them. Details of the discussion are not necessary. But a record should be made of what happened to every motion, indicating the number of votes on either side if the votes were counted. No personal opinions or comments should be included.

As suggested in the Order of Business (page 5), the minutes of a meeting must be read and opened for correction at the meeting that follows. Unless a regular minute book is used, the following method of keeping minutes is advised:

*Write on the right-hand page only.* Leave the left-hand page blank for possible corrections and additions.

Met on March 18th 1946 -  
8 P.M. at Mrs. Joe Green's.  
Roll Call - 17 members present  
Gabson's. Total attendance 26.  
Minutes of last meeting  
read and approved without  
correction.  
Treasurer's report read. Cash  
on hand \$18.64. Motion made by  
Mary Erickson and seconded by Ida  
Lins to accept report. Motion  
carried.  
Club work for next year  
discussed. Motion made by  
Carnie Strande seconded by Fern  
Hill that we give \$2.00 to the Red  
Cross. Motion carried.

Everything is included  
in these carefully kept  
minutes. Note that the  
left-hand page of the  
record book is left blank;  
for corrections that may  
be made at the meeting  
that follows.

## TWO KINDS OF REPORTS

From time to time, officers and committees should submit reports. Some of these should be written; particularly (1) Meeting-to-Meeting reports and (2) Annual reports.

### MEETING-TO-MEETING REPORTS

*Meeting-to-Meeting* reports do not necessarily have to be made at every meeting, but only when occasion warrants them.

The treasurer's report should include a record of all money received and all money expended for the organization by the treasurer. This report should be carefully balanced from time to time and a statement kept of the amount of money on hand. A checking account is a convenient and safe means of taking care of the money on hand, and paying the bills. Furthermore, it is wise for the treasurer to pay out no money except on a written order from the secretary, signed by the president.

Reports should be expected occasionally of the committees, and particularly the standing committees. This has been suggested under "Order of Business." When the report is called for, if there is no report to make, the chairman should say, "The . . . . . . . . . . committee has no report to make." When a report is given it should include a record of all committee meetings held, work done, money expended, and future plans, as well as anything else the committee wants the club to know about.

## ANNUAL REPORTS

Annual reports from all officers and standing committees given briefly and to the point lend a finishing touch to annual business meetings. As a matter of fact, every organization should have at least an annual report if it has no other records. These reports are particularly effective at the time the new officers and committees are chosen for the coming year. It is wise to have them in written form and a copy entered as a part of the permanent records of the organization. An auditing committee should be chosen at this time, to audit the final report of the treasurer and see that the account is accurately closed for the year. This is a valuable safeguard both for the treasurer and the organization.

## *Work Through Committees*

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Committees generally consist of an odd number of members of the organization (usually three or five) chosen for the purpose of investigating some certain thing or doing some special piece of work.

Committees offer two great advantages: first, they allow more time and greater opportunity for consideration of a question; second, they are a means of delegating responsibility in the organization. A committee is subject to the same rules of order as the assembly, except that it can act with greater freedom.

## HOW COMMITTEES ARE CHOSEN

A committee may be chosen in one of three ways: it may be appointed by the chairman; it may be selected by the officers or a general committee; or it may be elected from the floor. The first person named is usually chairman of the committee, although a committee always has the right to select its own chairman. The committee is always responsible to the main body and should report back to the assembly as discussed under "reports."

## TWO KINDS OF COMMITTEES

Committees are of two kinds: standing or permanent committees, and special or temporary committees.

Standing or permanent committees are usually chosen at the same time that new officers are chosen or very soon thereafter. They are chosen to consider things that need the constant attention of the organization, such as programs, the welfare of its members, or some special long-time project they have undertaken.

Special or temporary committees are chosen to take care of some special events, such as a play, debate, or a picnic. They are usually chosen when they are needed, and then dismissed when their work is completed.





# Parliamentary Terms

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1. *Acclamation.* A method of voting.
2. *Adjourn.* To close the meeting or session.
3. *Amend.* To change a motion by means of another motion.
4. *Amendment.* A change made in a previous motion. Such an amendment is debatable and may be reconsidered.
5. *Appeal from decision of the chair.* An incidental motion. Any member disagreeing with the chairman's decision may thus put the matter to a vote of the assembly. This is an order, even though another member has the floor. The member rises saying, "I appeal from the decision of the chair." If the appeal is seconded, the chairman must say, "Shall the decision of the chair be sustained?" It cannot be amended but may be reconsidered. A tie vote sustains the chair.
6. *Assembly.* The group of eligible voters gathered to transact the business of the organization.
7. *Ballot.* A method of voting.
8. *Chairman.* The person who presides at the meeting and who may be the president. The chairman acts in the capacity of umpire. Remarks by members are always addressed to the chairman. All names used are impersonal, such as "the member on my left," "the previous speaker," and "the president."
9. *Committee of the whole.* A method used to allow an assembly to consider a question with greater freedom than its rules allow. The committee of the whole, therefore, comprises the entire assembly. The procedure is as follows: the chairman of the assembly appoints some other person to preside as chairman of the committee of the whole. The assembly then "takes a recess" or "adjourns" and the committee meeting begins. When the assembly again convenes, the chairman of the committee of the whole makes a report of the work of his committee to the general assembly.

10. *Convene.* To meet, or call to order.
11. *Debatable.* The discussion of a motion or question according to the rules of order.
12. *Discussion.* Debating or talking about a motion or question. Discussion must always follow the accepted rules of order.
13. *Division of the house.* If any member of the assembly is dissatisfied with the result of the vote as announced by the chairman, he may call for a "division of the house," or "division of the assembly," or just "division." The chairman says, "A division is called for; those in favor of the motion will rise." The chairman then appoints "tellers" to count those standing. Announcing the number, the chairman says, "Those opposed will rise." They are also counted by the teller, and the chairman announces the result.
14. *Fix time to which to adjourn.* This is a privileged motion which takes precedence over all others.
15. *Lay on the table.* A subsidiary motion, the purpose of which is to postpone consideration to a more convenient time. This is often considered a polite way of defeating a motion with the assumption that it is to lie on the table permanently. If carried, a motion to "lay on the table" usually takes with it everything concerned with the question. It is not debatable, and cannot be amended.
16. *Majority.* Over half the votes cast.
17. *Meeting.* The time an assembly remains together without adjournment. A call to order after an adjournment constitutes another meeting.
18. *Minutes.* The written records of the proceedings of the meetings, as kept by the secretary.
19. *Motion.* The accepted name applied to the procedure of getting a matter before a group or assembly.
20. *New business.* Matters which have not been formally discussed before, but are brought up for the first time.
21. *Nomination.* Suggesting the name of a person for an office, to be used at the time of election. It is not a motion, and requires no second.

22. *Objection to consideration of a question.* An incidental motion. The object of this motion is to avoid consideration of a question which is irrelevant or otherwise improper. Such an objection may be made to any principal motion, but only when it is first introduced and before it is debated. It can be made when another member has the floor, and does not require a second. It cannot be debated or amended. The chairman may decide the point, or may put the question, "Will the assembly consider it?" If decided in the negative by a two-thirds vote, the matter is dismissed.
23. *Obtain the floor.* Securing the right to speak, either to make or discuss a motion.
24. *Orders of the day.* To call for orders of the day is a privileged motion. This commonly refers to the order in which the assembly has decided to take up its matters of business. To change this order of business after the time for consideration of each question is once set, requires a vote of the assembly.
25. *Plurality.* The person receiving the greatest number of votes. It is not necessarily the majority, although it may be.
26. *Point of order.* An incidental motion made to correct disorder in the proceedings or in the deportment of members. Any member may obtain the floor and say, "I rise to a point of order." The member then states the point, and the chairman decides whether it is well taken. It does not require a second, and cannot be debated except that the chairman may ask for the opinions of others before giving his decision. Neither can it be amended, but it may be reconsidered.
27. *Previous question.* To "move the previous question" is a subsidiary motion. Its object is to bring the question which is under consideration before the assembly for vote without further debate. It cannot be debated and cannot be amended. It requires a two-thirds vote for its adoption.
28. *Question.* The motion before the assembly is called "the question." When members wish to close the discussion and put the matter to a vote they may call "question-question."
29. *Questions of privilege.* This is a privileged motion concerned with the health of the members. The form is: "Mr.

Chairman, I rise to a question of privilege.” The chairman then says, “The speaker will state his question of privilege.” The chairman then decides on the merits of the case. Although another member may have the floor, the question is in order, and requires no second. It is debatable, may be amended, and may be reconsidered.

30. *Quorum*. A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the constitution.
31. *Reading of papers*. An incidental motion. Every member has the right to hear papers read once before he is compelled to vote on them. When thus requested, the chairman may ask that the papers be read, or may put the question to a vote of the assembly. Such a motion cannot be debated or amended.
32. *Recess, Take a*. A privileged motion used to secure a resting period or intermission without adjourning the meeting. If the time to resume the meeting is named in the motion to take a recess, it cannot be amended or debated. However, if the time is not named, it may be debated or amended.
33. *Reconsider*. “To reconsider” is a means whereby a decision once made and which later seems wrong, may be corrected or changed. It must be made by some persons who voted on the affirmative side of the question. It cannot be amended or reconsidered. If carried, the original question is again put before the assembly. It usually takes the order of a principal motion.
34. *Refer to a committee*. This is often called to “commit” or “refer” or “recommit” and is a subsidiary motion. The usual form of the motion is to “refer the matter to a committee,” and it is well to name in the motion the committee if a standing one, or the method to be used in selecting the committee. Such a motion is debatable, and may be amended by altering the committee, or by giving it more specific instruction.
35. *Reports*. The records or findings of officers or committees (preferably in written form) which are submitted for consideration and approval at a meeting of the main body.

36. *Rescind*. A motion to rescind is designed to nullify a former action of a group or assembly when it is too late to reconsider the action. It may come up at any meeting as a new motion and has no privileges. If sentiment is exceedingly strong, a motion may be made to “strike from the records” the rescinded action. If carried, the secretary writes across the material in the records “stricken from the records by order of the assembly, (date).”
37. *Resolution*. A formal type of principal motion.
38. *Roberts’ Rules of Order*. A manual of rules of order for deliberative assemblies. This is a standard and authoritative source. It should be consulted regarding many detailed points which could not be included in this circular; likewise, as the authority for many statements which have been included.
39. *Second*. An indication that at least a second person approves of the motion.
40. *Simple motion*. Rather simple type of principal motion.
41. *Special committee*. A committee chosen for some particular purpose. When its object is attained, the special committee is usually discontinued automatically. However, a special committee, when it has not completed its work, may ask permission of the main body to “sit again.”
42. *Standing committee*. A committee appointed for a long period of time, often a year. Such committees are frequently named in the constitution.
43. *Standing vote*. A method of voting whereby members indicate their choice by standing.
44. *Suspend the rules*. An incidental motion used in urgent cases to save time. Usually resorted to only by unanimous consent. Cannot be amended or reconsidered.
45. *Unanimous ballot*. A ballot cast by the secretary or clerk for a candidate when he is the only person nominated for a particular office, and no one objects to him for that office. The usual form is for the chairman to instruct the secretary to “cast an unanimous ballot” for the candidate for the certain office. However, if anyone objects, the balloting must be done in the usual way.

46. *Unfinished business.* Motions that have not yet been decided, and have been left over from preceding meetings.
47. *Withdraw a motion.* An incidental motion permitting a previous motion to be withdrawn. It is not debatable, cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who made it with the consent of the person who seconded it and the chairman of the meeting, if done before decision or amendment.
48. *Yeas and nays.* A method of voting, sometimes called voting by roll call.

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