

PARLIAMENTARY PROCEDURE GUIDE  
For Diocese of El Camino Real Convention  
Most Likely Issues

**Adjourned Meeting (223) (Rule 22)**

When business must be held over to another time, motion to fix the time to which to adjourn before next scheduled meeting.

**Amend, motion to (90, 258) (Rule 12)**

Majority vote (except 2/3 for constitution, bylaws, rules of order or order of business previously adopted).

Takes precedence over motion to postpone indefinitely.

Must be made while motion is on the floor.

Maker of main motion can vote against it but cannot speak against the motion.

List of motions not amendable - Idiot's Guide P 301

Amendment of amendment cannot be amended (wait for vote on amendment)

**Call/Putting the Question; Previous Question (270; Rule 16)**

Closes debate, prevents further amendment while pending.

Precedence over motions to limit or extend debate; yields to motion to Lay on the Table, all privileged motion and to all applicable incidental motions. Main motion must have debate, if desired.

Motion to **recess** higher ranking than previous question.

Needs second.

Not debatable.

Not amendable.

2/3 vote

**Consent agenda (19) (Rule 41)**

Adopt a special rule of order to have a consent agenda.

Items on the consent agenda are voted without discussion. All the items must be printed for all delegates at the time it is presented. If anyone wants to remove an item from the consent agenda, it can be so requested. The request automatically (no second, no vote) removes the item from consent and puts it on the regular agenda for voting.

**Constitution Amendment (Article VII.5)**

2d reading - vote by orders. Need concurrent majority of all votes cast and approval of changes by Bishop.

**Division of the Question (127) (Rule 27)**

Second. Amendable. Not debatable. Majority vote

**Limit or extend debate (99, 269) (Rule 15)**

Sets time for debate

Needs second. Not debatable. 2/3 vote.

**Maintain order (210), (Rule 61)**

Chair can ask person to maintain order. Convention must vote to expel member or take other action such as censure, make member leave the hall, suspend rights.

Motion to expel needs second, debatable, majority vote, can't be reconsidered.

**MOTIONS**

**Motion, Object to consideration (258) (125) (Rule 26)**

No second. Not debatable. No second. Immediately made upon stating of motion.

2/3 negative not to consider.

**Motion, Postpone indefinitely (258) (Rule 11)**

Kills main motion for all of meeting. Second, debatable. Motion to amend main motion takes precedence over postpone.

**Motion Maker (Rule 33, p. 283)**

Owens motion until seconded and chair repeats and places it before assembly.

**Motion, amend (259) (346) (Rule 12)**

Precedence over main motion and Postpone indefinitely motion. Yields to all other subsidiary motions, except motion to divide. May not be made when another has floor.

Second. Debatable except when main motion is not debatable. Can have primary amendment, not secondary. Majority vote eve if main motion 2/3. Can be reconsidered.

**Motion, improper amendment (Rule 12, P. 132)**

Not germane to main motion

Would negate main motion

Amended question already decided in same session

Changes form of amendment

Converts one parliamentary motion to another

Strikes out word Resolved, or other enacting word

Frivolous or absurd

Would leave incoherent wording

Would convert primary amendment into improper form

**Motion amend by unanimous consent (Rule 12, P 137)**

Chair says unless objection will amend as stated by chair.

**Motion, substitute (260)**

Move to strike all or part, second, debatable. Not to be made during primary amendment consideration. Debate on main motion and substitute. After substitute motion, then

consider either substitute or main motion. During debate, both main and substitute motion may be perfected. After vote on amending main motion, chair takes amendments on substitute motion. Then vote to determine which motion is main motion. If substitute motion adopted as main motion, no amending.

**Motion, refer to committee (266)**

Maker of main motion may move that assembly act as the committee. Get report back time of comm.

**Motion, lay on table (271)**

Take up again in same meeting as opposed to postpone to next meeting.

**Personal Privilege (Rule 19)**

Relates to privileges of individual, e.g., incorrect record of member's participation or charges against a member's character.

Precedence over all other motions except Recess, Adjourn or Fix the time to which to Adjourn.

Person may state the question of privilege during other discussion. May ask situation be remedied or put in form of a motion and chair rules whether is a question of privilege and whether of sufficient urgency to warrant interruption. Undebatable appeal of ruling may be taken. If motion allowed, taken as any other motion, after which person previously holding floor resumes.

**Point of Order (117) (Rule 23)**

Used to correct a breach in the rules

No second

Not debatable. Presiding officer rules. Cannot be reconsidered.

**Postpone indefinitely (258) (Rule 11)**

Needs second. Debatable, during which can discuss main motion. If passed, kills main motion for duration of meeting unless motion to reconsider.

**Postpone to certain time (267) (Rule 14)**

Used to delay. Needs second. Time element debatable. Majority vote.

**Previous Question (270) See calling the Questions**

**Question of Privilege (272) (Rule 19)**

Relates to privileges of assembly as a whole, e.g, heating, ventilation, lighting, noise, or move to executive session, etc.

Precedence over all other motions except Recess, Adjourn or Fix the time to which to Adjourn.

Person may state the question of privilege during other discussion. May ask situation be remedied or put in form of a motion and chair rules whether is a question of privilege and whether of sufficient urgency to warrant interruption. Undebatable appeal of ruling may be taken. If motion allowed, taken as any other motion, after which person previously holding floor resumes.

**Quorum. ECR rule 2.17. R Rule 40, p.338**

President determines quorum if member questions. Barbara Miller has floor sheets (6/07). Member may make point of order to question quorum except when someone speaking; doesn't affect prior action unless presiding officer sees proof of prior absence of quorum.

**Recess (111, 271, 273) (Rule 20)**

Privileged motion (takes precedence over non-privileged). Second. Length of recess amendable. Attempt to amend countered by motion to call the previous question (see above). Never longer than a day. Longer time would be by adjourned meeting. Not debatable. Majority vote.

**Reconsider, Motion to (134) (Rule 37)**

Made by one who voted on prevailing side. Needs second. Debatable if motion it reconsiders is debatable. Majority vote. Cannot be reconsidered. Can be made but not considered when other business is pending. If adopted, original motion considered anew.

**Recount, call for. (199) Rule 45**

Motion soon after teller report. Second. Not debatable. Majority vote.

**Refer to a committee (266) (94) (Rule 13)**

Second. Debatable. Majority vote. Member may move that assembly act as committee which would remove debate limits. (If no stipulation on return date/time, could die.)

**Rules of Order - Change (Rule 2)**

Cannot be done when issue is pending, i.e., during whole ballot process, except:

1. Suspend the rules motion **(129) rule 25**. Second, not debatable or amendable. 2/3 vote. No reconsideration. Must state purpose and exclusive for that purpose. Can combine purpose motion in motion to suspend rules. Or
2. Lay election on table. Majority vote. Must move to take from table. Second. Not debatable. Not reconsidered. **Rule 17**.

**Seating Issues.**

Refer to Comm. on Credentials

**Substitute motion (260) (Rule 12)**

Changes are more encompassing than amendment of a few words; could be whole new motion.

Needs second. Amendable (but amendments on main motion taken first so as to make main motion more attractive)

Assembly decides which is main motion by voting (majority) on question whether to substitute motion (which may have been amended). Then vote on substitute or main motion depending on vote whether to consider substitute motion

**Table, Lay on (104) (Rule 17)**

Set aside to be brought up in same meeting. Needs second. Not amendable or debatable. Majority vote needed. Used to make room for urgent business. Same procedure to take from the table.

**Vote Manner (Robert's p 274, 398)**

The President can decide how to take votes, by show of hands, rising, voice, but the assembly must vote to take a vote by ballot or roll call. Someone can move for vote by ballot. It must be seconded. Is not debatable. Takes majority vote.

**Vote, call for division (68) (Rule 29)**

Anyone can call for a division if doubts the result of a vote. No second needed, not debatable. Vote on the motion - majority. If yes, then take the vote on the question in a manner different from the previous vote, i.e., doubted voice vote may be taken visually or by a rising vote. The President can call the vote from the standing votes, or can call for a count by tellers. If still a problem then could go to paper vote.

**Withdraw or modify motion (122) (Rule 33c)**

Brought by motion maker without permission of seconder before chair states motion.

Does not need permission of assembly. Can be after second but before chair repeats the motion.

Once chair states motion, assembly must agree to withdraw or modify. Chair can ask for general consent or if any objection, take vote - majority.

Before chair states motion, another member may ask if maker will accept change. If maker rejects change, can be by amendment after motion in front of assembly. If maker accepts change, changed motion pending (friendly amendment).