



George Tadlock Unit 472

American Legion Auxiliary - Department of California - First Electronic Unit in the Nation

Parliamentary Procedure

- [Welcome](#)
- [News](#)
- [Membership](#)
- [Programs](#)
- [Meetings](#)
- [Resources](#)
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- [Payment Center](#)
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[National Association of Parliamentarians](#)

[Parlipro Online](#) ~ Promoting the study and teaching of Robert's Rules of Order Newly Revised

[US House of Representatives Committee on Rules](#)

[Official Robert's Rules of Order Web Site](#)

Parliamentary Points ~ Available through Department or [National Emblem Sales](#)

Robert's Rules of Order, Newly Revised (11th Edition) Available through [National Emblem Sales](#) or a local book store

Principles of Parliamentary Law
are based on:

- Justice for all (equal rights)
- Courtesy to all (as in life)
- One thing at a time (keep order)
- Rule of the majority
- Rights of the minority

par-lia-men-tar-i-an

1. an expert in the rules and usages of a deliberative assembly
2. usually quiet and neutral
3. should be completely familiar with Robert's Rules of Order, Newly Revised, Parliamentary Law, and the Constitution and Bylaws of the organization
4. appointed by presiding officer
5. expresses opinions to the Chair (who may follow or disregard the advice)

[Forms of Voting](#)

[Resources](#)

[Procedures for Handling a Main Motion](#)

[For Your Information](#)

Processes of AmendingVotingWording a Motion

Types of Motions	Definitions	Procedures
	Motions that bring a Question again before the Assembly	
	Take from the Table	Requires a second Requires a majority vote
	Rescind or Amend Something Previously Adopted **	* Requires a second Debatable Can be amended
	Discharge a Committee **	* Requires a second Debatable Can be amended
	Reconsider	* Requires a second Debatable * Requires a majority vote
Incidental	Incidental motions are related to the parliamentary situation in such a way that it must be decided before business can proceed.	
	Appeal	In order when another has floor Requires a second Debatable * Requires a majority vote * May be reconsidered
	Close Nominations or Polls	Requires a second Can be amended Requires a 2/3 vote
	Consideration by Paragraph or Seriatim	Requires a second Can be amended Requires a majority vote
	Create a Blank	Requires a second * Requires a majority vote
	Division of a Question	Requires a second * Can be amended Requires a majority vote

	Assembly	* In order when another has floor
	Objection to the Consideration of a Question	* Requires a 2/3 vote
	Parliamentary Inquiry	In order when another has floor No vote taken Chair responds
	Point of Information	In order when another has floor No vote taken Chair responds
	Point of Order	* In order when another has floor
	Reopen Nominations or Polls	* Requires a second Can be amended Requires a majority vote
	Request for Permission to Withdraw a Motion	* Requires a majority vote
	Suspend the Rules	Requires a second *Requires a 2/3 vote
Privileged	Privileged motions deal with special matters of immediate importance. They do not relate to pending business.	
	Fix the Time for Adjournment	Requires a second Can be amended Requires a majority vote May be reconsidered
	Adjourn	Requires a second Requires a majority vote
	Recess	Requires a second Can be amended Requires a majority vote
	Raise a Question of Privilege	In order when another has floor Usually no vote is taken The chair decides
	Call for the Orders of the Day	In order when another has floor Usually no vote is taken The chair decides

Subsidiary	Subsidiary motions are those applied to other motions for the purpose of appropriately disposing of them.	
	Lay on table - a temporary delay, but will die at end of next meeting if not addressed	Requires a second Requires a majority vote
	Previous Question (Close debate)	Requires a second Requires a 2/3 vote May be reconsidered
	Limit or Extend (Limit Debate)	Requires a second Can be amended Requires a 2/3 vote May be reconsidered
	Postpone to a Certain Time (or Definitely)	Requires a second Debatable Can be amended Requires a majority vote May be reconsidered
	Comment or Refer	Requires a second Debatable Can be amended Requires a majority vote May be reconsidered
	Amend	Requires a second * Debatable *Can be amended Requires a majority vote May be reconsidered
	Postpone Indefinitely	Requires a second Debatable Requires a majority vote *May be reconsidered
Main	Main motions bring new propositions before the assembly. Main motions are debatable, subject to amendment, and can have subsidiary motions applied to them.	Requires a second Debatable Can be amended Requires a majority vote May be reconsidered

* See *Robert's Rules of Order, Newly Revised* for more details

** An incidental main motion which usually requires a majority vote with previous notice or a 2/3 vote without previous notice

Forms of Voting

A voice vote is the most commonly used form of voting.

A rising vote is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A show of hands is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies if no member objects.

A count can be ordered by the chair or by a majority vote of the assembly.

General consent is a vote of silent agreement without a single objection.

A ballot or roll call vote can be ordered by a majority.

Rulings of the chair can be appealed.

Procedure for Handling a Main Motion

1. Obtaining and assigning the floor
 - a. Member rises and address chair
 - b. Chair recognizes member
2. How the motion is brought before the assembly
 - a. Member makes motion
 - b. Another member seconds motion
 - c. Chair states motion
3. Consideration of the motion
 - a. Members debate motion
 - b. Chair puts question and members vote
 - c. Chair announces result of vote

Processes of Amending

1. To insert or to add (a word, consecutive words, or a paragraph)
2. To strike out (a word, consecutive words, or a paragraph)
3. To strike out and insert (which applies to words) or to substitute (which is not applied to anything less than a complete paragraph of one or more sentences)

Resources

Parliamentary Points - Available through Department or [National Emblem Sales](#)

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Did You Know . . .

If the chair calls the meeting to order, but there is not a quorum present, the chair can close the meeting and it will count as a meeting.

"Are you ready for the question" means either be quiet or debate? The chair can say, "Is there any question?" No answer should be given.

"Stand at ease," is a new statement that means members may stand and chat while preparations are made for a program, etc. Members may not leave the area. 1 rap of the gavel brings the meeting back to order.

The president does not have to yield the chair to make a report. It is a custom in the ALA.

Voting

Plurality	Most votes regardless of majority
Majority	The number greater than half the votes cast
Two-Thirds	To determine a 2/3 vote quickly, double the negative votes cast, and if it is equal to or less than the affirmative votes cast, a 2/3 vote has been cast
Abstention	Means going along with the will of the majority

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Mission Statement

In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

Vision Statement

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.

