

## Parliamentary Procedure

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The individual running a meeting, be it the President, Vice President in her absence or the Chairman of a committee, is referred to as the Chair. Unless the Chair is very well versed in parliamentary procedure, questions of what procedure to follow in response to motions, questions, or challenges from the floor are certain to arise on occasion.

The following exercise is intended to familiarize members with a number of possible incidents and the appropriate action that would follow.

### The Chair Says

The Parliamentarian or other instructor reads statement. Members take turns acting as the presiding officer and offer the appropriate response. Correct responses are included as may be used for discussion during the exercise.

1. A motion was moved, several members call out "second" from the assembly.  
The Chair says.....
2. A committee reported and moved to recommend action on it. The Chair states the motion.  
A member states that the motion was not seconded.  
The Chair says.....
3. A motion has been stated by the Chair. The member then says she wants to withdraw her motion.  
The Chair says.....
4. A member has risen to point out that a quorum is no longer present.  
The Chair says.....
5. A member moves to adjourn. Important business that cannot wait should be considered.  
The Chair says.....
6. A member disagrees with the announcement of a vote result and calls "division."  
The Chair says.....
7. A motion to limit debate to 10 minutes was adopted. After 10 minutes an angry member complains that she wants a turn to speak to the motion.  
The Chair says.....
8. A motion was made and seconded to lay a pending motion on the table.  
The Chair says.....
9. A main motion was stated by the maker. The Chair asked for a second. No one responded.  
The Chair says.....
10. The Chair has made a ruling on the germaneness of an amendment. A member appeals the ruling.  
The Chair says.....

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### The Chair Says....

1. It has been moved and seconded to..... Is there any discussion, or are you ready for the question?
2. Any motion out of a committee has already been seconded in committee. No further second of the assembly is needed.
3. The Chair regrets that your motion has already been stated by the Chair and is now the property of the assembly.  
You may ask permission to withdraw it.
4. A quorum count will be called. If it is not present, we must adjourn or you may move to recess to recover the quorum, or move for an adjourned meeting if you feel the business under consideration cannot wait.
5. A motion to adjourn has been made and seconded, but before the Chair takes a vote, we should consider the agenda item to \_\_\_\_\_. With no objection we shall extend the adjournment time to take care of this.  
(With objection take a vote, 2/3 to suspend the rule.
6. Division has been called for. We will retake the vote. All in favor of the motion to \_\_\_\_ please rise. Be seated.  
All opposed, please rise. Be seated. The motion to \_\_\_\_\_ is "adopted" or "defeated."
7. The time set by a 2/3 vote has expired. Debate is therefore closed. You may, however, move to extend time for another few minutes. It requires a second and a 2/3 vote.
8. Is your intent to kill the motion? If so, it requires a 2/3 vote. The motion is not debatable. If your intent is to take it from the table at a later time, the Chair suggests a motion to postpone. Then the motion is automatically on the agenda.
9. The Chair wishes to be sure all have heard and will repeat the motion. Then, is there a second? With no second the motion is not before you. The next order of business is \_\_\_\_\_.
10. The ruling of the Chair has been appealed. The Chair rules the motion germane because it relates closely to the main motion. Is there any discussion? Each member may speak once.