PARLIAMENTARY PROCEDURE
OMA Student Leaders Training Seminar

Five principles on which parliamentary rules are built:

1. Justice and courtesy to all—all members have equal rights.
2. One thing at a time.
3. The rule of the majority.
4. The rights of the minority.
5. Facilitate action, not obstruct it.

Starting a motion:

“I move that.....: or “I move to.....”
May contain only one item of business.

Seconding:

“I second the motion.”
If there is no second, the Chair declares that “the motion dies for lack of a second.”

If seconded, Chair states the motion, quoting the exact words. Discussion is allowed only on the question on the floor. Alternative “in favor” and “against” speeches may allow a more complete and fair presentation of differing views.

When there is no further discussion, or when a motion to end or limit debate passes (2/3), the Chair restates the motion on the floor, then calls for a vote.

“All those in favor of the motion say ‘Aye.’”
“All opposed to the motion say ‘No.’”
“The motion is carried (or defeated.)”

Kinds of motions:

A. **Main motions** are used to introduce a subject to the body for its decision. They may be made only when there is no other motion before the body. Only one main motion may be brought before the body at a time. It must be disposed of before any other main motion may be considered.

B. **Subsidiary motions** are those which may be applied to a main motion and have some effect on it. They are ranked in order of precedence with 1. as the highest.

1. Motion to table the main motion
2. Motion for the previous question (close debate)
3. Motion to limit (or extend) debate
4. Motion to postpone to a definite time
5. Motion to refer the main motion to a committee
6. Motion to amend
7. Motion to postpone indefinitely

C. **Privileged motions** take precedence over all other motions, for each call for some immediate decision. Privileged motions can become main motions and debatable, but only when no other business is on the floor. They are ranked in order of precedence with 1. as the highest.

1. Motion to set the time for the next meeting
2. Motion to adjourn
3. Motion to recess
4. Raising a question of privilege
5. Call for the “orders of the day”

D. **Incidental motions** consider procedural issues and are used to enforce correct rules of procedure. They arise from decisions previously determined by the group and also from the rights of members and of the group. There is no rank among these motions. They yield to privileged motions and also to the subsidiary motion “to table the motion.” They have no order of precedence.

- Appeal the decision of the Chair
- Motion to suspend the rules
- Object to consideration
- Point of order
- Point of procedural inquiry
- Point of information
- Withdraw a motion
- Consider the motion by paragraph (Divide the motion)
- Division of the assembly
- Motions related to voting
- Motion to postpone the reading of the minutes

E. **Special main motions** may only be introduced when there is no other business on the floor. They have no order of precedence.

- Motion to repeal (or rescind)
- Motion to reconsider
- Motion to take from the table
- Motion to discharge a committee

**Amendments** - three proper ways:
1. Motion to amend by inserting or adding
2. Motion to amend by striking out
3. Motion to amend by substituting a word, a phrase, clause, or an entire proposition within the motion under discussion
Amendments must be seconded to be acted upon, and may be discussed. No more than two amendments relating to the original motion may be pending at one time. An amendment may be amended. After voting, debate resumes on the amended motion if the amendment passed. Debate resumes on the previous motion if the amendment fails. If the alternate “in favor and against” method of organizing debate method is used, amendments should be proposed in a speech against the motion under consideration at the time.

The order of voting:

3. Main motion
   2. Amendment
      1. Amendment to the Amendment