

ASIC PARLIAMENTARY RULES & PROCEDURES

Based on Robert's Rules of Order, Revised 11th Edition



Principal Motions

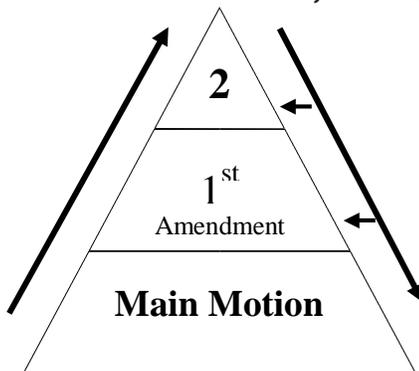
When a motion has been made, seconded and stated by the chair, the assembly is not at liberty to consider any other business until this motion has been disposed of. All motions should be seconded, which may be done without rising or addressing the Chair. ***The mover cannot withdraw his motion or the second after it has been stated by the Chair.***

- Procedure:
1. Motion is made.
 2. Seconded.
 3. Chair states the motion.
 4. Members debate the motion (unless no member claims the floor).
 5. The Chair *puts the question* (that is, puts it to a vote) to the Assembly.
 6. The Chair *announces the results* of the vote.

Subsidiary (Secondary) Motions

To Amend: This motion is “to change, add, or omit *words*” in the ***original MAIN MOTION***, must be seconded and is debatable and amendable.

To Amend the Amendment: This is a motion to change, add, or omit *words* in the ***FIRST AMENDMENT***, must be seconded and is debatable.



Procedure:

1. The first vote is to agree “to change, add, or omit words in the ***Second Amendment***”
2. The second vote is “to change, add, or omit words” in the ***First Amendment***, as amended, if at all.
3. The third vote is on adopting the main motion, as amended, by the first or second amendment.

Note: No more than 2 amendments may be considered by the Assembly at any one time. 1st and 2nd amendments are always in order but must be made before voting on Main Motion.

IMPORTANT NOTE: There are no friendly or unfriendly amendments. Once a motion to amend **has been seconded** and is **repeated by the chair** the motion belongs to the Assembly. NO permission is ever required from the original mover or from the one who seconded the motion in order to amend a motion!

To Postpone (or Table): A motion to postpone the question to some future time is in order, except when a speaker has the floor. **Debatable & Amendable**. This motion must be disposed first before discussion or voting on previous question (motion).

To Lay on the Table: The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the “near future” when a motion “to take from the table” would be in order. These motions are **NOT** debatable or amendable.

Move the Previous Question (NOT Call for the question!): This motion is a request for the Chair to ask the Assembly if they wish to close debate on the pending question. This

motion may be made when debate becomes long and drawn out. Requires a second. The form is "Mr. Chairman, I move the previous question." The Chairman then asks, "Shall debate be closed and the question *now* be put?" **Not debatable.** If adopted by a **two-thirds** vote, then the original motion or question before the assembly is immediately voted upon.

To Reconsider: The motion to reconsider a motion that was carried or lost is in order if made on the *same* day or the next calendar day, **but** must be made by one **who voted on the prevailing side.** This is done so no question can continue to be reconsidered once approved or defeated. **Debatable & Amendable.** Requires 2 votes: 1st on whether it should be reconsidered and the 2nd vote on the original motion if motion to reconsider passed.

To Adjourn: This motion is always in order except:

- a. When a speaker has the floor.
- b. When a vote is being taken.
- c. After it has just been voted down.
- d. When the assembly is in the midst of some business which cannot be abruptly stopped.

Under all the above circumstances, the motion is **NOT debatable or amendable** unless the motion is made to adjourn to a definite place & time then it's debatable & amendable.

Point of Order: This motion is always in order, but can be used only to present an objection to a ruling of the Chair or some method of parliamentary procedure. The form is "Mr. Chairman, I rise to a point of order." The Chairman asks "Please state your point of order." After the member has stated his objection, the chair answers:

- a. "Your point of order is sustained" or,
- b. "Your point of order is denied."

If **any** member is not satisfied with the Chair's decision they may appeal to the Assembly. The Chair then addresses the assembly, "Shall the decision of the chair be sustained?" This is **debatable** and the presiding officer may discuss it without leaving the chair. Voted on like any other motion: Majority or tie vote sustains the decision of chair. Requires a **majority** of "no" votes to reverse decision of the chair.

Once a quorum has been established, does it continue to exist no matter how many members leave during the course of the meeting?

Yes, until Quorum is challenged. Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist until the chair or any other member notices that a quorum is no longer present. If the chair notices the absence of a quorum, he or she should declare this fact before taking any vote or stating the question on a new motion. Any member noticing the apparent absence of a quorum can and should make a **Point of Order** to that effect whenever another person is not speaking. It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a Point of Order relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when previous business was transacted, the presiding officer can rule that particular business invalid. Subject to appeal.