

# Guidelines for Participation in Parliamentary Process

## Handling A Motion:

1. Member **makes** a motion.
2. Another member **seconds** the motion.
3. Chair **states** the question on the motion.\*
4. Motion is **pending** and open for **debate**.
5. Assembly decides on the motion: adopts/rejects.
6. Chair announces results of vote.

(Page 48-51 – *Robert's Rules*, 2010 edition)

\*Until the chair states the question, the maker of the motion has the right to modify the motion or withdraw it entirely. i.e. with the agreement of the Second.

P. 59-RR: Fundamental Principle of Parliamentary Law:  
Only one question can be considered at a time; once a motion is before the assembly:

1. Adopts or rejects.
2. Or disposed in some other way.

## SECONDARY MOTION:

1. Made and considered while the main motion is pending.
2. Must be acted upon or disposed of before direct consideration of the main question can be continued.

P. 62-65-RR: Subsidiary Motions can be amended except:  
Motion to “Postpone indefinitely”, “Previous Question”, or “Lay on the Table”.

P. 54- RR: In cases where there seems to be no opposition in routine business, time is saved by procedure of  
GENERAL CONSENT:  
example: “If there is no objection ...”. If there is objection, chair states the question and allows debate and vote.

P.135-RR: AN AMENDMENT of the THIRD degree is not permitted.

P.153-RR: It is possible to introduce a “Substitute for the substitute” which CANNOT be amended, since it is a Secondary Amendment.

PP.153-162-RR: TO SUBSTITUTE:  
A substitute offered for a main motion or resolution (or paragraph), is a PRIMARY AMENDMENT and usually is in order ONLY when no other amendment is pending.  
HOWEVER, superseding this is GENERAL CONFERENCE RULE OF ORDER NO. 26 –  
“PROCEDURE FOR CONSIDERATION OF SUBSTITUTES” AND “AMENDING BY SUBSTITUTION”:

(Rule of Order No. 26 used when substitutes are offered for ORIGINAL Conference Reports of Boards, Committees, or Resolutions “even if amendments thereto are pending, a substitute therefore may be offered by any member moving that the same be substituted for the report, resolution, or amendment under consideration. The substitute shall be an alternative to what is before the house.”

Steps For G.C. RULE 26:

1. Debate limited to merits of substitution only, no amendments allowed.
2. Vote on substitute, if prevails by majority vote, becomes main motion.
3. Debate, amendment moves forward on main motion.
4. MAIN MOTION is voted upon with minimum of two speeches on each side of question.

PP. 138-139-RR: IMPROPER AMENDMENTS ARE THOSE ...

1. not germane to the question.
2. merely making adoption of amended question equivalent to rejection of original motion.
3. making question identical, or contrary to, one previously decided during the same session.
4. proposing to change one of the forms of amendment (i.e. “to insert or add; to strike out and insert; to substitute”) into another form.
5. having the effect of converting one parliamentary motion into another.
6. that strike out the word “Resolved” or other enacting words.
7. frivolous or absurd.
8. having incoherent wording or no rational purpose.
9. converting a primary amendment into an improper form.