

Fundamentals of Parliamentary Law

1. Ensuring the democratic process; justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit – the organization or assembly.
7. The purpose is to facilitate action, not obstruct it.

Organizational Documents

Articles of Incorporation

Bylaws (and/or Constitution)

1. Name
2. Object
3. Members – classes
4. Officers – duties
5. Meetings
6. Executive Board/Board of Directors
7. Committees
8. Amendment Procedure – adopted by super majority with previous notice
9. Parliamentary Authority

NOTE: Bylaws cannot be suspended, ignored, circumvented, substituted or changed.
They may be amended only by the process contained therein.

Standing Rules

1. Written rules related to the administration of an organization that are formally adopted
2. Adopted by majority vote; suspended by super majority vote

Rules of Order (Meeting Rules)

1. Written rules of parliamentary procedure that are formally adopted.
Adopted by majority/supermajority vote; suspended by super majority vote

Parliamentary Authority

1. Roberts Rules of Order Newly Revised (most current edition)
2. The Standard Code of Parliamentary Procedure (AIP)

Model Agenda for Meetings

1. Call to Order
2. Roll Call (record of attendance and ascertains whether a quorum is present)
3. Welcome
4. Adopt the Agenda (**Action**)
5. Approve the Minutes for Meeting on (date) (**Action**)
6. Treasurer's Report
7. Committee Reports
8. **Action Items** (Items that require a vote)
 - a.
 - b.
 - c.
9. Unfinished Business
10. New Business
11. Adjourn

Minutes of Meetings Guidelines

General guideline:

Minutes contain only what was done, not what was *said* by members.

“The Minutes must never reflect the secretary’s opinion, favorable or otherwise, on anything that was said or done.” RONR, p.446

“No action already taken can be changed by changing the minutes. Think of the minutes as a report on the weather at the last meeting; you cannot change what the weather did on that day. Nor can you change what the members did; you can only correct a misstatement as to what actually happened.” Cannon, p 136

Minutes Should Contain:

1. Name of organization, kind of meeting, date, time convened, attendance if required by rules;
2. Body of minutes: Verbatim motions as amended (if appropriate) whether adopted or defeated except those withdrawn; name of mover except if there is a special rule that requires name to be eliminated;
3. Other items to be included: Secondary motions only if adopted and only if needed for clarity; vote counts of counted votes including ballot votes; names of members in roll call votes, record of important report titles, name of reporter and action taken if any; points of order, appeals with chair’s ruling (whether sustained or lost);
4. Hour of adjournment followed by Secretary’s name/signature (“Respectfully submitted” is obsolete), date the minutes were approved.

Minutes Should NOT Contain:

1. Debate. No discussion at all, not even the secretary's or anyone's opinion on anything said or done;
2. The name of the seconder unless ordered by the assembly (meeting rules, standing rules or special rule);
3. Major arguments for or against any topic;
4. Names of members vote that were determined by the secretary looking around the room to see how they voted;
5. Content of reports, except for verbatim action taken;
6. Any guest speaker's remarks, or remarks on the speaker's remarks (only include the name of speaker and subject of speech)

MODEL ORGANIZATION MINUTES

(Name) Association

Minutes of Board of Directors Meeting

November 5, 2019

(Location)

1. Call to Order: President (name) called the Board of Directors meeting to order at 3:30 PM. He welcomed the Board.
2. Roll Call: Secretary (name) called the roll. There was a quorum. (**NOTE**: the names of those present and absent/excused may be included here or attached to the minutes. In any event there must be a record of attendance.)
3. Approval of the minutes of the Board meeting of October 6, 2019:
President (name) asked if there were any corrections, additions or deletions to the minutes. There were none.
WITHOUT OBJECTION the minutes were ADOPTED as printed (or APPROVED as printed.)
(**NOTE**: a regular vote may be taken if desired ie: It was MOVED and SECONDED to adopt/approve the Minutes as presented. The motion was ADOPTED.)
4. Treasurer's Report (or Financials):
Treasurer (name) presented the financial report for November. He fielded questions. The treasurer's report was received.
5. Announcements: (**NOTE**: Important information, announcements and dates may be reported here)
6. Committee Reports: The following reports were received:
 1. Scholarship Committee
 2. Health and Safety Committee
 3. Grievance Committee
 4. Elections Committee(**NOTE**: If the reports are written (preferable) then only referencing (listing) them is necessary, a very brief notation and summary may be added, if desired.

If the reports are oral, then a brief summary may be included. Important information and/or dates may be included. If the report includes a recommendation that needs a vote then it is taken up at the end of this section or under New Business.)

7. Old Business

1. The Scholarship Committee: The Committee's report on proposed increases in scholarships for next year had been postponed from the October 6, 2012 meeting and the Committee was instructed to further study the financial impact on the Association budget. Having completed its study, the Committee returned with a new recommendation as follows:

It was MOVED by the Scholarship Committee to increase the number of \$500.00 scholarships from 4 to 5. The Motion was ADOPTED. (**NOTE:** a second was not necessary as the motion was offered by a committee.)

There was no other Old Business.

8. New Business

1. There was discussion concerning making a donation to help with the relief effort for Hurricane Sandy.

It was MOVED and SECONDED that the Association donate \$500.00 to the American Red Cross to aid the victims of Hurricane Sandy. The Motion was ADOPTED.

2. It was MOVED and SECONDED to purchase new computer(s) for the Association office. The Motion was ADOPTED as Amended.

After some discussion it was MOVED and SECONDED to Amend the motion by adding "at cost of no more than \$1000.00." The Amendment was ADOPTED.

It was MOVED and SECONDED to Close Debate on the Main Motion as Amended. The Motion was ADOPTED.

3. The President (name) reported that the Executive Committee believed that the Association needed larger office space.

It was MOVED and SECONDED that the Association pursue obtaining larger office space.

After long debate it was MOVED and SECONDED to REFER this issue to a committee established to further study this issue and that committee shall report its findings to the Board of Directors no later than the March 2013 meeting. The Motion was ADOPTED. The issue was REFERRED to committee.

4. It was MOVED and SECONDED to raise the Association Dues from \$65.00 to \$100.00. The Motion FAILED.

It was MOVED and SECONDED to Close Debate on the Main Motion. The Motion was ADOPTED.

9. Executive Session

There was no need for an Executive Session

10. Date of Next Meeting

1. The next meeting of the Board of Directors will be December 4, 2012.
2. Bring copy of Bylaws for a discussion of possible amendments to the Bylaws.

11. Adjournment

It was MOVED and SECONDED to Adjourn. The Motion was ADOPTED (OR WITHOUT OBJECTION the meeting was ADJOURNED.) The meeting was adjourned at 4:55 PM.

NOTE: This format can be adapted to different needs. The important thing to remember is brevity and language form for motions and actions taken. Minutes never include actual conversation (what was said in debate) or opinions. If the minutes included these, then when they are approved the Board is also approving what someone said or a person's opinion.

Remember that the use of WITHOUT OBJECTION carries the same force as regular motions that were MOVED and SECONDED and thus must be reported in the Minutes showing the disposition of the action ie ADOPTED/FAILED etc.

All Minutes must be kept on file for reference. If the Board entered Executive Session, no minutes are kept of that session. If any actions were taken (motions adopted), then the record of those is kept in a Confidential File to which only the Board members have access. If an action taken in Executive Session needs to be public (ie the hiring of a staff member, then the action taken can be "reaffirmed" in regular session and only the reaffirmation appears in the minutes. All discussions and actions taken in Executive Session are strictly CONFIDENTIAL and may not be discussed outside the session except with members who were "entitled" to be present at the session. Entering Into and Rising from Executive Sessions requires appropriate motions or WITHOUT OBJECTION.

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Lay on the Table

(Table or Tabling)

The motion to “Lay on the Table” (commonly known as “Table” or “Tabling”) is almost never in order.

The purpose of the motion Lay on the Table is to temporarily set aside pending business or question in order to deal with an urgent matter or event.

This motion is widely misused because it is commonly confused with three other motions:

1. Postpone Indefinitely
2. Refer or Commit
3. Postpone to a Time Certain

If the desired outcome or effect is any of these three motions then the motion to Lay on the Table is out of order.

To do away with a pending motion without taking a direct vote the motion to Postpone Indefinitely must be used.

To further investigate, study or give additional deliberation by a specific group of individuals the motion to Refer or Commit must be used.

To delay consideration of a pending motion until a specified later time (not longer than a quarter of a calendar year) the motion to Postpone to a Time Certain must be used.

Lay on the Table temporarily disposes of a pending question, without debate, by a majority vote, with the condition that the question may be brought back for consideration by a majority vote after whatever caused the interruption has been disposed of. The use of Lay on the Table to satisfy any of the three above listed purposes infringes on the rights of the minority to debate.

Model Rules for the Conduct for (*Name of Association*) Meetings

1. All meetings of the (*Association name*) shall be conducted in accordance with (*Association name*) Bylaws, Rules and the current edition of Roberts Rules of Order Newly Revised (RONR.)
2. No member shall speak in debate more than twice to the same question/issue during the same meeting.
3. No member shall speak longer than three minutes at one time.
4. A member may yield his/her speaking time to another member but only for the unused portion of his/her allotted time.
5. All issues for discussion/debate must be properly moved and seconded.
6. Motions are open for debate only after the Chair has restated the motion.
7. Motions may be withdrawn by the maker only before debate has commenced. After debate has commenced, motions may be withdrawn only by consent of the body (board, council, membership, etc.)
8. The maker of the motion speaks to the issue first. The seconder does not automatically speak next.
9. Any issue or amendment to be voted on by secret ballot shall be open for discussion/debate prior to voting.
10. All requests for information and points of inquiry, order or privilege must be directed through the chair.
11. Every effort will be made to maintain a pro/con speaking order.

NOTE: The above is only a suggested model for basic meeting/standing rules. Adjust to fit your association needs. Once the Rules are adopted (by a majority vote) they will govern the conduct of meetings. If they are to be used for Board as well as General Membership meetings, then they should be adopted by both. You can have different Rules for each entity if desired. Remember: Once they are adopted and in force, Rules (**not** Bylaws) may be suspended for a period of time, single issue etc.) by a 2/3 vote of those present and voting.

Parliamentary Terms Used for Voting in Meetings

- 1. Quorum:**
- 2. Majority:**
- 3. Super Majority:**
- 4. Plurality:**

Types of Voting:

- 1. Voice**
- 2. Hand/Stand**
- 3. Teller**
- 4. Roll Call**
- 5. Secret Ballot**

Note: A call for a “Division (of the assembly)” may be used to invoke the next higher form of voting except for Roll Call and Secret Ballot. A formal motion must be offered for those.

Note: In general, any motion that limits or expands the rights of members will require a super majority to be adopted.

Voting and Abstentions

On issue that is important to your organization and its Bylaws and/or Rules is voting procedures and how to handle abstentions. Basically these procedures should be followed:

1. Ensure that your Bylaws contain the words “**present and voting**”, whenever voting is mentioned, or, ideally, in one location in the Bylaws that covers all voting instances.
2. By inserting these words, you ensure that abstentions are counted as neutral votes, as they are intended to be. Without this language abstentions are counted as negative votes.
3. This is not an issue on non-counted voice, standing and/or hand raising votes.
4. It can be an issue on counted votes (hand counts, teller counts, ballots, roll calls) where an exact count is required. In these cases, assuming that the proper language is in place, abstentions (people who choose not to vote ie don’t raise hand or stand to be counted or leave ballot blank) are not counted in the total votes cast which is used to determine the majority or super majority.
5. By utilizing this language, you insure that only those who choose to vote are counted and, by the same token, those who wish to abstain (remain neutral) are not denied the right to do so.
6. The chair never asks for abstentions. The only time that abstentions might be reported for the official record is on a ballot vote **only if** there is a requirement to report “blank ballots”.

Voting Rules (for Bylaws and/or Election Rules) to Consider:

1. **Knock Down Rule:** This rule provides for run-off elections between/among top vote getters only thus eliminating the possibility of multiple run-off elections (barring a tie vote.) This rule would apply to elections where a majority (not plurality) is needed.

Model Language: In the event no candidate(s) receives a majority vote, a second election shall be conducted between/among the top vote getters. The ballot for the second election shall contain the names equal to the available positions plus one.

2. **Waiver Rule:** This rule provides for the automatic election of candidates when the number of candidates equals the number of positions available.

Model Language: In the event that the number of candidates equals the number of positions available, the candidates shall be declared elected and no election shall be conducted.

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Purposes of Motions

Main Motions

A main motion brings a question before the body for consideration.

Subsidiary Motions

Subsidiary motions are methods of modifying, changing or disposing of main motions.

Incidental Motions

Incidental motions rise incidentally out of the business before the assembly and are, in general, concerned with the rights and privileges of members.

Privileged Motions

Privileged motions have to do with special matters of immediate and overriding importance, which without debate, can interrupt (with some exceptions) consideration of anything else.

Motions

1. A motion must be **seconded** in order to be considered (with few exceptions.) Motions forwarded by a committee **are already seconded** since committees have more than two members, **thus a second from the floor is unnecessary.**
2. After a motion has been offered and seconded, the Chair restates the motion before discussion/debate may commence. The motion **does not belong** to the “body” until after the Chair has restated the motion. This also clarifies for the delegates what is being offered. Once the motion “belongs to the body”, **it may be withdrawn only with the approval of the body, not the maker.**
3. The person who makes the motion speaks to the motion first. The person who seconded the motion **does not** automatically speak second, unless the maker of the motion yields a portion of his/her time to the person who seconded or there is an association rule to the contrary.
4. A **Main Motion** may be amended only **twice** at any one time (Primary and Secondary.) A **Primary Amendment** is offered to amend the Main Motion. A **Secondary Amendment** is offered to amend the Primary Amendment **not** the Main Motion. Once an amendment has been disposed of then another amendment may be offered.
5. Most motions to amend should be to “amend by substitution, deletion and/or addition.” Not many amendments will fall outside of those three categories. There may be only one amendment to the Main Motion (Primary) and one amendment to **that** amendment (Secondary) on the floor at any one time. Each time an amendment is offered, a **new** speaking order is established **until** that amendment is resolved. After the amendment has been resolved, **debate returns to the original speaking order** (unless a new amendment is offered.)
6. Points of Order, Requests for Information (asking for information – not giving information), and Parliamentary Inquiries **take precedent** over debate.
7. Main motions (along with all pending amendments) may be postponed (to a certain time), postponed indefinitely (effectively killing it) or referred (usually to an appropriate committee, task force, governance entity.)

Motions

Robert's Rules of Order Newly Revised 12th Edition

Key: **S** = Second needed; **D** – Debatable; **d** = debatable only on merits of the motion; **A** = Amendable; **a** = limited amendment; **M** = Majority vote; **2/3** = 2/3 vote needed; **I** = Interrupt business.

(Motions 1 – 13 are in order of precedence; can be introduced if higher than pending motion.)

Privileged

1. **Fix Time to Adjourn:** S a M
2. **Adjourn:** S M
3. **Recess:** S a M
4. **Raise Question of Privilege:** I
5. **Call for the Orders of the Day (move the agenda):** I

Subsidiary

6. **Lay on the Table:** S M
7. **Close Debate:** S 2/3
8. **Limit/Extend Debate:** S A 2/3
9. **Postpone to Certain Time:** S d a M
10. **Refer (or Commit):** S d a M
11. **Amend:** S D A M
12. **Postpone Indefinitely:** S D M

Main Motion

13. **Main Motion:** S D A M

Question Again (No order of Precedence; introduced only when nothing else is pending.)

- 14. **Take from the Table:** S M
- 15. **Rescind/Amend Something Previously Adopted:** S D A M or 2/3
- 16. **Discharge a Committee:** S D A M or 2/3
- 17. **Reconsider:** S D M (prevailing side to move)
- 18. **Reconsider and Enter:** S

Incidental (No order of precedence)

- 19. **Point or Order:** I
- 20. **Appeal:** I S D M
- 21. **Suspend the Rules:** S 2/3
- 22. **Object to Consideration:** I 2/3
- 23. **Division of a Question:** S A M
- 24. **Consider Seriatim:** S A M
- 25. **Division of the Assembly:** I
- 26. **Voting:** S A M
- 27. **Polls Closing:** S A 2/3
- 28. **Polls Reopen:** S A M
- 29. **Nominations Close:** S A 2/3
- 30. **Nominations Reopen:** S A M
- 31. **Requests and Inquiries:**
 - a. **Parliamentary Inquiry:** I
 - b. **Request for Information:** precedence over speaking order
 - c. **Withdraw Motion:** before debate no request needed; after debate has commenced needs approval.

Amendments

Primary Amendment

1. Amends the Main Motion by addition, deletion, addition and deletion or substitution.
2. Creates a new speaking order.
3. Must be disposed of (adopted or failed) before returning to the Main Motion (either in original form or as amended.)

Secondary Amendment

1. Amends a Primary Amendment by addition, deletion, addition and deletion or substitution.
2. Creates a new speaking order.
3. Must be disposed of (adopted or failed) before returning to the Primary Amendment (either in original form or as amended.)

“Friendly” Amendments

FRIENDLY AMENDMENTS. The term "friendly amendment" is often used to describe an amendment offered by someone who is in sympathy with the purposes of the main motion, in the belief that the amendment will either improve the statement or effect of the main motion, presumably to the satisfaction of its maker, or will increase the chances of the main motion's adoption. Regardless of whether or not the maker of the main motion "accepts" the amendment, it must be opened to debate and voted on formally (unless adopted by unanimous consent) and is handled under the same rules as amendments generally.

Executive Session

Under parliamentary law, **executive session** refers to any meeting or portion of meeting that is conducted in secret session.

The following are attributes and rules associated with executive sessions:

1. Any member can move to go into executive session. It requires a second and takes a majority vote (or unanimous consent.)
2. A motion to enter executive session may be made at any time. Since it is a motion of privilege, it is in order when another person has the floor, even interrupting the speaker if necessary.
3. Any member of the body that is meeting has the right to attend. Nonmembers specifically invited by the body may attend a meeting in executive session.
4. Executive session means only that the proceedings are secret. It does not restrict the transaction of business or the making of motions.
5. Anyone in attendance of an executive session is honor bound to keep the proceedings secret. Members who violate the secrecy of an executive session can be punished through disciplinary proceedings.
6. The secrecy of executive sessions does NOT mean that the proceedings are kept secret from other members of the body who were not in attendance.
7. Minutes can/should be taken in executive session but only contain motions that were considered and their disposal and can only be read/approved in executive session unless the secrecy of the matter has been lifted.
8. A separate, confidential file of all actions taken in executive session should be maintained.
9. A body may rise out of executive session at any time by unanimous consent or by a majority vote.

NOTE: The term “member” here denotes member of the governing body, not member of the organization.

Most Frequently Used Motions (RONR)

These motions and actions are the most frequently used in meetings and are in written in accordance with Roberts Rules of Order Newly Revised (12th Edition)
Please also refer to separate sheet "Procedure for Taking Motions".

KEY: **S**= Second needed; **M**= Majority vote; **2/3**= 2/3 majority vote; **D**= Debatable; **d**= debatable only on the merits of the motion; **A**= Amendable; **a**= limited amendment; **I**= interrupt business

The listed motions are in the order of precedence.

Adjourn/Fix Time to Adjourn

Maker: I move that we adjourn or (I move that we adjourn to 9:00 A.M. tomorrow.)

Chair: It has been moved and seconded that we adjourn.
The question is: Shall we adjourn?
All those in favor of adjournment, please say "aye".
All those opposed, please say "no".
We are (not) adjourned.

S M

Recess

Maker: I move that we recess (or to recess) for 15 minutes (or time certain.)

Chair: It has been moved and seconded that we recess for 15 minutes.
The question is: Shall we recess for 15 minutes?
All those in favor of a recess, please say "aye".
All those opposed, please say "no".
We are (not) in recess.

S M a (amendable only by length of time or time certain)

Close Debate

Maker: I move to close debate.

Chair: It has been moved and seconded that we close debate.
The question is: Shall we close debate?
All in favor of closing debate, please say "aye".
All opposed, please say "no".
Debate is (not) closed.

S 2/3

Limit Debate

Maker: I move that debate on this issue be limited to (time) or (number of speakers for and against and points of information.)

Chair: It has been moved and seconded that we limit debate to (time) or (to ____ speakers for and ____ against and limit requests for information to ____.)

The question is: Shall we limit debate to (repeat the sentence above.)

All in favor of limiting debate, please say “aye”.

All opposed, please say “no”.

We shall (not) limit debate or Debate is (not) limited.

S A 2/3

Postpone

Maker: I move that we postpone this matter until 3:00 P.M. (or next meeting – if meeting is within a calendar quarter.)

Chair: It has been moved and seconded to postpone this matter until 3:00 P.M.

The question is: Shall we postpone this matter until 3:00 P.M.?

All in favor of postponement, please say “aye”.

All opposed. Please say “no”.

The matter is (not) postponed.

S d a M

Refer

Maker: I move that we refer this issue to the appropriate committee (can name committee or board.)

Chair: It has been moved and seconded that we refer this item to the appropriate committee.

The question is: Shall we refer this to the appropriate committee?

All those in favor of referral, please say “aye”.

All those opposed, please say “no”.

The matter is (not) referred.

S d a M

Amend

Maker: I move to amend by deleting the word ____ after ____ and inserting ____.

Chair: It has been moved and seconded that we delete the word ____ after ____ and insert the word ____.
Is there any discussion/debate?

The question is: Shall we amend by deleting the word ____ after ____ and inserting the word ____?

All those in favor of this amendment, please say “aye”.

All those opposed, please say “no”.

The amendment is (not) adopted.

S D A M

Main Motion

Maker: I move that the organization move its headquarters to a larger facility.

Chair: It has been moved and seconded that the organization move its headquarters to a larger facility.
Is there any discussion/debate?
The question is: Shall the organization move its headquarters to a larger facility?
All those in favor of adoption of the motion (in favor of the motion), please say “aye”.
All those opposed, please say “no”.
The (main) motion is (not) adopted (or is adopted as amended if there was an amendment to it.).

S D A M

Rescind/Amend Previously Adopted

Maker: I move that we rescind the action taken to move to new office space.

Chair: It has been moved and seconded that we rescind the action taken to move to new office space.
Is there any discussion/debate?
The question is: Shall we rescind the action taken to move to new office space?
All those in favor of rescinding that action, please say “aye”.
All those opposed, please say “no”.
The action has (not) been rescinded.

NOTE: This motion is inappropriate during the same meeting that the action was taken. In that case the motion “To Reconsider” is appropriate.

S D A M (if previous/prior notice was given); **2/3** (if no previous/prior notice was given)

Reconsider

Maker: I move that we reconsider our action on obtaining new office space. I voted on the prevailing side.

Chair: It has been moved and seconded that we reconsider our action on obtaining new office space.
Is there any discussion/debate?
The question is: Shall we reconsider our action on obtaining new office space?
All those in favor of reconsideration, please say “aye”.
All those opposed, please say “no”.
We shall (not) reconsider this item.

S D M

Appeal

Maker: I appeal (NOT challenge) the ruling of the chair.

Chair: The ruling of the chair has been appealed.
The question is: Shall the ruling of the chair be sustained?
All in favor of sustaining (the ruling of) the chair, please say “aye”.
All opposed, please say “no”.
The (ruling of the) Chair is (not) sustained.

I S D M

Suspend the Rules

Maker: I move that we suspend the rules to _____ (accomplish something or prevent a specified result.)

Chair: It has been moved and seconded to suspend the rules to _____.
The question is: Shall we suspend the rules to _____?
All in favor of suspending the rules, please say “aye”.
All opposed, please say “no”.
The rules have (not) been suspended.

S 2/3

Division of a Question

Maker: I move to divide the question so as to consider the second issue separately.

Chair: It has been moved and seconded to divide the question so as to consider the second issue separately from the first.
Does everyone understand the motion?
The question is: Shall we divide this question so as to consider the second issue separately?
All those in favor of dividing the question, please say “aye”.
All those opposed, please say “no”.
The question is (not) divided.

S A M

Request of the Assembly

Maker: I ask permission to withdraw the motion (after it “belongs” to the body – see separate sheet on taking motions.)

Chair: The question is: Shall we allow (grant the request) to withdraw the motion made by _____?
All in favor of granting this request, please say “aye”.
All opposed, please say “no”.
The request is (not) granted.

M

Roll Call

Maker: I request a roll call vote.

Chair: The question is: Shall we take a roll call vote on this matter?
All who wish to have (want) a roll call vote, please say “aye”.
All opposed, please say “no”.
We shall (not) have a roll call vote.

1/3 (usual requirement – organization’s documents will specify. Should be less than a majority.
Otherwise, there is no need to have roll call.)

Other Motions or Actions Which May Occur

1. Lay on the Table (or Table): Should only be used during the current meeting in case of an emergency where something else has to be done right away, otherwise the correct motion is to Postpone. **S M**

2. Postpone Indefinitely: Effectively kills a motion. Should be used judiciously. **S D M**

3. Object to Consideration: Must be invoked immediately unless standing/meeting rules state otherwise. Should be used only in cases of onerous motions that could hurt the organization or motions that are not germane or obviously dilatory. **I 2/3**

4. Parliamentary Inquiry: Need clarification of parliamentary procedure or order. **I**

5. Division of Assembly: Call for a teller count (hand or standing.) **I**

6. Request for Information: Asking for information, NOT giving information. Giving information occurs within the debate. Take requests before debate, or if they occur during debate, go to the next “point” before calling on the next person for debate.

Stephen E. Gorrie

Parliamentarian

Mr. Gorrie has been a practicing parliamentarian for the past twenty years and is a member of the National Association of Parliamentarians and the American Institute of Parliamentarians. He currently serves as parliamentarian for the Nevada State Education Association, NEA of Southern Nevada, the Michigan Education Association (at NEA-RA), the Norfolk County (MA) Teachers Association, the Massachusetts Coalition of Police, the Massachusetts Community College Council, the Massachusetts State College Association, the Jack and Jill Foundation of Washington, DC. and several locals of the Massachusetts Teachers Association. He has served as parliamentarian and trainer for the Connecticut Education Association, the Massachusetts AFL-CIO, the National Council of Higher Education (NEA), the National Council of Education Support Professionals (NEA) and several other unions, non-profit and professional organizations. Mr. Gorrie is frequent presenter of parliamentary and meeting procedures at conferences and workshops. He has also assisted organizations with the rewriting/amending of their bylaws and rules and by providing a variety of parliamentary opinions.

A native of Andover, Massachusetts, Mr. Gorrie is a graduate of Northeastern University in Boston, MA, earning B.S. and Masters Degrees. Mr. Gorrie is a retired teacher of grades 4 – 6 in the Winchester, MA Public Schools. He is a Past President of the 117,000 member Massachusetts Teachers Association (MTA) having served during the implementation of Education Reform in Massachusetts. He is a Veteran, serving as a 1st Lieutenant in the U.S. Army during the Vietnam War era. Mr. Gorrie served on several prominent commissions including the National Commission on Service Learning, the Massachusetts Commission on Time and Learning and the Massachusetts Education Reform Review Commission. He was a founding member and first chair of the Massachusetts Partners for Public Education, a coalition of all the stakeholders in the public education arena.

Mr. Gorrie has represented retired NEA members on the National Education Association Board of Directors and active and retired MTA members on the Massachusetts Teachers Association Board of Directors and the MTA Benefits Board of Directors. Currently he is the National Elections Chair for National Education Association-Retired. He is a Past President and Member of the Board of Directors of Health Care for All MA, the prominent consumer advocacy organization for health care in Massachusetts. He is also the Clerk of the Board of Directors and Associate Producer of School Talk, Inc., a weekly television show on education issues.

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