

# BASIC Parliamentary Procedure

## Types of Motions:

1. **Main Motions** introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example, "I move that we host a formal banquet on October 23, 2000."
2. **Subsidiary Motions** change or affect how the main motion is handled. They are voted upon before the main motion. For example "I move that the question before the assembly be amended by changing October 23 to October 14."
3. **Privileged Motions** are more urgent about special or important matters not related to pending business. For example, "I move we adjourn."
4. **Incidental Motions** are questions of procedure that arise out of other motions. They must be considered before the other motion. For example, "I move to suspend the rules on time limits so that the discussion can be extended for a maximum of 2 minutes."

## Voting Required for Motions

To Do This	Motion	Vote Required	Requires a Second	Discussion?
Introduce Business	Main	Majority	Yes	Yes
Change wording of motion	Amend	Majority	Yes	Yes
Send to Committee	Commit	Majority	Yes	Yes
Postpone Action	Table	Majority	Yes	Yes
Limit Debate	Limit Debate	Two-thirds	Yes	No
End Debate	Call the question	None	No	No
Take a break	Recess	Majority	Yes	No
End Meeting	Adjourn	Majority	Yes	No
Retake the Vote	Division	None	No	No

## Amending a motion:

When you **friendly amend** a motion your goal is to clarify or strengthen the motion. This is most of the time, simply a change to the wording of the motion on the floor.

When you **call the question** you end discussion immediately, and the brotherhood must vote on the motion on the floor. There is not discussion or vote about calling the question, once it has been called, the discussion is over and the vote is taken.

To call for a **division** is to declare a re-vote. All members must vote again so that the chair can recount the votes. This can be declared by anyone, and does not need a second and it has no discussion. You may not call a division on a secret ballot vote (IA Const. 2.4)

### Running the meeting:

To first begin a meeting you must have **quorum** present. Quorum for our chapter is as follows:

- a) 50% of the active brotherhood.
- b) Two of the following three chapter officers: President, VP Membership, VP Service.

### Proxy Voting:

- 1) Must be submitted to the President or Parliamentarian prior to the meeting in which the voting will take place.  
Proxy not submitted for votes of the total active brotherhood shall be considered "no" votes.
- 2) Must contain the motion, the vote and signature.

**Setting Dates:** all official events must have the dates set at least two weeks prior to the date of the event.