

Parliamentary Procedure

In an effort to help with the discussions during the House of Delegates, here are some tips for useful parliamentary procedure tools.

End Debate or “Calling the Questions”:

- A member must have the floor in order to make this motion. Raise your hand and wait until the chair “recognizes you” before speaking.
- The motion must be made as a single action meaning the speaker can do nothing other than make the motion. *When you make this motion, you are only suggesting that YOU would like to stop debate and vote. It is an expression of your wish, not a hammer to bludgeon your colleagues.*
- This motion requires a second. The second can be made without that person being recognized.
- This motion cannot be discussed or debated. As soon as the chair hears a second, the vote is immediately taken.
- It takes TWO-THIRDS of the voting members in favor to cut off debate.
- If indeed two-thirds of the group want to stop debate and vote, then the chair immediately takes the vote on the pending motion – the motion that the group is considering at this time. No further discussion is allowed.
- It is also possible to call the question on ALL the pending motions, in which case the chair will take the vote on each motion that is before the group, one after another.

How to “Table” or “Postpone” a Motion.

These are two separate actions, but function similarly. Each is described below.

1. Table.

- If the Board is not ready to vote – be it a lack of information, a sensitive topic people need more time to process or deliberate, or other urgent matters came up – a member may make a motion to “table” the item.
- This motion requires a second. The second can be made without that person being recognized.
- This motion cannot be discussed or debated. As soon as the chair hears a second, the vote is immediately taken.
- Following the second, a vote is immediately taken.
- The motion only needs a majority to carry the motion.
- The important point to remember; however, is that it must be re-addressed at the NEXT official meeting.

2. Postpone.

- If the Board is not ready to vote and if there is uncertainty on when it will be ready, then a motion should be made to “postpone until _____ (fill in the blank).”
- Herein lies the major difference between tabling and postponing; postponing can be defined, but tabling is at the next meeting.
- Postponing requires motion, second
- This motion CAN be debated/discussed
- A majority vote to carry.