QUICK TIPS

In Parliamentary Procedure, there are several voting methods and types of votes. For more information about when to use each kind, check with Robert’s Rules of Order.

VOTING METHODS

- Acclamation
- Show of Hands
- Standing Vote
- Secret Ballot
- Secret Roll Call Ballot (members sign ballots)
- Roll Call (members verbally respond)

VOTING TYPES

- Majority (50% + 1 of the votes cast)
- Two-thirds
- Tie vote (chair casts tie-breaking vote)
- Plurality vote (largest number of votes cast)
- Unanimous
- General consent (chair assumes it has the consent of all members after discussion)
- Vote by secretary (unanimous vote used only when one name is presented for nomination)


LEADING BITS

TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

Fundamental Rules of Parliamentary Procedure require that members:

1. Adopt rules of procedure for their meetings
2. Elect a chairperson and a recording secretary
3. Discuss only one question at a time
4. Speak first on motions they make (with the right to speak last before the vote is taken)
5. Speak only once on a motion until all others have had the opportunity to speak once
6. Treat one another with justice and courtesy
7. Accept the rule of the majority
8. Respect the rights of the minority
9. Have equal rights


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The O|SA staff offers programs and consultation in these and other areas of personal and organizational leadership.

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A motion is a proposal made to the members of an organization for their consideration and action. Main motions may be made only when no other motion is before the group. That motion must be disposed of before any other motion may be considered. There are several other types of motions: subsidiary, privileged, incidental, and special. Below is information about each, taken from Robert's Rules of Order—Newly Revised.

### Subsidiary Motions

<table>
<thead>
<tr>
<th>RANK</th>
<th>MOTION</th>
<th>SECOND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To table the motion</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>2</td>
<td>To close debate</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>3</td>
<td>To limit or extend time for debate</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>2/3</td>
</tr>
<tr>
<td>4</td>
<td>To postpone to a definite time</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>5</td>
<td>To refer to a committee</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>6</td>
<td>To amend</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>7</td>
<td>To postpone indefinitely</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
</tbody>
</table>

- **Rank 1 is Highest**
- Applied to pending motions
- Affect another motion that has not yet been decided by members

### Privileged Motions

<table>
<thead>
<tr>
<th>RANK</th>
<th>MOTION</th>
<th>SECOND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To set time for the next meeting</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>2</td>
<td>To adjourn</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>3</td>
<td>To take a recess</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>4</td>
<td>To call for a point of privilege</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no vote</td>
</tr>
<tr>
<td>5</td>
<td>Call for “orders of the day”</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no vote</td>
</tr>
</tbody>
</table>

- **Rank 1 is Highest**
- Take precedence over all other motions
- Calls for immediate decision
- Can become main motion and debatable when no other business is on the floor

### Incidental Motions

<table>
<thead>
<tr>
<th>RANK</th>
<th>MOTION</th>
<th>SECOND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appeal to the chair</td>
<td>yes</td>
<td>no/yes</td>
<td>no</td>
<td>majority/tie</td>
</tr>
<tr>
<td></td>
<td>Point of order</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no vote</td>
</tr>
<tr>
<td></td>
<td>Point of procedural inquiry</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no vote</td>
</tr>
<tr>
<td></td>
<td>Point of information</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no vote</td>
</tr>
<tr>
<td></td>
<td>Suspension of the rules</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no vote</td>
</tr>
<tr>
<td></td>
<td>Withdraw (modify) a motion</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>Postpone reading of the minutes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>Consideration by paragraph</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>Division of the assembly</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no vote</td>
</tr>
<tr>
<td></td>
<td>Motions relating to voting</td>
<td>no/yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
</tbody>
</table>

- **No Rank**
- Consider procedural issues
- Enforce correct rules of procedure
- Arise from decision previously determined
- Arise from rights of members
- Yield to privileged motions
- Yield to “table the motion”

### Special Motions

<table>
<thead>
<tr>
<th>RANK</th>
<th>MOTION</th>
<th>SECOND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To repeal</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>maj. or 2/3</td>
</tr>
<tr>
<td></td>
<td>To reconsider</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>To take from the table</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td></td>
<td>To discharge a committee</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>maj. Or 2/3</td>
</tr>
</tbody>
</table>

- **No Rank**
- Sometimes called special main motions