

Robert's Rules of Order (Newly Revised)

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Robert's Rules of Order

- 1st Edition written 1876 by General Henry M. Robert for the English Parliament, (AKA Parliamentary Procedure)
- Latest is 10th Edition "Roberts Rules of Order Newly Revised"
- Robert's Rules of order Newly Revised "IN BRIEF" is a very handy guide for our use.

Why Use Robert's Rules?

Provides a standard order of business for large meetings to operate and function effectively.

Balance of Rights

- The Majority to Decide
- The Minority to be Heard

Summary of Conference Procedures

Generally speaking, the General Service Conference follows *Robert's Rules of Order*, and proceeds on as informal a basis as possible consistent with the rights of all concerned.

It is important to remember that the purpose of rules of order is to make it easier for the Conference to conduct its business; rules exist to allow the Conference to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience.

Over the years the Conference has adopted some exceptions to *Roberts Rules*, which help it to proceed more closely in accord with the spirit of A.A. Tradition.

What Is A Motion?

A Proposal that the entire Fellowship takes Action on, or a Stand on an Issue.

Committee System

- To the extent possible, important matters to come before the Conference will be handled via the "Committee system."
- This assures that a large number of questions can be dealt with during Conference week. Each Committee considers carefully the items before it and presents its recommendations to the Conference as a whole for acceptance or rejection.
- Recommendations of Conference committees are automatically motions that have been made and seconded.
- Members are urged to resist the temptation to edit recommendations on the floor.

Presenting Motions

- Obtain the Floor(microphone)
- Make your Motion
- Wait for someone to 2nd your Motion
- Chair can also call for a second
- The Motion is lost if not seconded
- Chair or Secretary restates the Motion for Clarity
- Debate the Motion
- Vote

General Rules of Debate and Voting

(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full* discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.
- Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delay-ing Conference business.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote on (the question) or go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Must be made without comment.
- Requires a second.
- Is not debatable.
- Requires a *two-thirds* vote
- Voting is by show of hands.

Minority Opinion

•After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position.

•If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

•Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

POINTS...

Point of Order

Point of Information

Point of Personal Privilege

POINT OF ORDER

A question about Process,
or
Objection and Suggestion of an
Alternative Process

May include a request for the Chair to
rule on the process

Point of Personal Privilege

A comment about a Personal Need

Example:

A request to have members use the microphone

Point of Information

A request for Information on Process or about the content of a Motion

Other Meeting Guidelines/Considerations...

- Allow questions for information to be asked before opening the debate
- Discourage the repetition of arguments
- Impose time limits on speakers if debate carries on too long

Tabling a Motion

Tabling a motion (moving the discussion to a later time during the same Conference):

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.

Postponing a Motion

Postponing a motion (moving the discussion to a later date in a later conference). Usually the next scheduled conference.

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.

Reconsideration

- A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone.
- Only a *simple majority* is required.
- If the majority votes to reconsider, *full debate*, pro and con, is resumed. (Conference members are urged to limit discussion to new considerations of the question under debate.)
- No action may be reconsidered twice.

Conference Quorum

A Conference quorum – two thirds of all registered members is required to conduct Conference business

Substantial Unanimity

All matters of policy (Conference Advisory Actions) require substantial unanimity, that is, a *two-thirds majority*. Any actions, including amendments, that affect an Advisory Action or motions that might result in such an action, also require a *two-thirds majority*.

Because the number of members present in the hall during the week of Conference varies from time to time, the phrase "two-thirds majority" is taken to mean two-thirds vote of the Conference members voting at the time, as long as the total vote constitutes a Conference quorum.

59. Secretary, or Clerk. The recording officer is variously called Clerk, or Secretary, or Recording Secretary (where there is also a Corresponding Secretary), or Recorder, or Scribe, etc. The secretary is the recording officer of the assembly and the custodian of its records except such as are specifically assigned to others, as the treasurer's books. These records are open, however, to inspection by any member at reasonable times, and where a committee needs any records of a society for the proper performance of its duties, they should be turned over to its chairman. The same principle applies in boards and committees, their records being accessible to members of the board or committee, as the case may be, but to no others.

In addition to keeping the records of the society and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required; to notify officers, committees, and delegates of their appointment, and to furnish committees with all papers referred to them, and delegates with credentials; and to sign with the president all orders on the treasurer authorized by the society, unless otherwise specified in the by-laws. He should also keep one book in which the constitution, by-laws, rules of order, and standing rules should all be written, leaving every other page blank; and whenever an amendment is made to any of them, in addition to being recorded in the minutes it should be immediately entered on the page opposite to the article amended, with a reference, in red ink, to the date and page of the minutes where it is recorded.

In addition to the above duties, when there is only one secretary, it is his duty to send out proper notices of all called meetings, and of other meetings when necessary, and to conduct the correspondence of the society, except as otherwise provided. Where there is a *Corresponding Secretary* these duties devolve on him, as well as such others as are prescribed by the by-laws. The by-laws should always clearly define the additional duties of the corresponding secretary if any are to be imposed on him. When the word "secretary" is used it always refers to the recording secretary if there is more than one.

The secretary should, previous to each meeting, for the use of the chairman, make out an order of business [65], showing in their exact order what is necessarily to come before the assembly. He should also have, at each meeting, a list of all standing committees, and such special committees as are in existence at the time, as well as the by-laws of the organization and its minutes. His desk should be near that of the chairman, and in the absence of the chairman (if there is no vice president present), when the hour for opening the session arrives, it is his duty to call the meeting to order, and to preside until the election of a chairman pro tem., which should take place immediately. He should keep a record of the proceedings, stating what was done and not what was said, unless it is to be published, and never making criticisms, favorable or otherwise, on anything said or done. This record, usually called the minutes, is kept as explained in the next section. When a committee is appointed, the secretary should hand the names of the committee, and all papers referred to it, to the chairman of the committee, or some other of its members. He should indorse on the reports of committees the date of their reception, and what further action was taken upon them, and preserve them among the records, for which he is responsible. It is not necessary to vote that a report be "placed on file," as that should be done without a vote, except in organizations that habitually keep no records except their minutes and papers ordered on file.

2006-7 UNSECONDED MOTIONS RECORDED IN MINUTES

Q. It is my understanding that a main motion that dies for lack of a second is not to be recorded in the minutes because it never really came before the assembly and, therefore, need not be recorded. Is this correct?

A. No, it is not correct. Under the rule as stated in RONR, on page 452, lines 21 to 23, minutes should record all main motions except, normally, any that were withdrawn. We tried to state it a bit more forcefully in RONRIB where, on page 148, we said:

*"All main motions which are moved during the course of a meeting (excepting *only* those which are withdrawn by the maker) should be recorded in the minutes."*

In this sentence, the words "All" and "only" are italicized for emphasis, and we would call your attention again to the phrase "which are moved." A main motion is "moved" (or "made") as the very first step (and just the first step) of the three steps by which it is normally brought before an assembly. The second and third steps in this process (the seconding of the motion and the stating of the question by the chair) come only *after* the main motion has already been made (RONR, 10th. ed., p. 31-40; RONRIB, p. 20-22).

The wording used in the minutes to record a main motion that has died for lack of a second should reflect just that, e.g., "A motion by Mr. X 'that the Society support the candidacy of John Smith for the office of Mayor' died for lack of a second", or that "A motion 'that the Society support the candidacy of John Smith for the office of Mayor' failed to receive a second."

Question 15:

Isn't it necessary to summarize matters discussed at a meeting in the minutes of that meeting in order for the minutes to be complete?

Answer:

Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said. [RONR (10th ed.), p. 451, l. 25-28; see also p. 146 of RONR In Brief.]

Question 16:

If minutes of a previous meeting are corrected, are the corrections entered in the minutes of the meeting at which the corrections were made?

Answer:

If corrections to minutes are made at the time when those minutes are originally submitted for approval, such corrections are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected."

If it becomes necessary to correct minutes after they have initially been approved, such correction can be made by means of the motion to *Amend Something Previously Adopted*. In this

event, since the motion to *Amend Something Previously Adopted* is a main motion, the exact wording of that motion, whether adopted or rejected, should be entered in the minutes of the meeting at which it was considered. [RONR (10th ed.), p. 452, l. 12-15; p. 458, l. 10-16; see also p.151 of *RONR In Brief*.]

Question 8:

How do you deal with a "friendly amendment"?

Answer:

On occasion, while a motion is being debated, someone will get up and offer what he or she terms a "friendly amendment" to the motion, the maker of the original motion will "accept" the amendment, and the chair will treat the motion as amended. This is wrong. Once a motion has been stated by the chair, it is no longer the property of the mover, but of the assembly. Any amendment, "friendly" or otherwise, must be adopted by the full body, either by a vote or by unanimous consent.

If it appears to the chair that an amendment (or any other motion) is uncontroversial, it is proper for the chair to ask if there is "any objection" to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however, the amendment is subject to debate and vote like any other, regardless of whether its proposer calls it "friendly" and regardless of whether the maker of the original motion endorses its adoption.

[RONR (10th ed.), p. 154.]

58. Chairman or President. The presiding officer, when no special title has been assigned him, is ordinarily called the Chairman, or the President, or, especially in religious assemblies, the Moderator. In organized societies the constitution always prescribes his title, that of President being most common. In debate he is referred to by his official title and is addressed by prefixing Mr. or Madam, as the case may be, to that title. In referring to himself he should never use the personal pronoun; he generally says, "the chair," which means the presiding officer of the assembly, regardless of whether his position is permanent or temporary. If his position is only temporary he is called the chairman.

His duties are generally as follows: To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon [65]; to recognize members entitled to the floor [3]; to state [6] and to put to vote [9] all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them [40]; to assist in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if he thinks it advisable; to restrain the members when engaged in debate, within the rules of order; to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly [21]; to inform the assembly, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business; to authenticate, by his signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands.

In case of fire, riot, or very serious disorder, or other great emergency, the chair has the right and the duty to declare the assembly adjourned to some other time (and place if necessary), if it is impracticable to take a vote, or in his opinion, dangerous to delay for a vote.

The chairman should rise to put a question to vote, except in very small assemblies, such as boards or committees, but may state it sitting; he should also rise from his seat (without calling any one to the chair) when giving his reasons for his decision upon a point of order, or when speaking upon an appeal, which he can do in preference to other members. During debate he should be seated and pay attention to the speaker, who is required to address his remarks to the presiding officer. He should always refer to himself as "the chair," thus, "The chair decides," etc., not "I decide," etc. When a member has the floor, the chairman cannot interrupt him excepting as provided in 3, so long as he does not transgress any of the rules of the assembly.

If a member of the assembly, he is entitled to vote when the vote is by ballot (but not after the tellers have commenced to count the ballots), and in all other cases where the vote would change the result. Thus, in a case where a two-thirds vote is necessary, and his vote thrown with the minority would prevent the adoption of the question, he can cast his vote; so, also, he can vote with the minority when it will produce a tie vote and thus cause the motion to fail; but he cannot vote twice, first to make a tie, and then to give the casting vote. Whenever a motion is made referring to the chairman only, or which compliments or condemns him with others, it should be

put to vote by the Vice President if in the room, or by the Secretary, or on their failure to do so, by the maker of the motion. The chair should not hesitate to put the question on a motion to appoint delegates or a committee on account of his being included.

The chairman cannot close debate unless by order of the assembly, which requires a two-thirds vote; nor can he prevent the making of legitimate motions by hurrying through the proceedings. If members are reasonably prompt in exercising their right to speak or make motions, the chair cannot prevent their doing so. If he has hurriedly taken and announced a vote while a member is rising to address the chair, the vote is null and void, and the member must be recognized. On the other hand the chairman should not permit the object of a meeting to be defeated by a few factious persons using parliamentary forms with the evident object of obstructing business. In such a case he should refuse to entertain the dilatory or frivolous motion, and, if an appeal is taken, he should entertain it, and, if sustained by a large majority he may afterwards refuse to entertain even an appeal made by the faction when evidently made merely to obstruct business. But the chair should never adopt such a course merely to expedite business, when the opposition is not factious. It is only justifiable when it is perfectly clear that the opposition is trying to obstruct business. [See Dilatory Motions, 40].

If it is necessary for the chairman to vacate the chair the first Vice President, if there is one, should take the chair, and in his absence the next one in order should take it. If there is no vice president in the hall, then the chairman may, if it is necessary to vacate the chair, appoint a chairman *pro tem.*, but the first adjournment puts an end to the appointment, which the assembly can terminate before, if it pleases, by electing another chairman. But the regular chairman, knowing that he will be absent from a future meeting, cannot authorize another member to act in his place at such meeting; the secretary, or, in his absence, some other member should in such case call the meeting to order, and a chairman *pro tem.* be elected who would hold office during that session, unless such office is terminated by the entrance of the president or a vice president, or by the election of another chairman *pro tem.*, which may be done by a majority vote.

The chairman sometimes calls a member to the chair and takes part in the debate. This should rarely be done, and nothing can justify it in a case where much feeling is shown and there is a liability to difficulty in preserving order. If the chairman has even the appearance of being a partisan, he loses much of his ability to control those who are on the opposite side of the question. There is nothing to justify the unfortunate habit some chairmen have of constantly speaking on questions before the assembly, even interrupting the member who has the floor. One who expects to take an active part in debate should never accept the chair, or at least should not resume the chair, after having made his speech, until after the pending question is disposed of.¹ The presiding officer of a large assembly should never be chosen for any reason except his ability to preside.

The chairman should not only be familiar with parliamentary usage, and set the example of strict conformity thereto, but he should be a man of executive ability, capable of controlling men. He should set an example of courtesy, and should never forget that to control others it is necessary to control one's self. A nervous, excited chairman can scarcely fail to cause trouble in a meeting. No rules will take the place of tact and common sense on the part of the chairman. While usually he need not wait for motions of routine, or for a motion to be seconded when he knows it is

avored by others, yet if this is objected to, it is safer instantly to require the forms of parliamentary law to be observed. By general consent many things can be done that will save much time [see [48](#)], but where the assembly is very large, or is divided and contains members who are habitually raising points of order, the most expeditious and safe course is to enforce strictly all the rules and forms of parliamentary law. He should be specially careful after every motion is made and every vote is taken to announce the next business in order. Whenever an improper motion is made, instead of simply ruling it out of order, it is well for the chairman to suggest how the desired object can be accomplished. [See "Hints to Inexperienced Chairman" below.]

The by-laws sometimes state that the president shall appoint all committees. In such case the assembly may authorize committees, but cannot appoint or nominate them. The president, however, cannot appoint any committees except those authorized by the by-laws or by a vote of the assembly. Sometimes the by-laws make the president ex-officio a member of every committee. Where this is done he has the rights of other members of the committees but not the obligation to attend every committee meeting. [See [51](#).]

A chairman will often find himself perplexed with the difficulties attending his position, and in such cases he will do well to remember that parliamentary law was made for deliberative assemblies, and not the assemblies for parliamentary law. This is well expressed by a distinguished English writer on parliamentary law, thus: "*The great purpose of all rules and forms is to subserve the will of the assembly rather than to restrain it; to facilitate, and not to obstruct, the expression of their deliberative sense.*"

Additional Duties of the President of a Society, and the Vice Presidents. In addition to his duties as presiding officer, in many societies the president has duties as an administrative or executive officer. Where this is desired, the by-laws should clearly set forth these duties, as they are outside of his duties as presiding officer of the assembly, and do not come within the scope of parliamentary law.

The same is true of vice presidents. Sometimes they have charge of different departments of work and they should be chosen with those duties in view as prescribed by the by-laws. It must not be forgotten that in the case of the absence of the president the first vice president must preside, and in case of the illness or resignation or death of the president that the first vice president becomes president for the unexpired term, unless the rules specify how vacancies shall be filled. In such case the second vice president becomes the first, and so on. It is a mistake to elect a vice president who is not competent to perform the duties of president.

Hints to Inexperienced Chairmen. While in the chair, have beside you your Constitution, By-laws, and Rules of Order, which should be studied until you are perfectly familiar with them. You cannot tell the moment you may need this knowledge. If a member asks what motion to make in order to attain a certain object, you should be able to tell him at once. [10.] You should memorize the list of ordinary motions arranged in their order of precedence, and should be able to refer to the Table of Rules so quickly that there will be no delay in deciding all points contained in it. Become familiar with the first ten sections of these Rules; they are simple, and will enable you more quickly to master parliamentary law. Read carefully sections [69-71](#), so as

to become accustomed to the ordinary methods of conducting business in deliberative assemblies. Notice that there are different ways of doing the same thing, all of which are allowable.

You should know all the business to come regularly before the meeting, and call for it in its regular order. Have with you a list of members of all committees, to guide you in nominating new committees.

When a motion is made, do not recognize any member or allow any one to speak until the motion is seconded and you have stated the question; or, in case of there being no second and no response to your call for a second, until you have announced that fact; except in case of a main motion before it is seconded or stated some one rises and says he rises to move a reconsideration, or to call up the motion to reconsider, or to move to take a question from the table. In any of these cases you should recognize the interrupting member as entitled to the floor [3]. If you have made a mistake and assigned the floor to the wrong person, or recognized a motion that was not in order, correct the error as soon as your attention is called to it. So, when a vote is taken, announce the result and also what question, if any, is then pending, before recognizing any member that addresses the chair. Never wait for mere routine motions to be seconded, when you know no one objects to them. [See 8.]

If a member ignorantly makes an improper motion, do not rule it out of order, but courteously suggest the proper one. If it is moved "to lay the question on the table until 3 P.M.," as the motion is improper, ask if the intention is "to postpone the question to 3 P.M.;" if the answer is yes, then state that the question is on the postponement to that time. If it is moved simply "to postpone the question," without stating the time, do not rule it out of order, but ask the mover if he wishes "to postpone the question indefinitely" (which kills it), or "to lay it on the table" (which enables it to be taken up at any other time); then state the question in accordance with the motion he intended to make. So, if after a report has been presented and read, a member moves that "it be received," ask him if he means to move "its adoption" (or "acceptance," which is the same thing), as the report has been already received. No vote should be taken on receiving a report, which merely brings it before the assembly, and allows it to be read, unless some one objects to its reception.

The chairman of a committee usually has the most to say in reference to questions before the committee; but the chairman of an ordinary deliberative assembly, especially a large one, should, of all the members, have the least to say upon the merits of pending questions.

Never interrupt members while speaking, simply because you know more about the matter than they do; never get excited; never be unjust to the most troublesome member, or take advantage of his ignorance of parliamentary law, even though a temporary good is accomplished thereby.

Know all about parliamentary law, but do not try to show off your knowledge. Never be technical, or more strict than is absolutely necessary for the good of the meeting. Use your judgment; the assembly may be of such a nature through its ignorance of parliamentary usages and peaceable disposition, that a strict enforcement of the rules, instead of assisting, would greatly hinder business; but in large assemblies, where there is much work to be done, and

especially where there is liability to trouble, the only safe course is to require a strict observance of the rules.

1. "Though the Speaker (Chairman) may of right speak to matters of order and be first heard, he is restrained from speaking on any other subject except where the House have occasion for facts within his knowledge; then he may, with their leave, state the matter of fact." [Jefferson's Manual, sec. XVII.]

"It is a general rule in all deliberative assemblies, that the presiding officer shall not participate in the debate or other proceedings, in any other capacity than as such officer. He is only allowed, therefore, to state matters of fact within his knowledge; to inform the assembly on points of order or the course of proceeding when called upon for that purpose, or when he finds it necessary to do so; and, on appeals from his decision on questions of order, to address the assembly in debate. [Cushing's Manual, §202.]

<http://www.rulesonline.com/rror-10.htm>

Summary of Conference Procedures

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Conference Quorum

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Minority Opinion

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two-thirds vote, the minority may speak. If the motion receives a majority vote, but fails to pass for lack of a two-thirds vote, the majority may speak.

Remember that saving "minority opinions" for after the vote, when there is no rebuttal, is a time-waster, for it can force the Conference body to reconsider a question that might well have been decided the first time around if it had been thoroughly examined from all sides.

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(Agreed to at the beginning of each Conference)

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mike and say it again.

- Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Conference business.
- Voting is by show of hands.

Tabling a Motion

Tabling a motion (postponing discussion to a later time during the same Conference):

- Must be made without comment.
- Requires a second.
- Is not debatable.
- Needs only a *simple majority* to pass.

Calling the Question

Calling the question brings debate to a halt while Conference members decide whether to proceed directly to a vote on (the question) or go on with the debate. A motion to call the question:

- Must be made in order at the microphone.
- Must be made without comment.
- Requires a second.
- Is not debatable.
- Requires a *two-thirds vote*

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone.

- Only a *simple majority* is required.
- If the majority votes to reconsider, *full debate*, pro and con, is resumed. (Conference members are urged to limit discussion to new considerations of the question under debate.)
- No action may be reconsidered twice.

Floor Actions

Floor actions may be introduced at any time during the Conference except at the Sharing Sessions, and:

- Must be made without comment
- Must be submitted in writing by the maker to the Conference secretary.
- Will come up for deliberation after all Committee reports have been heard.
- Require a *two-thirds majority*.

All floor actions will be heard unless there is a motion that Conference decline to consider a floor action. A motion to decline to hear a floor action:

- Must be made without comment.
- Is not debatable.
- Requires a *two-thirds majority*.

Process of a Motion

1. Presenter reads the motion. (If it is an amended version, written copies should be provided to the Secretary with several copies for Assembly.)
2. Motion is seconded. (If no second, motion dies.)
3. Questions to presenter may be made for clarification and or amendments. (No discussion of merits at this time.)
4. Motion is reread by the Secretary with any amendments or changes.
5. Discussion opens. Everyone is invited to speak in support or opposition to the motion. Those who would like to speak may do so for a maximum of two minutes. Those who would like to speak a second time may do so only after everyone who wishes to speak has spoken. After a full discussion and everyone has had an opportunity to speak, the Chairman will request that the motion be re-read and voting begins. During a lengthy discussion, anyone may "Call the Question" or move that the motion be tabled:
 - a) A motion to table is not debatable and passes with a simple majority vote. If a motion is tabled, discussion ends and the matter is to be addressed later in the same assembly.
 - b.) A motion to postpone is not debatable and passes with a simple majority vote. If a motion is postponed, discussion ends and the matter is to be addressed at the next assembly.
 - c) After the question is called, the Chairman may, at his discretion, allow those in line at the mike to speak. A vote is then taken to end discussion. If the vote to end discussion fails, then discussion continues. If the vote to end discussion passes, the motion is re-read and voting begins.
6. Count the votes for and against the motion. (Voting may be done by voice vote or show of hands.) To pass, items of major importance (including changes to Area Policies and Procedures) should have substantial unanimity (2/3 majority). All else may pass with a simple majority.
7. After the outcome is determined, Minority Opinion is solicited. Anyone voting in the minority (and only those in the minority) may re-state his position. After the minority opinion is heard, any voter in the majority may request that a re-vote be taken on the motion. To re-vote, a simple majority is required. If a majority to re-vote is not attained, the original vote stands. If there is a majority to re-vote, discussion will reopen.