

## **Assembly Protocol – Parliamentary Procedure**

**Make a Motion** – A motion may be made verbally by the registered voting member representing the group stating his/her name and their District. Verbal motions must be accompanied by a written motion slip.

**Second a Motion** – In order for a Motion to be entertained by the Assembly, the Motion has to have a registered voting member second it. This is done verbally & in writing (as above). Then a discussion follows. If a motion is made and no voting member seconds it, the motion dies on the floor and is not discussed.

**Point of Order** – Occurs when a procedure or statement needs to be clarified.

**Table a Motion** –To hold all further discussion and the motion be tabled or presented at the next meeting.

**Call the Question** – If debate has dragged on longer than you feel is warranted, you can “Call the Question,” at which time, the Area Chair asks for a 2<sup>nd</sup> to Call the Question. If a 2<sup>nd</sup> is received, the Chair-has to immediately ask the GRs to vote on Calling the Question. This will determine whether or not discussion will be cut off or continued. The motion to call the question is in itself not debatable. If the vote is in favor of calling the question, then, and only then, will the vote be taken on the motion to Call the Question itself. If the vote is not in favor of Calling the Question, discussion on the original motion continues.

People are generally confused about what “Calling the Question” means. They often suppose that it means simply “let’s vote” and some even imagine that it is necessary to call the question before a vote may be taken. **This is not so** ...It is only used to stop a long line at the microphone where people are just repeating what was said prior. It is not, however, used to prevent the minority voice from being heard. If you desire to call the question, you must go to the microphone and call the question. You may not use your turn at the microphone to voice your opinion on the topic and then call the question.

**At the Microphone** – Every person attending the Assembly has a voice at the microphone. For each motion, every member has one (1) time at the microphone with a 2-minute maximum for each Motion.

**Amend a Motion** – If a voting member amends the motion, it must be seconded. The Assembly must give an Aye vote to accept the amended motion. Then discussion begins on the Amended Motion. Those who spoke on the original motion can speak on the amended motion one (1) time at the microphone with a 2-minute maximum.

**Abstain** – When you abstain from voting, your vote is treated as if you were not in the room. This may alter the percentage needed to pass or defeat a motion.