

## **PARLIAMENTARY PROCEDURE**

According to the Constitution and By-laws of the Penn West Conference, the parliamentary procedure for the annual meeting of the Penn West Conference will be in accordance with Robert's Rules of Order, Revised.

There will be an appointed Parliamentarian at the annual meeting and he/she may be called upon to interpret Robert's Rules of Order, Revised when such questions arise. The Parliamentarian may also be consulted by individuals concerning procedures. Parliamentary procedure will aid us in carrying out the business of the conference in an orderly and fair manner. It is designed to carry out the will of the majority, while protecting the rights of the minority in a deliberate and efficient way. The following may be of help to you as a delegate in following these procedures:

### **THE SETTING**

- 1) All conference plenary business will take place at the facility designated by the PWC.
- 2) The stage is reserved for the moderator, conference officer and speaker.
- 3) The "bar of the house" (Delegate seating area) is the only area where voting can be done. Although visitors may be seated in the delegate area, we ask that only those with delegate credentials vote.
- 4) The floor microphones are reserved for the delegates to make motions and debate.

### **GETTING STARTED**

- 1) According to the Penn West Conference By-Laws, "A quorum for a meeting shall be the voting delegates present at any Annual or Special Meeting of the Conference."
- 2) Adoption of the agenda:
  - (a) Time schedules and order of presentations will be honored.
  - (b) The agenda may be changed or suspended by a 2/3 vote or by "general consent."

### **REPORTS**

- 1) All committee/task force reports will be acted upon by the conference.
- 2) A motion coming from a committee/task force required no "second."
- 3) Specific items of recommendation in committee reports may be acted upon separately at the discretion of the moderator at the request of the committee or a request from the floor.

### **MOTIONS**

- 1) An item of business is opened for debate when it is offered from the platform as a MAIN MOTION.
- 2) Main motions are in order only when no other motion is pending.
- 3) Debate begins when the moderator states that "the question" is before the house.
- 4) There will be equal opportunity for pro/con speakers from the floor.
- 5) To speak to a question it will be required that the speaker use a microphone, state his/her name and the church/organization they represent.
- 6) Pro/con microphones may be designated by the moderator if he/she deems it necessary.

- 7) A delegate may not speak on an issue and conclude by moving the previous question.
- 8) A delegate may not present a combined motion to close debate on an amendment to a motion and the main motion.
- 9) No one may speak to the same debatable motion more than twice except to answer questions from the floor or the chair.
- 10) A maximum of three (3) minutes for the first speech is allowed the maker of the motion; subsequent speakers are limited to two (2) minutes.
- 11) Opportunity will be provided for two delegates speaking in favor and two delegates speaking in opposition to a motion before an amendment can be made.
- 12) A motion to limit to extend limits of debates is itself undebatable; such motions require a second and 2/3 vote.

### **AMENDING MOTIONS**

- 1) "Striking out," "inserting," and/or "substituting new wording for an entire motion" requires a majority vote.
- 2) All motions and amendments should be delivered to the platform in writing before action can be taken.
- 3) It is permissible to move to "amend the amendment", but due to its confusing nature, it is not recommended.

### **SUBSIDIARY MOTIONS**

- |                                |                              |
|--------------------------------|------------------------------|
| 1) To refer:                   | To a committee or other body |
| 2) To postpone:                | To a certain time            |
| 3) To limit or extend debates; | Requires 2/3 vote            |
| 4) To close debates;           | Requires 2/3 vote            |

### **INCIDENTAL MOTION**

- 1) To call for a division of the house: The vote will be counted by the raising of hands or standing as determined by the chair.
- 2) To divide the questions: Breaking up a motion into parts to be voted upon separately.
- 3) To appeal the decision of the chair: Majority vote overrules the chair's decision.
- 4) To suspend the rules: Requires 2/3 vote.
- 5) To reconsider: Reopens a matter previously decided. Must be made by one who voted with the prevailing side.

### **PRIVILEGED MOTIONS**

- 1) Call for the Order of the Day
- 2) Raise a Point of Order
- 3) Raise a Question of Privilege
- 4) Take a Recess
- 5) Adjourn