

BASIC PARLIAMENTARY PROCEDURE: *A Guide for Floor Debate*

Parliamentary procedure provides for democratic rule, flexibility, protection of rights, and fair participation. The PSEA House of Delegates uses Robert's Rules of Order Newly Revised for its parliamentary procedure.

Robert's Rules are subject to:

- State and Federal law;
- PSEA Constitution and Bylaws; and
- Rules of Procedure adopted by the House of Delegates.

Motions are the method for adopting a position or taking action.

Delegates have the right to present and vote on all motions, and to second, amend and debate most motions.

To be in order, a motion must:

- Relate to the business at hand;
- Be presented at the right time; and
- Not conflict with the Constitution and Bylaws.

A brief summary of the more common parliamentary procedures used at the House of Delegates:

Main Motion

A proposal to adopt new business.
Only one main motion can be considered at a time.

Motion to Amend

A motion to change the language of a Main Motion (or any amendable motion) before the House.
A Motion to Amend may add, strike out, or substitute words or phrases.
The amendment must be germane to the motion currently before the House.

Motion to Refer

A motion to instruct a committee to review the main motion and report its findings.

Motion to Close Debate (aka Move the Previous Question)

A motion to immediately close debate and vote on the motion currently before the House.

Objection to Consideration

A motion to block consideration when a delegate believes it would do harm for the motion to be discussed.
An Objection to Consideration must be raised before debate on the main motion has begun.

Request for Information

Ask a question concerning the background, content, or intent of a motion currently before the House.

Parliamentary Inquiry

Ask a question regarding parliamentary procedure or rules as they apply to business before the House.

Point of Order

Call to the attention of the Chair a current violation of parliamentary procedure, rules or conduct.

Question of Privilege

A request dealing with a pressing situation affecting the rights or privileges of the House of Delegates.
Primarily relates to comfort and convenience. For example: noise level, temperature, ventilation, seating.

Question of Personal Privilege

A request to address the House on personal subject matter, not related to business pending before the House.
Announcements or expressions of appreciation are usually held until the completion of business.