FIRST AND FOREMOST, REMEMBER THAT WE ARE ALL LEARNERS HERE.

**Rules of Parliamentary Procedure/ Convention Rules are found on p. 15 of your Business Book.** (Read or highlight the most important ones.)

**PARLIAMENTARY RULES AND PROCEDURES CONVENTION RULES AND PROCEDURES**

**GENERAL RULES**

Rule 1. All members and voting delegates shall keep badges and delegate stickers in evidence throughout business sessions.

Rule 2. All voting delegates shall sit in the area designated for their respective

constituents. They may not leave or be seated during a vote.

Rule 3. All speakers shall give their names and their constituent names. Delegates shall speak no longer than two minutes, non-delegates no more than one minute.

Rule 4. Debate on any issue shall be limited to ten minutes. No delegate may speak more than twice to an issue, and no delegate who has already spoken may speak again until those who desire to speak have had an opportunity to do so. Non- delegates may speak only once to any issue.

Rule 5. Main motions and amendments shall be submitted to the chair – in writing – prior to presentation. All main motions introduced to the house shall be accompanied by a rationale and an estimate of cost to the association, if appropriate.

**PARLIAMENTARY RULES**

The parliamentary rules followed by the Iowa Association of Nursing Students are extracted from Robert’s Rules of Order. Revised. **REMEMBER WHEN YOU ARE MAKING A MOTION YOU STATE YOUR NAME, YOUR**

**SCHOOL, AND “I MOVE” OR “I MAKE A MOTION”.**

There are several types of motions. Most of the time we use main motions.

**MAIN MOTIONS are signified by holding up the blue card at microphone #1**

* Introduce business to the floor.
* Introduced by a delegate, restated by the chair.
* Seconded by any delegate (committee motions do not require a second)
* Debatable and amendable.
* Majority vote required.
* May be reconsidered.

**SUBSIDIARY MOTIONS (Require a blue card at microphone #1**

* Modify or delay action on the main motion
* Listed below in rank (lowest to highest)
1. POSTPONE INDEFINITELY

To kill or reject a main motion, “I move to postpone indefinitely the motion that . . .” Requires a second, is debatable, cannot be amended, and requires a majority vote and an affirmative vote.

1. AMEND

To change or modify the main motion, “I

move to amend the motion by (adding, deleting, striking, etc.)… Requires a second, is debatable (confined to the amendment), may be amended (secondary amendment), requires a majority vote, and may be reconsidered.

1. COMMIT

To place in the hands of a few. “I move that the motion be referred to a committee (specific or novel),” requires a second, is debatable (as to the propriety of committing), is amendable, requires a majority vote, and may be reconsidered.

1. POSTPONE

To delay action on a motion to a set time, “I move to postpone the motion to (set time).” If a motion is to be a special order, it interrupts other business. Requires a second, is debatable (as to the propriety of postponing), is amendable (as to time, as to special or general order), requires a majority vote (special orders requires a 2/3 vote), and may be reconsidered.

1. LIMIT OR EXTEND DEBATE

To lengthen or shorten the time set for

debate. “I move that debate on the pending questions be (limited to or extended to)…” This may be applied to one, a series of, or all of the pending questions. Requires a second, is not debatable, may be amended (as to time), requires a 2/3 vote, and may be reconsidered.

1. PREVIOUS QUESTION

To stop debate and order an immediate vote on the pending question(s) or on the entire motion, “I move the previous question(s) (be specific).” Requires a second, is not debatable, is not amendable, requires a 2/3 vote, and may be reconsidered unless partially executed.

1. TABLE

To lay aside business in such a manner that it may be renewed at a later date. “I move to table the motion.” Requires a second, is

not debatable, is not amendable, requires a majority vote, and may not be reconsidered.

**OTHER MOTIONS**

* 1. TAKE FROM THE TABLE

To consider business that was laid aside at the present meeting or meeting within the last three months. “I move to take from the table the question…” Requires a second, is not debatable, it not amendable, requires a

majority vote, and may not be reconsidered.

* 1. RECONSIDER

To bring a question that has been voted on up for a discussion and a re-vote. It must be done on the same day or the next calendar day after a vote and may be made only by a delegate who voted on the prevailing side. “I move to reconsider the vote on…motion.” Requires a second, is debatable (if the question to be reconsidered was debatable), majority vote is required.

* 1. RESCIND

To annul action previously taken before it is implemented and when it is too late to reconsider. “I move to rescind the action on the motion…” Requires a second (except to give notice), is debatable, is amendable, requires a 2/3 vote (majority vote with previous notice) and a negative vote may be reconsidered.

**INCIDENTAL MOTIONS at microphone #1**

1. POINT OF ORDER

To call attention to a breach of rules, “I rise to a point of order.” The Chair asks that the point be stated and then decides the validity of the point.

1. APPEAL A DECISION OF THE CHAIR

Made at the time of the decision, requires a second. “I appeal the decision of the Chair.” The Chair states the point at issue. An appeal is debatable if the pending question is debatable. The Chair states the question, “Shall the decision of the chair be

sustained?” A majority vote or a tie sustains the Chair. The decision of the assembly may not be appealed.

1. DIVISION OF THE ASSEMBLY

To assess the accuracy of the vote. “I call for a division.” The Chair recalls the vote by having the affirmative then the negative stand. A majority vote is required to have

the vote taken by counting or by ballot.

1. PARLIAMENTARY INQUIRY

When a member wants information about the type of motion used or about a law or motion: “I rise to a parliamentary inquiry.”

1. REQUEST FOR INFORMATION

When a member wants clarification or information pertinent to the pending business, “I rise for information.” If the question is for the speaker other than the Chair, state it as, “I would like to ask the speaker a simple question.” All discussion will be directed through the Chair and will be brief.

**MICROPHONE CARDS**

During the business meetings, there will be four cards near the microphone at the delegate section. These cards contribute to the smooth running of the meeting.

PRO When voicing support of an issue.

CON When voicing opposition to an issue.

RED CARD When stating an incidental motion.

BLUE CARD When making a main motion, a

subsidiary motion, or other motions.

On the back of each card it explains In more detail what that card does.