

## THE BASICS OF PARLIAMENTARY PROCEDURE

A. **PURPOSE**      The purpose of parliamentary procedure is to carry out the aims of the assembly in an orderly and fair manner, to expedite business, to insure justice and fairness to all, both the majority and the minority.

B. **BASIC STEPS**      There are 8 essential parliamentary steps to take care of convention business. They are:

<b>Members</b>	<b>1. ADDRESS THE CHAIR</b>	(Mr. President)
	<b>2. AWAIT RECOGNITION</b>	
	<b>3. MAKE THE MOTION</b>	(I move that....)
<b>Chair</b>	<b>4. SECOND THE MOTION</b>	(Unless not required)
	<b>5. STATES THE MOTION</b>	(Or rules it out of order)
	<b>6. CALLS FOR DISCUSSION</b>	(Unless undebatable)
	<b>7. TAKES THE VOTE</b>	
	<b>8. STATES THE RESULTS</b>	

C. **GLOSSARY OF TERMS**

**AMEND:** To change or modify a resolution or motion.

**APPEAL:** An appeal from a decision of the chair requires the decision be referred to the convention for its immediate decision by a vote.

**DIVISION OF THE HOUSE:** A vote taken by rising to verify a voice vote at the call of the chair or at the request of a voting delegate.

**GENERAL CONSENT:** An informal method of disposing of routine and generally favored proposals by assuming approval and hearing no immediate objection raised.

**LAY ON THE TABLE:** To set aside a motion for consideration in the indefinite future. If adopted, it usually kills consideration of an action on the main motion by postponing it without a set time to take it up again. If this is not the intent, the motion should really be not to table but to postpone, preferably to a set time.

**OVERTURE:** A proposed resolution submitted by a member congregation or recognized group for consideration by the delegate convention through floor committee.

**POINT OF ORDER:** Any delegate may call attention to rules of the District or the convention seemingly not in force by rising and saying, "I arise to a point of order." The chair rules as to its validity.

**POSTPONE:** To defer action (1) indefinitely or (2) until a certain specified time.

**PREVIOUS QUESTION:** A motion calling for the previous question stops all discussion or debate if two-thirds of the voting delegates vote "Aye." The chair must then immediately call a vote on the motion pending before the convention.

**PRIVILEGED MOTION:** A motion, such as to recess, to fix the time of the next session and to change the order of the day. It takes precedence over all other motions.

**RESCIND:** To annul or to cancel. To undo or reverse a previous decision.

**RESOLUTION:** A formal proposal submitted previously in writing by a convention floor committee for action by the convention.

**SUBSTITUTE AMENDMENT:** When a full paragraph, section, or resolution is dropped and another is inserted in its place. \*\*

\*\* If a substitute motion is offered, the convention shall first decide by majority vote without debate whether or not to consider the substitute. If the decision is in the affirmative and the substitute motion is subsequently adopted, the original motion fails; if the substitute motion does not receive favorable action either to consider or to adopt, the original motion is again before the convention. (This is the so-called "Behnken rule" for dealing with substitute motions.)