

# LWVSC Convention 2021

## PARLIAMENTARY PROCEDURE REMINDERS

These parliamentary procedure reminders have been adapted for a virtual Convention

### Making and Debating Motions

- Business is introduced to the delegation in the form of a main motion. A main motion is a formal proposal that the delegation take certain action.
- A motion made on behalf of an entity, such as a League, the Board, or a committee, does not require a second. A motion made by a member needs a second to proceed. These responses should be typed in the Q&A, not the Chat.
- After the motion is made, the Chair restates the motion, putting it “on the floor” for debate and a vote. The motion will be typed on a slide and displayed to the delegates on their screens.
- Main motions or any proposed amendments to “noticed” motions must be submitted prior to the start of Plenary via a form that will be provided. This motion will be sent to staff who create the appropriate slides and share with the Chair and the Parliamentarian. The motion will then need to be made verbally from the floor at the appropriate time. Delegates making motions will be recognized and their microphone will be unmuted.
- To seek recognition to speak, to ask an informational question, to make a motion, or in debate, please use the Q & A function. Send a message through Q & A that includes your name, your local League, whether it is an informational question, a motion, or, during debate, whether you wish to speak pro (in favor of) or con (opposed to) the motion under consideration.
- The maker of a motion is entitled to speak first to explain the rationale, that is, the reason(s) the motion should be adopted.
- If you are recognized by the chair, you will be unmuted and should then begin by stating your name and League. For example, “My name is Jane Doe, LWV of Happy Town” and then read your question or your motion, starting with, “I move that...” If the motion is being made on behalf of your League, then state, “On behalf of [League], I move that...” If you are speaking in debate, say “I am in speaking on favor of (or in opposition to) the motion because...”
- In making a motion, debating, or asking an informational question, keep your remarks to one minute.

- Tips to help expedite the business:
  - write down what you are going to say
  - stay on topic
  - bring new information to what has been said before, rather than repeating comments already made or just saying that you agree with a previous speaker.

### Amending Motions

- When there is a main motion being discussed on the floor, delegates may, in some circumstances, propose changes to the main motion. The different forms for amending are to insert or add, to strike out, to strike out and insert, or to substitute.
- Since most of the business for plenary is required to be “noticed” before convention, that is, distributed for delegate preview, proposed primary amendments:
  - must be germane (relate to the subject of the motion);
  - \* cannot introduce something new;
  - \* must be within the scope of what was noticed (not a greater action); and
  - \* must be submitted in writing online prior to plenary, not during the virtual session.
- The LWVSC Bylaws require notice of four weeks prior to Convention for certain business to come before the delegation: Nominated Slate; Proposed Bylaws Amendments, Proposed Budget, and Proposed Program items. This information is distributed as written to be proposed on the floor. In addition to LWVSC rules, Robert’s Rules advises that when notice is required, there are limits to amending those items of business on the floor because there is the expectation of the scope of the proposed action to be taken.
- Amendments to business items that are noticed before plenary will require that proposed amendments to be made from the floor also be submitted prior to plenary. This is a feasible and orderly process considering the time and logistics of a virtual session.
- With the exception of the Nominated Officers, Directors, and Nominating Committee members, non-recommended items require two-thirds vote to approve.

### ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amend able	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

<b>To:</b>	<b>You say:</b>	<b>Interrupt Speaker</b>	<b>Second Needed</b>	<b>Debatable</b>	<b>Amend able</b>	<b>Vote Needed</b>
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).