

Platte County R-3 School District Parliamentary Procedure Reference Guide

Main Motion

*Used to present an idea to the Board or Committee for consideration

*Cannot be made when another Motion is before the Board/Committee

*Must Yield to Privileged, Subsidiary, and Incidental (Rules/Conduct) Motions

<u>Subsidiary Motion</u>	<u>Privileged Motion</u>
Considered before Main Motion	Considered before Main and Subsidiary Motion
Used to amend/change/fine tune the Main Motion for consideration by inserting/adding/striking/substituting words. An amendment that would completely change the original intent of motion would be out of order.	Concern special matters not relating to pending business.

Subsidiary Motions Include:	Privileged Motions Include:
Amend – Primary/Secondary	Call for Orders of the Day (Interrupt Speaker)
Refer to a Committee	Raise a Question of Privilege (Interrupt Speaker)
Postpone to a Certain Time or Indefinitely	Recess
Limit or Extend Limits of Debate	Adjourn
Previous Question	Fix the Time to Which to Adjourn
Lay on the Table	

Ranking Motions In Order of Precedence

Rank	Motions	Second Needed	Amend	Debate	Vote	Reconsider
1	Main Motion	Yes	Yes	Yes	Majority	Yes
2	Postpone Indefinitely (S)	Yes	Yes	Yes	Majority	Yes*
3	Amend – Primary & Secondary (S)	Yes	Yes	Yes	Majority	Yes
4	Refer to Committee (S)	Yes	Yes	Yes	Majority	Yes*
5	Postpone to a Definite/Certain Time (S)	Yes	Yes	Yes	Majority	Yes
6	Limit or Extend the Limits of Debate (S)	Yes	Yes	NO	2/3	Yes*
7	Previous Question (S)	Yes	NO	NO	2/3	Yes*
8	Lay on the Table (S)	Yes	NO	NO	Majority	NO
9	Call for Orders of the Day (P)	NO	NO	NO	NO	NO
10	Raise a Question of Privilege (P)	NO	NO	NO	Chair	Possible
11	Recess (P)	Yes	NO	Yes	Majority	NO
12	Adjourn (P)	Yes	NO	NO	Majority	NO
13	Fix the Time to Which to Adjourn (P)	Yes	Yes	NO	Majority	Yes

(S) = Subsidiary Motion and (P) = Privileged Motion

*Motion must be made by member on the prevailing side

** Made in chronological order and handled in reverse order

Steps in Handling a Motion (Simple Procedure)

1. A member of the Board or Committee **MAKES** a motion (maker should agree with motion and not speak against it, however, is able to vote against the motion after debate)
2. Another member of the Board or Committee **SECONDS** the motion, if desired (does not have to agree with the motion, rather, agrees it should be discussed)
3. The Board President (or Board Secretary, if so designated) or Committee Chair **STATES** the motion (aka "states the question")
4. The Board or Committee members **DEBATE** the motion and ask questions, if desired
5. The Board President or Committee Chair **PUTS** the motion/question to vote
6. The Board President or Committee Chair **ANNOUNCES** to results of the vote

Steps in Handling Multiple Motions (Extensive Procedure)

1. A member of the Board or Committee **MAKES** a motion (maker should agree with motion and not speak against it, however, is able to vote against the motion after debate)
2. Another member of the Board or Committee **SECONDS** the motion, if desired (does not have to agree with the motion, rather, agrees it should be discussed)
3. The Board President (or Board Secretary, if so designated) or Committee Chair **STATES** the motion (aka "states the question")
4. The Board or Committee members **DEBATE** the motion and ask questions, if desired
5. Any Board or Committee member may **AMEND** (primary or secondary) the original motion
6. Motion amendments are voted on by the Board or Committee in **RANKING** order
7. The Board President or Committee Chair **PUTS** the motion/question to vote
8. The Board President or Committee Chair **ANNOUNCES** to results of the vote

Steps in Speaking During Debate

1. Member wishing to speak **SIGNALS** the Board President or Committee Chair
2. Once member has finished speaking, the member speaking states that he/she "**yields back to the Chair.**"
3. Chair will **RECOGNIZE** other speakers, as applicable, or **PUTS** the motion/question to vote
4. Speakers may be **INTERRUPTED** for a) Call of Orders of the Day (demand by a member the Board or Committee confirm to program/agenda; bring meeting back on track and conduct the session according to procedure, adhering to the agenda), or b) Raise a Question of Privilege, Information, or Order (appeal to Chair - deals with sharing information of interest/relevance on the motion to the Board/Committee, breach of procedure, rules, or conduct, or disturbances such as noise, conditions of the room, etc.)

Majority Vote – Basic requirement for adoption of most motions. A majority is more than one half of the votes cast by persons legally entitled to vote (after considering any abstentions). For seven (7) members present/voting, it would require four (4) aye/yes votes for passage. Note: Majority does NOT mean 51% (example – 1000 votes, the majority is 501 votes - not 51% which is 510 votes).

2/3 Vote – Divide the number of votes by 3 and then multiply by 2. For seven (7) members present/voting, it would require five (5) aye/yes votes for passage.

Subsidiary Motions (in ranking order)

- Primary Amendment – Used to improve a motion
- Secondary Amendment – Used for further improvement or clarification of a motion

Notes - Board or Committee Members should be prepared to offer the Board or Committee Secretary any motion offered for consideration in writing.