a record of each person's vote is required.

**By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

**By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires.

Members raise their hands or stand.

**By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

**Most importantly, BE COURTEOUS.**

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**WHAT IS PARLIAMENTARY PROCEDURE?**

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion

**WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?**

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

**Organizations using parliamentary procedure usually follow a fixed order of business.**

Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders -- Important business previously designated for consideration at this meeting.
7. Unfinished business.
9. Announcements.
10. Adjournment.
Another member will second your motion or the motion of another member. If no one will second your motion, you must wait for someone to second your motion. If no one will second your motion, it is lost.

1. Calling the Question
   - By Roll Call: Each member answers "Yes" or "No.
   - By Voice: The chairman asks those in favor to say "Yes" and those against to say "No." Any member may move for a exact count.

2. Make Your Motion
   - C. Wait until the chairman recognizes you.
   - M. "Mr. President, I move that we..." (Phrase)
   - D. Rise and address the chairman by saying, "Mr. President,
   - A. Wait until the first speaker has finished.

3. Obtaining the Floor
   - How are Motions Presented?

   Considered before the other motions.

4. Incidental Motions: Their purpose is to provide a means of conducting the meeting and must be considered as part of the business.

   - 3. Privileged Motions: Their purpose is to bring items that are urgent or special to the attention of the members and to pending business.

   - 2. Subordinate and Incidental Motions: Their purpose is to change or affect how items are presented to the membership.

   They cannot be considered.

   - 1. Main Motions: The purpose of a main motion is to introduce and second your motion. If no second is offered, the motion is lost.

   Individual members can then make a motion to reconsider or a stand on an issue.

   The method used by members to express themselves is the form of moving motions. A motion is a proposal that the