



# The League of Women Voters of Dane County, Inc.

## Rules for the Annual Meeting

### PARLIAMENTARY PROCEDURE

The purpose of parliamentary procedure is to enable an assembly to transact business with speed and efficiency, to protect the rights of each individual therein, and to preserve a spirit of harmony among the members. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the conduct of the Annual Meeting in all cases to which they are applicable and in which they are not inconsistent with LWVDC Bylaws. Please check with the official parliamentarian ahead of time if you have any questions or are trying any kind of complicated parliamentary maneuvers. He/She will give you fair advice on the parliamentary law needed, without regard to the merit of the objective you wish to accomplish.

### GENERAL OVERVIEW

#### Debate

- To gain the floor, a member must stand, if able, and when recognized, state name, discussion group or municipality of residence, if applicable.
- Each speaker will be limited to 2 minutes during debate, unless the limit is changed by a **2/3 vote**.
- No person may speak more than once on a subject until all who wish to speak have had an opportunity.
- The chair may limit total time for debate.

#### Motions

- All motions shall be in writing, and signed by mover.
- All motions shall be passed to the secretary at once.

#### Voting

- Only members may vote.
- **Standing votes** will be used for matters of:
  - Program:*
    - Recommended items require a majority vote for adoption.
    - Non-recommended items require a majority vote for adoption.
    - Any proposed program item may be narrowed in scope but not broadened.
    - Editorial changes are also in order if such changes do not alter the intent of the proposed item.
  - Budget:*
    - Requires majority vote for passage.
  - Bylaw Changes:*
    - Require **2/3 vote** for passage.
  - Annual Dues Changes:*
    - Require **3/5 vote** for passage.

### Commonly Used Motions

**To Amend** – to modify the motion; debatable and requires **majority vote**.

- To change the wording (and the meaning within limits) of a pending motion before a vote is taken.
  - To insert, or add (words or paragraphs)
  - To strike out (words or paragraphs)
  - To combine (strike out and insert words or substitute paragraph or more)
- To Adopt an Amendment does NOT adopt the main motion; the motion is now pending in its amended form.
- To Reject an Amendment leaves the wording in original form.
- The Amendment must be germane, closely related:
  - It cannot introduce a new subject.
  - It cannot insert a “not” to do the same thing as a no vote.
  - A same amendment cannot be re-offered after being rejected.

(Continued)

- The Main Motion can be amended many times but only two amendments can be pending at one time:
  - An amendment to the main motion is a **primary amendment**.
  - An amendment to the primary amendment is a **secondary amendment**.
  - The primary and secondary amendments are ALL that can be pending.
  - The Vote taken is in reverse order: secondary, then primary, then main.

**To Lay On the Table** – to set aside temporarily (no time limit specified); not debatable and requires 2/3 vote

**To Take from the Table** –to resume debate of a motion that was tabled; not debatable.

**To Call the Previous Question** – to end debate; not debatable and requires 2/3 vote.

**To Postpone** – to delay consideration until a more suitable time; debatable and requires majority vote.

**To Refer** – to refer a motion to a committee for study or redrafting; debatable and requires majority vote.

**To Call a Point of Order** -- to call attention to a breach in rules.

**To Raise a Point of Appeal** -- to appeal the decision of the chair; debatable and requires majority vote.

**Questions and Inquiries** – to ask, whenever necessary, about correct procedures (**Parliamentary Inquiry**), facts (**Request for Information**), or a change for comfort or convenience (**Question of Privilege**).

**Division of the Question** – to divide the motion into parts, amend, and vote on each separately; not debatable.

**To Reconsider** –a motion to reconsider on same day or the day following the vote by someone who voted on the prevailing side. A motion can be reconsidered only once. The first vote is on whether the motion should be reconsidered. If this passes, the second vote is on the motion itself.

**To Adjourn** – usually not debatable and requires **majority vote**.

#### TO SUMMARIZE:

MOTION	In order when another speaker has the floor?	Requires a Second	Debatable	Amendable	Vote Required
<b>PRIVILEGED</b>					
1. Fix time for next meeting	no	yes	no	yes	majority
2. Adjourn	no	yes	no	no	majority
3. Take a Recess	no	yes	no	yes	majority
4. Point of Privilege	yes	no	no	no	none
5. Call for the Orders of the Day	yes	no	no	no	none
<b>SUBSIDIARY</b>					
6. Lay on the Table	no	yes	no	no	majority
7. Previous Question (close debate)	no	yes	no	no	2/3
8. Limit/Extend Debate	no	yes	no	yes	2/3
9. Postpone to Definite Time	no	yes	yes	yes	majority
(Special Order)	no	yes	yes	yes	2/3
10. Refer to a Committee	no	yes	yes	yes	majority
11. Amendment to the Main Motion	no	yes	yes	yes	majority
12. Postpone Indefinitely	no	yes	yes	no	majority
<b>INCIDENTAL</b>					
A. Point of Order	yes	no	no	no	none
B. Appeal to the Chair	yes	yes	yes	no	majority
C. Parliamentary Inquiry	yes	no	no	no	none
D. Point of Information	yes	no	no	no	none
E. Division of the Assembly	yes	no	no	no	none
F. Close Nominations	no	yes	no	yes	2/3
G. Re-Open Nominations	no	yes	no	yes	majority
H. Method of Voting	no	yes	no	yes	majority
I. Request to Withdraw a Motion	no	no	no	no	majority
J. Suspension of Rules	no	yes	no	no	2/3
K. Objection to Consideration of Question	yes	no	no	no	2/3
<b>RENEWAL</b>					
L. Reconsider	yes	yes	yes	no	majority
M. Take from Table	no	yes	no	no	majority
N. Repeal	no	yes	yes	yes	2/3
O. Discharge a Committee	no	yes	yes	yes	2/3
<b>MAIN MOTION</b>	no	yes	yes	yes	majority