



Napa / Solano ASC Parliamentary Procedures



Main Motion

A Main Motion is one whose introduction brings business before the ASC. Such a Motion can only be made when no other Motion is pending. All Motions must be submitted in writing.

Amendments

An Amendment is a Motion to modify, clarify, or add instructions to the Main Motion before the Main Motion itself is acted upon. An Amendment must in some way involve the same question that is raised by the Motion to which it is applied. An Amendment is debatable only if the Motion to be amended is debatable.

Motion To Table

A Motion to Table may be applied only to a Main Motion that is pending. At the time a Motion to Table is made, intent is to be given. The Motion to Table is in order for A: to get further information and from whom, B: there is more pressing business to be dealt with. A Motion to Table must state for how long or where to table it.

Motion To Refer To Committee

When a Motion to Refer to Committee is made, it is to send an item of business to a Committee for further input and clarification, for the ASC to consider. A time that the Committee must return to the ASC must be specified. Debate on a Motion to Refer to Committee will be limited to 2 pro / 2 con and the debate will pertain only to the desirability of committing the Motion or instructions to the Committee, and not to the merits of the Main Motion.

Motion To Refer To Groups

When a Motion to Refer to Groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting unless otherwise specified. Debate on a Motion to Refer to Groups will be limited to 2 pro / 2 con, and the debate will pertain only to the desirability of committing the Motion.

Motion To Reconsider

A Motion to Reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this Motion is not to be used for rehashing Motions that an individual or minority were not pleased with, this Motion can only be made by a voting participant who voted on the prevailing side. After the end of the next ASC meeting it would no longer be in order to reconsider a Motion. A Motion may not be reconsidered more than once.

Unanimous Consent

This is a method that allows the ASC to move quickly through routine business that has little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a Motion. If the Chairperson senses no opposition to a Motion, he/she sees that the Motion is carried by the Unanimous Consent unless there is an objection to this. If there is no objection the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the Motion.

Withdraw or Modify

A request to Withdraw or Modify may be made by the maker of the original Motion upon his/her acceptance of a suggestion from another member. After a Motion is made it belongs to the ASC, as a whole and the maker must request the ASC's permission. The Chairperson treats this as a Unanimous Consent matter, that is, if there is no objection, permission is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

Motion To Call The Vote

A Motion to Call the Vote must be seconded. No debate is allowed. A majority vote is required to adopt this Motion. The intent of this Motion is to bring the original Motion to a vote without any further amendments or debate. This Motion is not made to suppress information, but rather to expedite proceedings.

Point Of Information

A Point of Information is a question directed to the Chairperson to obtain information concerning Parliamentary Procedure or the Motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

Point Of Order

When a member feels that the rules, policy, or guidelines of the ASC are not being adhered to, he/she can make a Point of Order which in effect is asking the Chairperson to make a determination as to whether or not the procedure the member pointed out is in fact being violated. A Point of Order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead to bring to the attention of the Chairperson that a member feels that proper procedure is not being followed.

Suspend The Rule Of Order

A Motion to Suspend the Rules of Order is made when a member of the ASC would like to waive a certain ASC procedure. The Motion will include the rule to be suspended and the length of time it shall be suspended. The Motion requires a second and a majority vote.

Suspend The ASC Guidelines

A Motion is made when a member of the ASC would like to waive a certain ASC Guideline. The Motion must include the Guideline to suspend and the length of time to be suspended. This motion requires a second, is debatable by 2 pro/2 con, is not amendable, and requires a 2/3rd majority vote.

Appeal The Decision Of The Chairperson

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty necessary to make rulings on questions of rules and procedures. But any 2 members have the right to appeal from his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chairperson and is given to the ASC for final decision. The Chairperson shall speak con to the Motion and the maker of the appeal shall speak pro to the appeal, not to exceed one minute each.



Napa / Solano ASC Parliamentary Rules of Order



Motion	2nd Required	Debatable	Amendable	Vote
Main Motion	Yes	4 pro / 4 con	Yes	2/3rds
Amendment	Yes	2 pro / 2 con	No	2/3rds
Refer to Committee	Yes	2 pro / 2 con	Yes	Majority
Refer to Groups	Yes	2 pro / 2 con	Yes	Majority
Call the Vote	Yes	No	No	Majority
Table	Yes	2 pro / 2 con	No	Majority
Point of Order	No	No	No	None
Point of Information	No	No	No	None
Suspend Rules of Order	Yes	No	No	Majority
Suspend Guidelines	Yes	2 pro / 2 con	No	2/3rds
Appeal Chair's Decision	Yes	1 pro / 1 con	No	Majority
Recess	Yes	No	No	Majority
Adjourn	Yes	No	No	Majority