

*Southern California Conference*  
**65<sup>th</sup> Constituency Session Rules**

Approved by the Southern California Conference Executive Committee

***The Basic Principles of Parliamentary Procedure***

1. The purpose of parliamentary procedure is to promote cooperation, fairness, and efficiency in the transaction of an organization's business, including the rights of the minority.
2. Parliamentary procedure assumes that all delegates have equal rights, privileges, and obligations in the fair conduct of business.
3. The majority vote decides the direction the organization takes.
4. Every delegate has a right to be informed as to the meaning of all items brought before the assembly.
5. Each delegate has a right to full participation in the discussion of every proposal brought before the group for a decision.

***Procedures for Participating in the  
Constituency Session of the Southern California Conference***

To facilitate clarity of understanding and efficiency in processing the desires of the body, the following procedures shall be followed when a delegate wishes to speak:

1. Any substantive motion, amendment to an existing motion, or comment regarding a motion on the floor, is to be made from one of the standing microphones after the chair acknowledges the speaker.
2. Any delegate addressing the meeting from a microphone must first state their name and the entity they represent or their delegate-at-large status.
3. A procedural motion, such as a parliamentary inquiry or a Point of Order may be made from a microphone which will be designated as the procedural microphone, as long as another delegate is not speaking, and the speaker of the procedural motion has been acknowledged by the chair.
4. A motion to amend must specifically state those words which are to be added, deleted, or substituted, followed by a statement of how the motion would read if amended. A motion to amend must be germane to the main motion which is to be amended.
5. A special committee report is to be concluded with a motion from the committee regarding the disposal of that report. The usual options include adopting the report (officially endorsing the finding, opinions, and recommendations), adopting a portion of the report, referring the report to another committee, postponing any action on the report, filing the report, or rejecting the report.
6. A delegate will not speak to a motion more than twice and will only speak a second time after all others wishing to speak have done so.
7. There will be a time limit of two minutes for speeches from the floor; three minutes if the speech is being translated.

## *The Use of “Motions” to Conduct Business*

A “motion” is the formal presentation of a proposal to the assembly for its consideration. To present a motion, a delegate rises and addresses the presiding officer, saying, “Mr. Chairman.” After the delegate is acknowledged by the chairman, he/she proposes his/her motion starting with the words, “Mr. Chairman, I move that...” Most motions also require a “second,” that is, an affirmation that at least one other person wants the motion to be considered.

– Adapted from Sturgis *Standard Code of Parliamentary Procedures* (2009 Edition).

### *Rules Governing Various Motions Used to Conduct Business*

There are basically four types of motions:

- Main Motion**                      A **main motion** is a motion whose introduction brings business before the assembly.
  
- Subsidiary Motion**            A **subsidiary motion** assists in treating or disposing of a main motion and sometimes other motions. (Tabling, previous questions/vote immediately, refer to committee, amendments, postpone indefinitely, and limit time of debate.)
  
- Privileged Motion**            A **privileged motion** has to do with special matters of immediate and overriding the importance and do not relate to the pending business. (Fixing time of future meeting, recess, adjournment, fixing time at which to adjourn, and questions of privilege/interrupting pending business to state an urgent request or motion.)
  
- Incidental Motion**            An **incidental motion** deals with questions of procedure. (Appeals regarding points of order and/or information, division of the house/requires a standing vote, and withdrawing or modifying a motion.)

#### **Motions in Order Vote Of Precedence Debatable Required**

Main motion .....	Debatable .....	Majority
Reconsider .....	Debatable .....	Majority
Rescind or Amending previous Motion .....	Debatable .....	Majority
Amend .....	Debatable .....	Majority
Resume consideration .....	Debatable .....	Majority
Postpone indefinitely .....	Debatable .....	Majority
Refer to Committee .....	Debate only on merits of referral .....	Majority
Postpone indefinitely .....	Debate only on time of postponement .....	Majority
Limit/or extend debate .....	Not Debatable .....	2/3
Vote immediately (“previous question”) .....	Not Debatable .....	2/3
Postpone temporarily (“table”) .....	Not Debatable .....	Majority
Recess .....	Debate only on length of time .....	Majority
Adjourn .....	Not Debatable .....	Majority

Other incidental motions and requests include: Appeal, suspend rules, object to consideration, Point of Order, parliamentary inquiry, question of privilege, withdraw motion, division of question, division of assembly.