

SSASC RULES OF ORDER

ORDER OF BUSINESS

The Chairperson is responsible for setting the order of business. The following order of business shall generally be upheld.

1. Call to order with moment of silence.
2. Roll-call-GSR's report.
3. Secretary reports-minutes are approved.
4. Sub-committee reports.
5. ASR reports on the region
6. Old Business
7. New Business
8. Literature report.
9. Treasurer's report
10. Meeting adjourns.

INTRODUCING BUSINESS

All business shall be proposed in the form of a motion. The member desiring to make a motion must "get the floor", i.e., he must raise his hand, address the chairperson and then be recognized by the chairperson. The member states the motion, and if it is seconded by another member it is restated by the chairperson. The motion is then ready to be discussed by the assembly if it is defined as a debatable motion. When presenting a motion the following procedures will be followed.

1. All main motions must be in writing and contain a statement of intent.
2. All motions must be placed before the chairperson prior to being placed on the floor for consideration.
3. Any member, except the ASC chairperson may make a motion.
4. Any member may participate in discussion however the chairperson must relinquish his seat if he wishes to speak on an issue.
5. Prepared motions contained within sub-committee reports, may be considered placed "before the chairperson," and presented for consideration during said reports. All other motions of the day shall be prepared before and presented during New Business.
6. All motions shall be reviewed by the Policy chairperson for the propose of clarity, simplicity, and proper form.
7. Discussion (debate) shall consist of Two (2) pros and Two (2) cons.
8. When a motion to extend debate is passed it shall be limited to two (2) pros and two (2) cons.
9. All main motions require a simple majority vote of quorum for passage.
10. A vote may be taken in three ways: 1. voice vote 2. show of hands 3. standing vote. The matter of taking the vote will be at the discretion of the chairperson unless the assembly decides otherwise by a vote, or they choose to exercise the right to divide the assemble.

The secretary copies the motion presented, which is called a resolution. The chairperson directs all inquires concerning the clarity of the resolution to the presenter of the motion. Once all questions have been answered discussion follows. Each person desiring to speak must first get the floor. Any person failing to observe this procedure shall be ruled out of order. If two or more people wish to speak simultaneously, recognition will be given to:

1. The person who has not spoken on the question at hand.
2. The one who made the motion.
3. One who is opposed to the views of the previous speaker.

DISCUSSION

Note that for the SSASC's purpose, discussion equals debate, equals pros & cons. In discussion of a question the following rules of order shall be observed.

1. No member may speak more than twice on the same question during the meeting.
2. No member may speak twice on the same question, until all who have not spoken have an opportunity to speak.
3. No one may speak longer than two minutes at a time, except by general consent, or by vote of the assembly.
4. All speakers must confine their remarks to the question at hand. Anyone disregarding this is considered out of order.
5. All remarks are to be addressed to the chairperson. Members are not allowed to address one another directly.
6. Any member who, in speaking from the floor, refers to another in a discourteous manner, impugns the motives of another, or is disorderly in any other way, should be ruled out of order. He may be required to apologize, or may be disciplined by the assembly.
7. Any speaker ruled out of order should relinquish the floor.
8. A person who has made a motion is not permitted to speak against it.

CLASSIFICATION AND PRECEDENCE OF MOTIONS

Motion practice is governed by definite rules of precedence. There is a fixed priority or order according to which motions may be proposed, discussed, and acted upon. The following groups of motions are classified according to purpose and precedence.

- PRIVILEGED MOTIONS:** Are highest ranked motions & have a fixed order of precedence.
- INCIDENTAL MOTIONS:** As a group these rank next. They have no order of precedence among themselves but take their rank from the motions to which they apply.
- SUBSIDIARY MOTIONS:** Rank above main motions, and have a fixed order of precedence among themselves.
- MAIN MOTIONS:** These have the lowest ranking of all motions.

ORDER OF PRECEDENCE

I. Privileged Motions

1. Adjourn
2. Take a Recess
3. Raise a question of privilege
4. Call for the "Orders of the Day"

II. Subsidiary Motions

5. Lay on the Table
6. Close Debate
7. Limit or extend debate
8. Postpone to a certain time.
9. Refer to committee
10. Amend
11. Postpone indefinitely

III. Main Motions

12. Main motions from the floor or committee

RULES OF PRECEDENCE

There are two basic rules of precedence: (1) When a motion is pending any motion that outranks it in precedence may be proposed, but no motion of lower rank may be proposed. (2) Motions are considered and voted on inverse to their proposal.

MAIN MOTIONS

Main Motions are the most important class of motions, for they are aimed at getting some action on the primary items of business listed on the program of a business meeting. Main motions are nevertheless outranked in precedence by every other motion. This shows that precedence does not indicate importance, but simply determines the order in which the various motions are taken up and dealt with.

SUBSIDIARY MOTIONS

The purpose of the various subsidiary motions is to help the assembly in considering and acting upon the main motion. One or more subsidiary motions can be pending at the same time, each to be disposed of in its proper order of precedence. The subsidiary motions are outranked in precedence by the four privileged motions and are numbered in the following list.

5. Lay on the Table- This is the highest ranking subsidiary motion. Its purpose is to lay aside, or postpone temporarily the consideration of a motion until a later time. This motion requires: a Second; majority vote, it is not debatable.

6. Close Debate- This motion is also known as "Call for the Previous Question", or "Vote Immediately". Its purpose is to halt all further consideration of the questions pending and bring them to a vote. This motion requires: a Second; two-thirds vote. It is not debatable.

7. Limit or Extend Debate- This motion is aimed at extending or restricting the time devoted to the discussion of a question. This motion requires: a Second; two-thirds vote. It is not debatable.

*8. Postpone to a Certain Time- The purpose of this motion is to suspend discussion of a question and fix a later, definite time for its further consideration. If a question is postponed to a certain time it is treated as an "order of the day" for that time and so will precede New Business. This motion requires: a second; majority vote. Only the propriety of the postponement to a certain time is debatable.

9. Refer to a Committee- This motion is made for various reasons. The proposer may feel that the matter requires more detailed study by a smaller group or reworked in a sub-committee. This motion requires: a second; majority vote. Only the propriety of referring the question to a committee is debatable.

10. Amend- A motion to amend a main motion is made with the purpose of changing or modifying the main motion or resolution, so that it will more truly meet the mind of the assembly. An Amendment of a main motion is called a primary amendment. A primary amendment may itself be amended in the same manner as a main motion. An amendment is called a secondary amendment are: (a) Amendment by addition of certain words to the motion; (b) Amendment by elimination of certain words from the new motion; (c) Amendment by the substitution of a new motion for the original motion (but the substitution must not destroy the original question.) This motion requires: a second, majority vote. It is debatable, unless applied to an undebatable motion.

11. Postpone Indefinitely- The name given to this motion is misleading. Its purpose is not to postpone consideration of a question but to kill it. It may be brought up later in the form of a new motion. This motion requires : a second; majority vote. It is debatable.

PRIVILEGE MOTIONS

Privileged motions unlike subsidiary motions, are not directly related to the main motion. They are motions dealing with the matters of such urgency that they require immediate attention. Since they are emergency motions, privileged motions as a class have an order of precedence. Their order of precedence among themselves is listed as follows.

1. Adjourn (unqualified)- The purpose of this motion is to bring a meeting to an end at once. A qualified motion to adjourn is not a privileged motion; it is a main motion and as such is the lowest rank in precedence. Although the unqualified motion to adjourn has the highest ranking it is out of order when another person has the floor, or while a vote is being taken. Furthermore, the chairperson should not permit the motion until all important business has been disposed of, and the time and place of the next meeting has been set. This motion requires: a second; majority vote. It is not debatable.
2. Take a Recess- The purpose of this motion is to provide an intermission within a meeting. After the recess, the chairperson calls the meeting to order, and business is resumed. This motion requires: a second; majority vote. It is not debatable.
3. Raise a Question of Privilege-This motion is concerned with the rights and privileges of the assembly as a whole, or the rights and privileges of an individual member. It is used in such circumstances as the following: disorderly conduct during a meeting; unsatisfactory conditions of the meeting place; charges made against the character of a member; illness. When a member raises a question of privilege the chairperson will decide whether it is such or not, and will rule accordingly. Any two members may of course, appeal the chairpersons ruling thus forcing the matter to a vote. This motion requires : No second; no vote. It is not debatable.
4. Call for the "Orders of the Day"- This motion is concerned with deviations from the duly established order of business. If the chairperson does not adhere to the order any member has the right to demand that he do so. This motion requires: no second: no vote, unless the chairperson maintains there has been no deviation or contends that the deviation is justified. It is not debatable.

INCIDENTAL MOTIONS

Incidental motions are so named because they arise only incidentally out of the business that is being considered by the assembly. As a group they rank in precedence above subsidiary motions and below privileged motions. Unlike all the motions discussed so far they have no fixed order of precedence among themselves. They take their rank from the motions to which they are applied. Since these motions have no precedence among themselves the order in which they are listed is quite arbitrary.

INCIDENTAL MOTIONS (continued)

1. Appeal- When a decision made by the chairperson seems to be in error or unfair, any member may appeal the decision. Immediately after the decision has been announced- but not later - he should rise, and without waiting to be recognized (even though another member has the floor) should make his appeal. When the member has given his grounds for appeal the chairperson may state the reasons for his decision:(or he may postpone this until after discussion). The question is then put to a vote. This motion requires: a second; it is debatable limited to one pro (the appellant), one con (the chair), and two additional pros and cons. The question will be decided by a majority vote.
2. Division of a Question- When a motion has several parts a member can request that it be divided into two or more independent propositions, and each proposition considered and voted on separately. Thus it becomes possible to adopt certain parts of the motion and reject others. The chairperson will decide if a motion can be divided. This motion requires: no second: no vote. It is not debatable.
3. Division of the Assembly- The purpose of this motion is to secure an accurate vote. If a vote has been taken by voice or by a show of hands and there is a reasonable doubt as to the outcome, any member may, without rising or addressing the chair, demand a standing vote. This motion requires: no second; no vote. It is not debatable.
4. Objection to Consideration- The chairperson may rule out of order any motion that is irrelevant, contentious, or embarrassing. If he fails to do so any member even when another has the floor, may raise and object. Objections, however, must be made immediately after the motion has been presented, and before debate has begun. This motion requires: no second; no vote. It is not debatable.
5. Parliamentary Inquiry (Point of Information)- If a member desires some information on a question of procedure he should rise and, without waiting to be recognized, put his inquiry to the chairperson. This motion requires; no second; no vote. It is not debatable.
6. Point of Order- The chairperson has the duty of guarding against any breach of the rules. If he does not notice a violation of the rules or disregards it, any member may draw his attention to it and insist, if necessary, that the rules be strictly enforced. In such a case the member will rise, even though another has the floor and, without waiting to be recognized, address the chair. If the member is right the chairperson must correct the error at once. If the chairperson cannot decide whether or not there has been a violation of the rules, he may rule: (1) to ask the advice of other members he considers competent: (2) put the matter to the assembly; (3) defer a decision until he has had time to study the matter more fully. This motion requires: a second; two-thirds vote, It is not debatable.
7. Suspend the Rules- If an assembly finds it necessary or desirable to take some action that conflicts with the rules of order or standing rules, it may, suspend temporarily the rule(s) involved. This motion requires: a second; two-thirds vote. It is not debatable.
8. Withdrawl a Motion- The author of a motion may withdrawl or change his motion at any time before it is stated by the chairperson. After it has been stated,- it can be with drawn or changed only by general consent or vote. If any one objects to the change the chairperson may put the question to a vote. This motion requires no second; no vote unless questioned. It is not debatable.