

PARLIAMENTARY PROCEDURES

1. Presiding Officer

- A. The Presiding Officer is referred to as “the Chair.” They are addressed by their title.
 - 1. Senate: Lieutenant Governor or President Pro-Tempore (Mister/Madame President)
 - 2. House of Representatives: Speaker of the House (Mister/Madame Speaker)
- B. Duties
 - 1. Presides over each session.
 - 2. Preserves order and decorum.
 - 3. Rules on all points of order.
 - 4. Conducts business as defined by the rules.
 - 5. Announces results of all votes.
 - a) *No interruptions of any nature will be allowed after the voting begins.*
 - b) *A proposition with several distinct parts may have a vote taken on each part if a request is made to the Chair.*

2. Motions

- A. General rules for making motions
 - 1. After a motion has been made, the Chair will state it for the membership.
 - 2. The Chair will put the question to the membership for a vote.
- B. Motions requiring seconds:
 - 1. The previous questions.
 - 2. An appeal of the ruling of the Chair.
 - 3. Call of the House and/or Senate.
 - 4. Exceptions: Parliamentary Inquiries, Motion to Reconsider, and Nominations.
- C. Motions are allowed when a proposition is under debate.
 - 1. To adjourn
 - a) *It must be made for a time certain; i.e., “adjourn until 3:00 p.m.”*
 - b) *Takes precedence over motion to recess.*
 - c) *Stops all procedures in progress.*
 - d) *Shall always be in order except:*
 - (1) When the previous question has been ordered and the final vote has not been taken.
 - (2) When a member has the floor and refuses to yield to the motion.
 - (3) When a motion to adjourn has been defeated and no new business has been transacted.
 - (4) When the Chair will not recognize the member to make the motion.
 - e) *Requires a simple majority to be adopted.*
 - 2. To recess:
 - a) *It must be made for a time certain; i.e., “recess until 3:00 p.m.”*
 - b) *Stops all procedures until the time to reconvene.*
 - c) *Shall be in order except for the same reasons stated for the motion to adjourn.*

- d) *Requires a single majority to be adopted.*
- 3. To lie on the table.
 - a) *Can be applied to a bill, amendment, motion, or any other proposition.*
 - b) *Can be made for a definite period (i.e. "until 3 p.m.") or indefinitely.*
 - c) *If adopted, the proposition is laid aside until the specified time or upon motion to remove it from the table being adopted.*
 - d) *When it is debatable: When a motion to table is made to a debatable main motion, the main motion mover is allowed three minutes to close the debate.*
- 4. The previous question
 - a) *Made in the usual motion-making procedure.*
 - b) *Requires twenty-five (25) seconds in the House and five (5) seconds in the Senate.*
 - c) *Requires majority to be adopted.*
 - d) *Effect if adopted:*
 - (1) All amendments pending are cut off.
 - (2) All debate is cut off.
 - (3) Opposition to the proposition is not allowed to speak.
 - (4) The author of the pending proposition is not allowed to speak.
 - (5) Directly to vote on pending proposition
 - e) *May be made on any debatable proposition.*
- 5. To Reconsider.
 - a) *Must be made by a member who voted on the prevailing side.*
 - b) *Debatable only when the motion to be reconsidered is debatable.*
 - c) *Cannot be amended.*
 - d) *The effect of adoption is to place before the assembly the original question in the exact position it occupied before it was voted upon. Consequently, no one, after reconsideration is adopted, can debate the question reconsidered if he has exhausted his right to debate.*
 - e) *Questions cannot be reconsidered twice unless the question has been materially altered.*
 - f) *A two-thirds majority is required to adopt the Motion to Reconsider.*
- 6. Recommit of referring a bill to a committee:
 - a) *Make in usual motion procedure*
 - b) *Requires a simple majority.*
 - c) *If adopted, the bill would be sent to the committee named in the motion.*
- 7. To Amend:
 - a) *A motion. A statement may be made to amend an oral motion that is pending before the members.*
 - b) *A bill*
 - (1) An amendment must be made in writing and must make proper reference to the section to be amended.
 - (2) The written amendment must be at the Clerk's desk by the completion of the questioning period (see order of business).
- 8. Limit or extend debate:

a) *Someone wishes to add additional time or deduct time from the stated debate period.*

b) *The motion to limit or extend debate applies only to the issue currently on the floor.*

c) *Motion is not debatable.*

d) *The motion requires a two-thirds vote.*

9. Casts the tie-breaking vote (in Senate only), Speaker of the House may vote on all issues.

3. Obtaining the floor

A. Procedure for obtaining the floor

1. Member rises and addresses the Chair with "Mr. (or Madame) Speaker" or "Mr. (or Madame) President."
2. After recognition by the Chair, the member proceeds to a statement of purpose for seeking the floor.
3. Members will be ruled out of order that begin speaking without proper recognition from the Chair.

B. Reason for obtaining the floor

1. To make a motion
2. To make a statement about a pending proposition
3. To raise a point of order
4. TO ask a point of information or parliamentary inquiry

4. Having the floor

A. A member has the floor after the Chair has properly recognized him for a specific purpose.

1. Members must confine their remarks to the subject under consideration.
2. Members may speak only once on the same subject unless all others wishing to speak have done so.

B. Only one member may have the floor at one time.

C. Once a member has the floor, he may not be removed.

1. Until he yields the floor to another member.
2. Until the expiration of the time limit
3. Until he is guilty of misconduct.

D. When a member has the floor, he/she IS NOT TO BE INTERRUPTED for any purpose, questions may be asked following the conclusion of the presentation.

E. All remarks are directed to the presiding officer. Questions may be directed to the specific Member being asked.

5. Voting

A. Types of votes.

1. Voice vote

- a) *Chair asks for all favoring the proposition to signify by saying "aye."*
- b) *Chair asks for all opposed to the proposition to signify by saying "no."*
- c) *Based on the response, the Chair announces his opinion of the result.*
- d) *Voice vote will be used on all votes unless another type of vote is requested.*

2. Standing vote:
 - a) *Chair asks all favoring the proposition to stand.*
 - b) *Chair asks all opposing the proposition to stand.*
 - c) *The chair, with the aid of the clerk, will determine the results.*
3. Record vote or roll call vote: (Senate Only)
 - a) *The chair requests the clerk to call the roll of all members present.*
 - b) *As each name is called, the member will state his vote, i.e., "aye" or "no," or "present."*
 - c) *The chair will announce the results of the vote.*
4. General rules of voting
 - a) *To obtain a standing (House and Senate) or roll call vote (Senate only) a member must move the same to the presiding officer. There must be twenty-five (25) seconds in the House and six (6) in the Senate. This motion must be made before the body takes up any other business.*