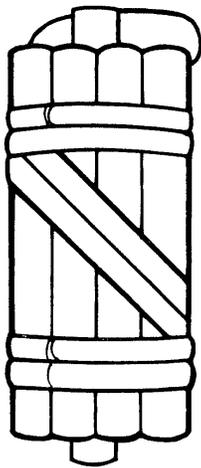




Chapter Parliamentarian



(Mace)

Developing Future Leaders For
Marketing and Management

SECTION ONE GENERAL INFORMATION

Being a DECA Chapter Officer - A Big Responsibility

It is important for the growth of each chapter to have a well-qualified and dependable group of officers. With capable officers, the business of the chapter will be conducted in proper parliamentary fashion, an effective Program of Work that includes all members will be maintained, records and minutes will be up to date and complete, good publicity will be generated, and all members will grow professionally.

Good judgment should be exercised by the membership when electing qualified officers. It is a mistake to look only for the most popular members. Qualifications for the position to which the individual will be elected should be the prime consideration. Be sure you have nominated a slate of officers who are willing to work hard to perform the duties and responsibilities of each office and who possess leadership qualities.

A leader is one who can communicate ideas and feelings, yet who is willing to listen and understand the need for democratic procedures. A good leader respects the rights, the abilities, and dignity of every member and is able to convey enthusiasm and inspire confidence. A good leader has the courage of convictions, but is open-minded. A leader is vitally interested in everything that concerns the chapter and the community and is willing to put the good of the chapter before personal desires.

During your term as a chapter officer, you undoubtedly will be corresponding and talking with businessmen and educators interested in DECA on the local, state, and national levels. Handle yourself in a very professional way, because you are the “DECA image.”

You will be a major part of local chapter meetings, and when you participate you should be concerned with the welfare of DECA. You will discover that by using tact, together with consideration and understanding of other people’s viewpoints, your job will be more effective. Also, the contribution you make will be measured in direct proportion to what you know, your understanding of the fundamentals of DECA, your use of good judgment, your enthusiasm, and the dignity of a chapter officer.

As an officer of this student organization, your greatest challenge will be to exhibit qualities of leadership that will make a contribution to the growth of DECA through the members with whom you have personal contact. Throughout the year, you will inspire leadership only to the degree that you personally give leadership. As you reach for higher goals in self-improvement and the attainment of higher goals for this organization, you are charged with the responsibility of developing enthusiasm whenever you speak officially for DECA during the year in which you serve as a chapter officer.

If a question arises as to your responsibilities during your term of office, your local Chapter Advisor stands ready to assist and guide you in fulfilling these duties.

Chapter Officer's Conduct

1. As a chapter officer, you represent the only organization attracting youth to careers in marketing and management.
2. Wherever you may go, people will be watching you. What you do and how you do it must leave a favorable impression. You must be mindful at all times that your conduct must never be questioned.
3. When appearing as a chapter officer before any group, regardless of its size, your DECA blazer should be worn. Your hair should always be neat and well groomed. Your shoes should be shined. Women should wear a matching skirt, heels and hose; the men should wear matching trousers and dark socks.
4. The words "please" and "thank you" are to be used often. You will find they pay liberal dividends.
5. Be careful what you say and how you say it.
6. Make the most effective use of your time and money. It is most important that you do your very best at all times.
7. Never commit yourself orally, or in writing, unless you are certain that you are right and have the support and backing of the chapter's membership. Once committed, you must keep the commitment.
8. If you have an appointment, plan to arrive before the appointed time.
9. If you must smoke, use good judgment in doing so. It is a standing tradition that DECA members do not smoke while wearing their DECA blazer.
10. Make a special effort to remember the names of people you meet. It might be helpful to keep a written record of these individuals for future reference, particularly if you want to send them a "thank you" note. Always be sure you have their name spelled correctly.
11. Be prompt in handling your correspondence. As a chapter officer, you are obligated to give a carbon copy of all correspondence to your chapter advisor. The chapter Secretary should set up a correspondence file for each officer at your school or institution.
12. Make it a point to know as much as you can about all the areas of vocational education within your school, particularly some of the activities of the other vocational student organizations.
13. If you have the opportunity to visit another chapter, find out as much as possible about the group before you visit, and always recognize the outstanding activities conducted by the group. At all times, you must avoid sarcasm and outright criticism. Make it a point to meet

the individuals in charge and compliment them on their work. You should make an effort to be helpful to the members and officers whenever possible.

14. If you make a speech as a chapter officer during your term of office, here are some helpful suggestions:
 - a. Be sure to bring greetings from the rest of your chapter's officers.
 - b. Express appreciation for being invited to participate in the activity.
 - c. Let the audience know you are aware of some of the outstanding activities the group is doing.
 - d. Be sure to express appreciation for the efforts of the VIPs in promoting and assisting the group in its activities.
 - e. Do not talk too long. A five- to eight-minute speech that is well planned in advance and presented effectively will serve the purpose. Remember that banquet programs in particular have a tendency to last too long.
 - f. If you use jokes or stories in connection with your presentation, make certain that they offend no one.

Demonstrating Leadership

1. Be sure you know what you are talking about. You should make every effort to refrain from discussing topics which may be controversial.
2. Stay out of arguments. No one ever won an argument.
3. In making any kind of presentation before a group, never start a sentence with "I think." Discuss some of your chapter or state association activities, some of the outstanding accomplishments by DECA members, and other topics which you know will be of interest to those whom you are addressing.
4. It always pays to be a good listener; but at the same time, be a good conversationalist. It has been said that the secret of success lies in the ability to see things from the other person's viewpoint as well as your own.
5. It is imperative that you avoid a statement which can be interpreted as an endorsement, or implied endorsement, by DECA of any activity unless that activity has been officially approved by your chapter membership and Chapter Advisor.
6. Refer to fellow DECA members as "Marketing Management students" or "DECA members." If possible, it is always desirable to call fellow students by their first names.

7. When speaking with or about important or older people, they should be referred to as “Mr.,” “Mrs.,” or “Miss.”
8. When you are talking with other officers in public places, never be critical of anyone and avoid all “griping.”
9. It is always appropriate to find something good to say or talk about when discussing items or activities referring to Marketing Management or DECA. Avoid making negative comments. In addition, you should avoid the remark, “My chapter does it this way.”
10. Make it a point to act interested, to be friendly, and to smile. The words “Sir,” “Thank You,” and “Pardon Me” are never out of place.

Aids for Leadership

1. Think clearly. Act in good taste.
2. Get the facts and analyze them before you draw conclusions.
3. Develop the habits of cleanliness and orderliness.
4. Establish reasonable goals.
5. Take advice, but do your own thinking.
6. Encourage the other fellow as you go along.
7. Never say “It can’t be done” or “I can’t do that.” Find ways to accomplish appropriate goals.
8. Spend a little less than you make.
9. Make friends and keep the friendship in good repair.
10. Be proud of what you do--take pride in being a chapter officer.

Suggested Business Procedures for Conducting a DECA Chapter Meeting

In order to surround the formal planned business and professional meeting with the dignity to which it is entitled, a few suggestions are given here which should assist in developing and improving the procedures currently used.

Suggested Meeting Procedure

Every chapter should have an established order of business and follow it at all regular meetings. Members then know what to expect and can participate more effectively. The following order is suggested for regular meetings but is, of course, subject to modification to better fit the needs of any particular chapter.

SAMPLE AGENDA Local High School DECA Chapter October 1, ____

- I. Call to order: President (rap gavel twice)
- II. Invocation (optional): Chapter officer
- III. Pledge to the flag: Chapter officer
- IV. DECA Creed: Chapter officer
- V. Role call: Secretary
- VI. Approval of Minutes: President/Secretary
- VII. Officers' Reports
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Others
- VIII. Committee Reports
 1. Finance
 2. Promotions
 3. Social
 4. Special committees
- IX. Unfinished business
- X. New Business
- XI. Program (optional)
- XII. Announcements
- XIII. Adjournment (rap gavel once)
- XIV. Recreation, Entertainment, Refreshments

Procedure in a Typical Meeting

SAMPLE MEETING

I. Call to order

President: "I now call to order the fifth meeting of the _____ High School DECA Chapter." (Rap gavel twice)

II. Invocation (optional)

Chapter officer

III. Pledge to the Flag

Chapter officer: "Will the membership please stand, face the flag and recite the pledge with me?"

IV. DECA Creed

Chapter officer: "Please remain standing as we recite the DECA Creed."

V. Roll Call

President: "Will the secretary please take roll?"

Secretary: (Call each member's name and record if they are in attendance. After roll has been taken, tell if quorum has been established.) "Mr./Ms. President, there are _____ members present, quorum has been established."

VI. Approval of the Minutes

President: "Will the secretary read the minutes of the last meeting?"

Secretary: (Reads the minutes)

President: "Are there any corrections to the minutes?" (Members give corrections if any are in order.) "If there are no (further) corrections, I will entertain a motion to approve the minutes as read (corrected)."

Chapter member: "I move to approve the minutes as read (corrected)."

Second Chapter member: "I second the motion." (No discussion on this motion)

President: "All those in favor, say 'Aye'. All those opposed, 'No'."

President: (Announce if motion passed or not.)

VII. Office Reports

President: "We will now move into a period of officers' reports."

President: (Gives short verbal report) "Are there any questions?" (Answer questions)

"Will the Vice President please give his/her report?"

Vice President: (Gives short verbal report)

(Continue process for other officers)

VIII. Committee Reports

(The above process is repeated for each committee report)

IX. Unfinished Business

President: "We will now move into a period of old business. Is there any old business?"

Chapter member: "I move to take (old motion) from the table."

(Each motion is discussed and settled before another is introduced. When all old business is complete, the president moves on.)

X. New Business

President: "We will now move into a period of new business. Is there any new business?"

Chapter member: "I move to (state motion)."

Second Chapter member: "I second the motion."

President: (Calls on members to discuss the motion. The member introducing the motion has the opportunity to speak first or last to the motion. When all new business is completed, the president moves on.)

XI. Program

President: (Introduces the program speaker if one is planned)

XII. Announcements

President: "Are there any announcements?" (Chapter members are recognized to make any appropriate announcements.)

XIII. Adjournment

President: "If there is no further business, I will entertain a motion to adjourn the meeting."

Chapter member: "I move to adjourn the meeting."

Second chapter member: "I second the motion."

(The motion is non debatable, proceed to vote.)

President: (If approved) "I adjourn the meeting." (Rap gavel once)

(If the chapter wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.)

SECTION II WHAT DO I DO?

Duties and Responsibilities

1. Be interested in and willing to help other chapter members understand the fundamental purpose of parliamentary law.
2. Become familiar with parliamentary procedure.
3. Be prepared to advise the presiding officer and other chapter members on points of parliamentary procedure.
4. Have reference material pertaining to acceptable parliamentary procedure available to which you can refer, should the need arise.
5. Be ever alert and call the chair's attention to significant irregularities in procedure.
6. Be prepared to explain any irregularity and its effect on the fair and equal rights of all chapter members.
7. Assist in the development of a local chapter Program of Work.
8. Attend and participate in the Fall Leadership Development Conference.
9. Be available, as necessary, to promote the general welfare of DECA.

Tools Needed

As Parliamentarian, you should have access to a copy of:

- _____ 1. Handbook for DECA Chapters (DECA Related Materials)
- _____ 2. Guide for DECA Chapter Officers (DECA Related Materials)
- _____ 3. Robert's Rules of Order, Revised (DECA Images or most book stores)
- _____ 4. DECA: Learn, Grow, Become (Oklahoma Department of Vo-Tech)
- _____ 5. Chapter Officer's Leadership Development Guide (Oklahoma DECA)

As Parliamentarian, you should have a:

- _____ 6. DECA pin
- _____ 7. DECA blazer

Hints for the Parliamentarian

1. Make sure chapter meetings are conducted in an orderly manner. Know parliamentary law. (Be acquainted with Robert's Rules of Order, Newly Revised.)
2. Enable an assembly to transact business with speed and efficiency.
3. Protect the rights of each individual.
4. Preserve a spirit of harmony within the group.
5. Make sure the will of the majority is carried out, and the rights of the minority preserved.

PARLIAMENTARY PROCEDURE TIPS

A. GENERAL BUSINESS PROCEDURE

1. To obtain the floor --

Rise and address the chairman -- *"Mr. (or Madam) Chairman"*

Wait for recognition.

- B. 2. To introduce business --

Rise . . . be recognized . . . then proceed

"Mr. Chairman" (recognition) "I move that . . ."

3. To request information --

Member may rise while another has the floor

"Mr. Chairman, I rise to request information."

When recognized by the chairman, state the information request. Person speaking does not yield the floor.

4. To rise to a point of order --

In case of an infraction of the rules by the chairman or other member, the one who detects the error rises while another has the floor.

"Mr. Chairman, I rise to a point of order."

The chairman says, *"Please state your point of order."*

The point of order is stated. The chairman states whether or not the point is correct.

"Mr. Member, your point is (or is not) well taken."

B. MOTION PROCEDURE

1. To present the motion --

“Mr. Chairman” (recognition) “I move that . . .”

2. To second the motion --

“Mr. Chairman” (recognition) “I second the motion”

Detailed wording of the motion is not given by the member who seconds the motion.

3. To state the motion --

After a motion has been made and seconded, the chairman stands and states the motion, prefixing it with the words:

“It has been moved and seconded that . . .”

4. To discuss the motion --

The chairman calls for discussion immediately after he has stated the motion.

“Do I hear a discussion of this motion?”

5. To conclude the discussion of the motion --

The chairman may close the discussion at any time . . . or . . . if there is no discussion, may proceed to the voting by saying:

“Are you ready for the question?”

The majority of the members should respond:

“Question”

6. To vote on the motion --

The chairman restates the motion, then calls for both sides

“All those in favor say ‘aye’”

“All those opposed say ‘no’”

In case of an apparent tie, use another method of voting.

7. To announce the results --

The chairman announces the results.

“The motion is carried (or lost).”

C. WITHDRAWAL OF A MOTION

1. The person who made the motion must request its withdrawal.

“Mr. Chairman” (recognition) “I would like to withdraw my motion that . . .”

2. The chairman requests the consent of the member who seconded the motion.
3. The chairman asks the consent of the members.

“Mr. Member wishes to withdraw his motion that . . . Are there any objections?”

4. If there are no objections --

The chairman instructs the Secretary to strike the motion and the second from the record.

5. If there are objections -- A vote is required.

“All those in favor of withdrawing the motion that . . .” “Opposed”

D. DELAYING MOTIONS

When a matter is being discussed before the assembly and more information is needed . . . or additional time is required to reach a decision . . . a motion can be made:

1. To lay the matter on the table

Which simply lays the matter aside. This motion has the effect of postponing the beginning of a discussion of the subject at the time.

2. To postpone the matter indefinitely

This motion is used when the subject has been discussed at length and it is desirable to lay it aside without arriving at a decision. Since no time is set for reconsideration, the subject is dead unless its backers continue to support it.

3. To postpone the matter until a certain day

This motion is useful in cases where further information is desired upon the subject under discussion . . . information which is not available at the present time.

4. To refer the matter to a committee

When a subject is disputed and further discussion would be a needless waste of the chapter's time, to refer it to a special committee is a wise provision.

E. AMENDMENTS TO A MOTION

1. Any voting member may propose an amendment to a given motion to change or modify the effect of the motion.
2. An amendment takes precedence over the motion before the house.
3. If the amendment is carried, it becomes a part of the original motion.
4. The motion as amended is then considered.
5. General methods of amendments:

a. Inserting or adding words

To amend by inserting words is a simple process of adding words to the main question or of inserting words in the body of the main question. The mover of such an amendment must specify where the words are to be inserted and must restate the motion with new words inserted.

If there is no debate on the amendment, the presiding officer rises and says . . .

“The question is upon the amendment to insert . . .” (and states what is to be inserted.)

If carried, the amendment then becomes a part of the main question. A negative action prevents the matter from being brought forward again and the main question remains the same.

b. Striking out words

To amend by striking out, the mover should state in his motion what words are to be stricken out and what the main question will be when they are so eliminated. This amendment, also, is open to debate.

If no debate is offered, the presiding officer rises and says . . .

“The question is upon the amendment to strike out . . .” (and states what is to be stricken out.)

If carried, the motion stands as amended. If not, the motion stands as read.

c. Striking out words and inserting or substituting words

There may be a question which, in order to make it agreeable to the opinions of the members of the club, may require that some words be stricken out and others be inserted.

This amendment must state the words to be stricken out and those to be inserted. This motion cannot be divided. It is one act of change. It must be decided as presented.

If it is not debated or amended, the presiding officer says . . .

“The question is upon the amendment to strike out the words . . . and insert the words . . .”

If carried, the motion stands as amended. If not carried, the motion stands as read.

If the process of amendments were to be prolonged, it can be seen that an indefinite number would be added, so that great confusion might ensue. Therefore, an amendment to an amendment is fixed as a limit.

F. DISCUSSION FROM THE FLOOR

1. All remarks must be addressed to the chairman.
2. All remarks must be of an impersonal nature.
3. The chairman can declare a discussion closed by asking if the group is ready for the “Question.”
4. The order of procedure on the floor during discussion is as follows:
 - a. The member who made the motion
 - b. The member who has not spoken
 - c. The member who is opposed to the motion

NOTE: Several persons may desire to obtain the floor at once. The President must decide which one shall be recognized. His/her decision is seldom disputed. He/she should recognize the first person to rise, or the first voice he/she hears.

G. VOTING

1. Methods of voting
 - a. Ballot

This method is used when secrecy is desired.
 - b. Roll call

The chairman asks the Secretary to call the roll and the members answer “yes” or “no” on the question at stake.
 - c. Acclamation

Members vote by saying in unison “yes” or “no”, or other suitable words.
 - d. Show of hands or standing.

Used when a voice vote is close.

e. General consent

Chairman calls for objections.

EXAMPLE: *“You have heard the reading of the minutes of the meeting of (date). If there are no additions or corrections, they will stand approved as read.”*

2. Kinds of Votes

a. Majority

One more than half of the votes cast constitutes a majority. This is used for general business procedure.

H. RULES FOR DEBATE

1. Each member is entitled to speak once to a question, sometimes more often if there is no objection.
2. Members indulge in no personalities, avoid reference by name.
3. Maker of motion has privilege of opening and closing debate.
4. Members always make inquiries through the chair.
5. Chair must remain strictly neutral and must leave the chair (calling the Vice President to preside) to debate and does not return until the question is voted upon.

PRECEDENCE OF MOTIONS

For illustration, let us say an amendment is before the house. Some member moves to refer the amendment to a committee. This motion would be in order because a motion “to commit” has precedence over a motion “to amend.” This would also open the debate on the main question which has been moved to amend. A motion to indefinitely postpone, however, would be out of order because a motion to amend or to commit would take precedence over it.

MOTIONS WITH RULES GOVERNING THEM

Adjourn	'	A motion to adjourn is undebatable, cannot be amended, and cannot be reconsidered.
Adjourn, fix time to which	'	This is undebatable if another question is before the house. It is debatable otherwise.
Amend	'	Debatable and can be amended
Amend an amendment	'	An amendment to an amendment cannot be amended.
Amend the rules	'	A motion to amend the rules requires a two-thirds vote.
Appeal	'	(Relating to all other cases) Cannot be amended and is in order when another has the floor. The chair is sustained if the vote results in a tie.
Call to order	'	It is undebatable and cannot be amended. Does not require a second.
Close debate	'	This is undebatable, but requires a two-thirds vote to adopt.
Commit	'	(To send back to committee for further consideration) This motion opens the main question to debate.
Extend the limits of debate	'	This motion is undebatable
Fixing the time to which to adjourn	'	This is undebatable if another question is before the house.
Leave to continue speaking after indecorum	'	This is undebatable and cannot be amended.
Lay on table	'	This cannot be debated and cannot be amended. Cannot be reconsidered if vote is in the affirmative.
Limit debate	'	Undebatable, but requires two-thirds vote to carry.
Objection to the consideration of a question	'	This motion does not require a second. It is undebatable and is in order when another has the floor. Requires a two-thirds vote to adopt.
Orders of the day	'	This motion is undebatable and cannot be amended. Does not require a second. It is in order when another has the floor.

Postpone to a certain time	'	Debate upon this motion may be limited.
Postpone indefinitely	'	This motion cannot be amended, but opens debate on the main question.
Previous question	'	This is undebatable and cannot be amended. It requires a two-thirds vote.
Priority of business	'	This question is undebatable.
Privilege, questions of	'	Take precedence over all other questions and are undebatable except where they relate to the rights of the assembly or its members.
Reading papers	'	It is undebatable and cannot be amended.
Reconsider a debatable question	'	Can be made only by a member who voted in the affirmative. This motion cannot be amended and cannot be reconsidered. It opens debate on the main question. Can be made when another has the floor, but a motion to reconsider cannot be acted upon until the business before the house at the time motion was made has been disposed of. When such business has been disposed of, the motion to reconsider then takes precedence over all other business except to adjourn or fix the time to which to adjourn.
Reconsider an undebatable motion	'	This motion is undebatable and cannot be amended or considered. In other respects, same rules as govern a motion to reconsider a debatable question prevail.
Refer	'	Opens main question to debate.
Shall the question be discussed?	'	This is undebatable and cannot be amended. This motion does not require a second and is in order when another has the floor, but can be made only at the time the question is first introduced and before debate. Requires a two-thirds vote.
Special order	'	This motion requires a two-thirds vote to prevail.
Substitute	'	Same as to amend.
Suspend the rules	'	This motion is undebatable, cannot be amended or reconsidered, and requires a two-thirds vote.
Take from the table	'	Undebatable and cannot be amended. Affirmative vote cannot be reconsidered.
Take up a question out of proper order	'	This is undebatable, cannot be amended, and requires a two-thirds vote.
Withdraw a motion	'	Undebatable and cannot be amended.

CLASSIFICATION OF MOTIONS

Main Motion is a motion made to bring some particular subject before the house. It cannot be made when any other question is before the house. Takes precedence over nothing and gives way to privileged, incidental, or subsidiary questions.

Subsidiary Motions are such as apply to other motions and take precedence over principal question and must be disposed of before the principal question can be acted upon. They are, in order of their precedence, as follows:

- Lay on the table
- The previous question
- Postpone to a certain day
- Commit, or refer, or recommit
- Amend
- Postpone indefinitely

Incidental Questions are those which arise out of other question, take precedence over and must be acted upon before other question. Incidental questions cannot be amended. They give way to privileged questions. With the exception of an appeal, they are undebatable. They are as follows:

- Appeal, or question, or order
- Objections to the consideration of a question
- Reading of papers
- Leave to withdraw a motion
- Suspension of the rules

Privileged Questions take precedence over all other questions and are undebatable except where they relate to the rights of the assembly or its members. They are (in order of their precedence) as follows:

- Fixing the time to which to adjourn
- Adjourn
- Questions of rights of members or of the assembly
- Call for orders of the day

GENERAL RULES AND SUGGESTIONS

A question must be first stated by the chair before it is open for debate.

The maker or mover of a motion cannot amend it or withdraw it after it has been stated by the chair, except by unanimous consent.

A motion to adjourn, to take from the table, or to lay on the table cannot be renewed unless some business has intervened.

A question can be reconsidered only once.

A quorum consists of a majority of the members unless otherwise provided for in the bylaws.

Without unanimous consent, no member can speak more than once on a subject, except to make an explanation.

The chair may require important motions and amendments to be made in writing.

When a motion to adjourn has been made, an appeal or question of order should be entertained by the chair. If the motion to adjourn is lost, they would then be in order.

A motion to reconsider a vote on a debatable question opens debate on the original motion. A motion to reconsider, however, is undebatable if the question to be considered is undebatable.

A meeting often finds itself with dead time on its hands, occasioned, perhaps, by waiting for some committee to report, or, in the case of elections, for the ballots to be counted. In such case, a member can make the following motion: "Move that we adjourn to meet at call of the chair." Or the same objective can be gained by voting to take a recess for a certain length of time.

The chair should refuse to entertain a motion to adjourn when, in the judgement of the chair, the privilege is being abused and is being used simply to obstruct business, or when the assembly has already refused to sustain a motion to adjourn and has since shown no wish to do so.

The rules must not be suspended except for a definite purpose and by a two-thirds vote. The proper form of a motion to suspend the rules is: "Move to suspend the rules which interfere with--" then stating or specifying the object of the suspension.

A motion to amend the minutes can be laid on the table without carrying the minutes with it.

If a member wishes to postpone action on some question or subject in a way that it may be taken up later, either at the same or some future meeting, he should make a motion as follows: "I move to lay the question on the table." This removes the question from consideration until the assembly votes to take it from the table. This motion is not debatable, cannot be amended, or have any other subsidiary motion.

If it be moved that an amendment be laid on the table and the motion prevails, it carries with it the subject of the question it proposes to amend. Exceptions to this are: When an appeal is laid on the table, it sustains the decision of the chair, at least for that session, and does not carry the original question on the table. And when a motion to reconsider a question is laid on the table, it leaves the original question to the table. And when a motion to reconsider a question is laid on the table, it leaves the original question just where it is.

The chairman cannot close debate as long as any member desires to speak. If a member claims the floor after the chair has risen to put the question, or even after the affirmative vote has been taken, he has a right (provided the negative has not been put) to the floor for debate or to make a motion.

(Additional Reference: Robert's Rules of Order Revised)

SUMMARY OF MOTION

KIND OF MOTION

<u>Privileged Motions</u>	<u>Interrupt Speaker</u>	<u>Second required</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Vote Required</u>	<u>Purpose</u>
Fix time to adjourn	No	Yes	Limited	Yes	Majority	Sets definite continuation time
To adjourn (unqualified)	No	Yes	No	No	Majority	To end meeting
To take recess	No	Yes	Limited	Yes	Majority	To briefly interrupt meeting
Question of privilege	Yes	No	No	Yes	Chair rules	To obtain urgent action immediately
Call for Orders of Day	Yes	No	No	No	None	To secure adherence to business
<u>Subsidiary Motions</u>						
Lay on the table	No	Yes	No	No	Majority	To temporarily set aside an item for business
Previous question	No	Yes	No	No	Majority	To close debate immediately
Limit or extend debate	No	Yes	Limited	Yes	2/3	To provide more or less time for debate
Postpone definitely	No	Yes	Limited	Yes	Majority	To delay action
Refer to committee	No	Yes	Limited	Yes	Majority	To place business in hands of a committee
Amend	No	Yes	Yes	Yes	Majority	To modify a motion
Postpone indefinitely	No	Yes	Yes	No	Majority	To keep motion from coming to a vote
<u>Main Motion</u>						
General	No	Yes	Yes	Yes	Majority	To introduce new business
Specific:	No	Yes	No	No	Majority	To continue consideration of question
Take from the table	Yes	Yes	Yes	No	Majority	To allow another vote on question
Reconsider	No	Yes	Yes	Yes	2/3	To repeal previous action
Rescind	No	Yes	Yes	Yes	Majority	To declare facts, opinions or purposes as an assembly
Adopt resolution	No	Yes	Limited	Yes	Majority	To end meeting

SUMMARY OF MOTION

KIND OF MOTION

<u>Privileged Motions</u>	<u>Interrupt Speaker</u>	<u>Second required</u>	<u>Debatable</u>	<u>Amendable</u>	<u>Vote Required</u>	<u>Purpose</u>
Create orders of the day (special)	No	Yes	Yes	Yes	Gen. Maj. Spec: 2/3	To set future time to discuss a special matter
Amend (Constitution, etc.)	No	Yes	Yes	Yes	2/3	To modify or alter
<u>Incidental Motions</u>						
Suspend rules	No	Yes	No	No	2/3	To permit action not possible under rules
Withdraw motion	No	No	No	No	Majority	To withdraw motion before voted on
Read papers	No	Yes	No	No	Majority	
Object to consideration	Yes	No	No	No	2/3	To prevent wasting time on unimportant business
Point of order	Yes	No	No	No	Chair rules or majority	To enforce rules of organization
Parliamentary inquiry	Yes	No	No	No	None	To ascertain correct parliamentary procedure
Appeal from decision of chair	Yes	Yes	Limited	No	Majority	To insure majority of assembly supports ruling of chairman
Division of house	Yes	No	No	No	Majority	To secure a counted vote
Division of question	No	Yes	No	Yes	Majority	To secure more careful consideration of parts

TEN RULES OF LEADERSHIP

A LEADER must be . . .

1. **SELF-CONFIDENT** -- Confident from within. Believing in yourself. Getting right up if you're knocked down. Knowing you're good. It means proud, not arrogant.
2. **IN CONTROL** -- A person who can't control himself or herself can't control others. This takes concentration, self-discipline, calmness under pressure, no flying off the handle allowed.
3. **FAIR** -- That means being impartial, tolerant, having a keen sense of justice, being consistent in how you treat problems, people, praise and punishment.
4. **DECISIVE** -- Know how to make decisions, have the courage to make them, to make them quickly, to stand behind those decisions.
5. **PREPARED** -- This is a big one. You have to know your job, you have to know the jobs of those you lead, you have to do your homework, understand goals and priorities and the process of planning. No guesswork allowed.
6. **A TEAM PLAYER** -- You're not a loner--you're part of a team. Be loyal to that team. Listen as well as talk. Motivate. Teach. Tell people why, so they understand their roles on the team.
7. **HONEST** -- With yourself, with others! Integrity is the big one here--character. No one can teach you this. No one can order you to have it . . . it has to come with you and from you.
8. **COMMITTED** -- Ambition, ego, drive, and dedication all come into play here. Commitment means you don't just make goals, you try to reach them. It means you make commitments, not idle promises.
9. **COURAGEOUS** -- Not afraid to fail. Not afraid to admit a mistake. Not afraid to fight for an idea or person you believe in. Not afraid to make an unpopular decision.
10. above all, **HUMAN** -- Strong enough to be gentle. Empathy is important here, understanding that those you work with are people, not machines . . . people have problems. People aren't perfect. Understanding that we're all in it together in this game of life.