

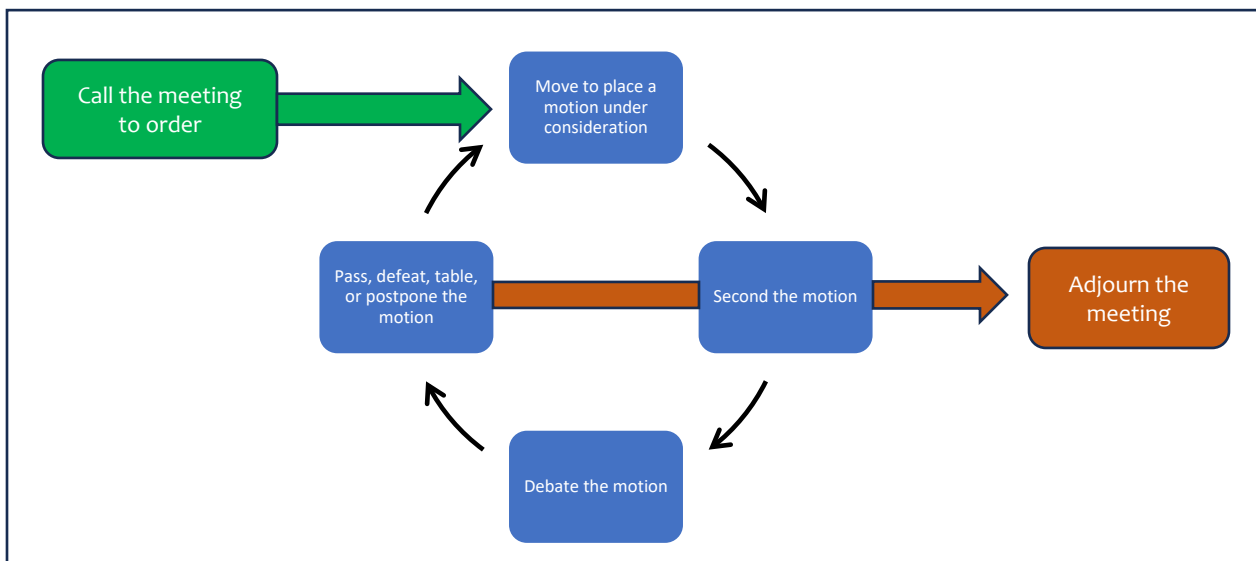
## SHCA'S RULES OF ORDER

Based on an 1876 manual of parliamentary procedure by U.S. Army officer Henry Martyn Robert.  
The Prime Directive: Model courtesy and respect and insist that others do the same.

### 1. Preparation

- Discuss motions in committee before bringing them to the board
- Prepare documentation and place on the shared drive before the meeting
- Provide the wording for your motion to the president so it can be added to the agenda

### 2. During the Meeting, SHPF Board Members may:



### 3. Presenting The Motion

- Make your Motion – 1) Rise and address the Chair. 2) Wait until the Chair recognizes you. 3) State your motion with the words "I move that we ..." in a clear and concise manner.
- Wait for a Second - The Chair will call for a second. If there is no second, the motion is lost.
- The Motion is repeated by the Chair – Once seconded, the Chair will say, "it has been moved and seconded that we ..." placing the motion before the membership.
- The Motion is Debated
  - The mover can explain the motion for up to 5 minutes.
  - Those with questions or comments are recognized by the Chair in order, with conversation directed to the Chair.
  - Members may ask no more than two questions with a limit of two minutes each.
  - Unless called on by the Chair during debate, the mover waits until other speakers are finished and then has the last word.
  - When discussion is complete or the speakers have used their allotted time, the Chair says "Are you ready to vote on the question?" and a vote is taken.

#### 4. Types of Motions

- A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). Once presented it becomes "assembly property" and cannot be changed without a motion to amend, such as adding, striking, or changing words.
  - Main Motions introduce an item to the board for consideration. Only one motion can be discussed at a time, except when a one of the four motions below is introduced.
  - Subsidiary Motions change or affect how a main motion is handled and are voted on before a main motion.
  - Privileged Motions bring up urgent items about special or important matters unrelated to pending business.
  - Incidental Motions provide a means of questioning procedure concerning the motion.
  - Motion to Table or Postpone kills a motion or delays a vote to another meeting; Motion to refer to Committee sends the motion for more work before a vote is taken.
  - Motion to Close Debate or “calling the question” cuts off discussion and brings the current motion to a vote.

#### 5. Interrupting the Speaker is only allowed for the following reasons:

- Point of Order: A member draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- Point of Information: A member can ask for more information on a motion. A point of information should not be used as a means to present information.
- Point of Inquiry: A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.
- Point of Personal Privilege: A member may address physical comfort such as temperature or noise or address the accuracy of published reports or a member’s conduct.

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√