

PARLIAMENTARY PROCEDURE

All DeMolay Chapters are to conduct business meetings using parliamentary procedure, as described in Robert's Rules of Order. This exact procedure ensures fairness in discussions, voting and meeting decorum.

While Robert's Rules of Order is complex, it is not necessary to know all about the subject. It is important, however, that every member know the proper way to make a motion, to second a motion, to participate in discussion or to reintroduce a topic.

All Chapters should hold periodic parliamentary procedure workshops. Use the "Basic's at a Glance" below as your guide to help you.

PARLIAMENTARY PROCEDURE The Basics at a Glance

TO DO THIS:	YOU SAY THIS	May you interrupt?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn	I move that we adjourn	NO	YES	NO	NO	51%	NO
Call Intermission	I move that we recess for...	NO	YES	NO	YES	51%	NO
Complain about heat, noise, etc.	I rise to a question of privilege	NO	NO	NO	NO	No Vote	NO
Temporarily Suspend Consideration of an issue	I move to table the motion	NO	YES	NO	NO	51%	NO ¹
End Debate	I move to the previous question	NO	YES	NO	NO	2/3	YES ²
Postpone discussion for a certain time	I move to postpone the discussion until...	NO	YES	YES	YES	51%	YES
Give Closer Study of Something	I move to refer the matter to committee	NO	YES	YES	YES	51%	YES ³
Amend a Motion	I move to amend the motion by...	NO	YES	YES ⁴	YES	51%	YES
Introduce Business	I move that...	NO	YES	YES	YES	51%	YES

The motions listed above are in order of precedence... Below there is no order...

Protest Breach of Rules or Conduct	I rise to a point of order	YES	NO	NO	NO	No Vote ⁵	NO
Vote on Ruling of the Chair	I appeal the chair's decision	YES	YES	YES	NO	51%	YES
Suspend Rules Temporarily	I move to suspend the rules so that...	NO	YES	NO	NO	2/3	NO
Avoid Considering an Improper Matter	I object to consideration of this motion	YES	NO	NO	NO	2/3 ⁶	YES ⁷
Verify a Voice Vote by Having Members Stand	I call for a division OR Division!	YES	NO	NO	NO	No Vote	NO
Request Information	Point of information	YES	NO	NO	NO	No Vote	NO
Take up a matter previously tabled	I move to take from the table	NO	YES	NO	NO	51%	NO
Reconsider a Hasty Action	I move to reconsider the vote on...	YES	YES	YES ⁸	NO	51%	NO

Notes:

1. Affirmative votes may not be reconsidered.
2. Unless vote on question has begun.
3. Unless the committee has already taken up the subject.
4. Unless the motion to be amended is not debatable.
5. Unless the chair submits to the assembly for decision.
6. A 2/3 vote in negative is needed to prevent consideration of main motion.
7. Only if the main question has not been debated yet.
8. Unless the motion to be reconsidered is not debatable.