D District

L Local

Parliamentary Pointers

ELECTIONS
If there is only one nomination, the election may be done by acclamation: "Hearing no other nominations, _____ is elected!" A motion "to close nominations" is never required. Once nominations have ceased, a vote to close nominations would be a waste of the Assembly's time. Just remain silent and proceed with the election.

ADJOURNMENT
A formal motion is NOT necessary. The presiding officer may say, "If there is no further business, the meeting is adjourned."

CHAIR
Refers to person presiding or the place from which that person is presiding.

MAJORITY VOTE
More than half of the votes cast. (Abstentions do not count). If there are more votes in favor than against, you have a majority vote.

MINUTES
A formal motion is not necessary to approve the minutes. Say "The secretary will read the minutes of the _____ (date) meeting." If the minutes have been sent electronically or distributed in printed form, it is not necessary to read them. Say "A draft of the minutes of the _____ (date) meeting has been distributed." Minutes and corrections to the minutes may be approved by unanimous consent. Say "Are there any corrections?" With each correction, say "If there is no objection, the correction will be made." Pause. "Are there any further corrections?" Pause. "Hearing none, the minutes are approved (or approved as corrected)."

UNFINISHED BUSINESS
Unfinished Business is any item that was not completed at the previous meeting or that was postponed to the present meeting. Otherwise, there is no Unfinished Business. Never ask if there is Unfinished Business, as the chair and the secretary should know beforehand (check the minutes). Simply announce the items and take them up. The term "Old Business" is confusing and should be avoided, since it refers to everything that was done in the past.

PREVIOUS QUESTION or CALL FOR THE QUESTION
This motion, if seconded and adopted by 2/3 vote, stops debate and causes an immediate vote on the pending motion.

RESPECTFULLY SUBMITTED
Is no longer used. Person reporting should just sign their name to the report.

SAME SIGN/VOTING
When the chair takes the vote, do NOT use "Same Sign." Instead say "Those in favor say 'aye.' Those opposed, say 'no'." (Same sign is ambiguous and confuses those wishing to answer in the negative).

SAY "I MOVE THAT"
Never say, "I so move." State the entire motion so Assembly will know what the question is. Have maker write down the motion, particularly if it is a long or complicated one, and hand it to the chair.

D District

L Local

TABLE

The motion to "Lay on the Table" should only be used for a matter of urgency. Example: If an unexpected VIP enters the hall but there is already a motion pending, say "Is there any objection to laying the pending motion On the Table in order to hear from VIP?" Once the urgency has been handled, say "Is there any objection to Take from the Table the motion that was pending earlier?"

TREASURER'S REPORT

"You have heard the Treasurer's Report. Are there questions?" Pause "The Treasurer's Report will be filed for audit." (No motion… Will be approved when Audit report is approved.)