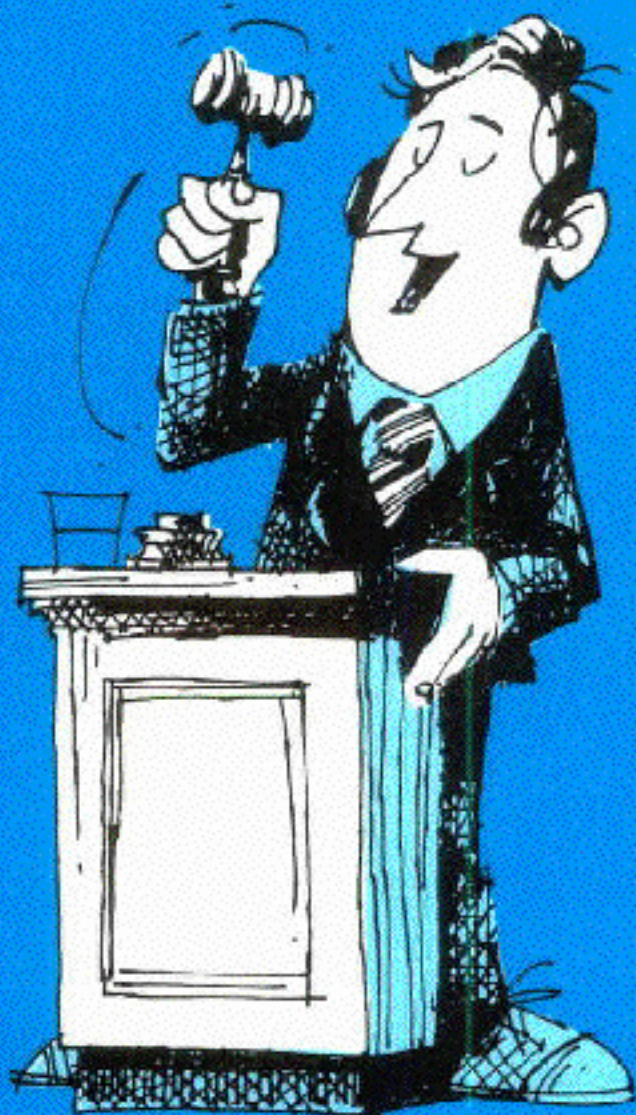


Parliamentary Procedure - Teach Yourself

by Chester H. Freeman



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preface



In our modern organized society most of us, at one time or another, find ourselves actively involved in proposing and discussing an item of business or being asked to serve as chairperson at a business meeting. The objective of this bulletin is to give the reader the basic knowledge and understanding to do either successfully. You need an understanding of the different parliamentary motions that are used in meetings, a knowledge of the steps involved in handling a motion and of the order of business at a meeting, and an understanding of the bylaws that govern the particular group of which you are a member.

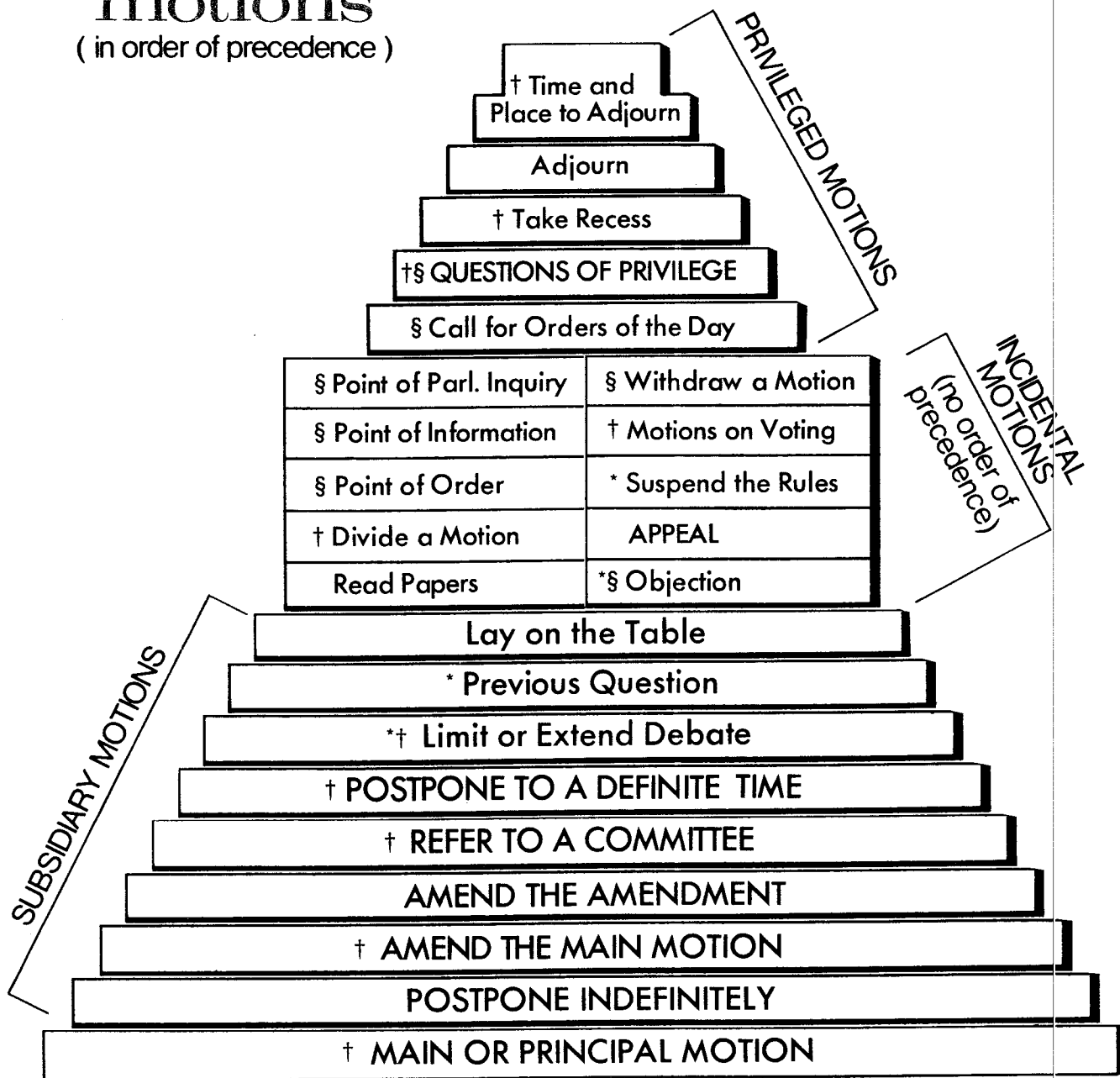
This information is presented in 2 parts. Part I, dealing with the different types of motions, is a programmed unit for self-instruction. A chart of the various motions and some typical meeting situations are given. Part 2 describes the agenda, or order of business, for a meeting and the steps to take in acting upon a motion, and outlines the basic requirements of a set of bylaws.

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Chart of parliamentary motions

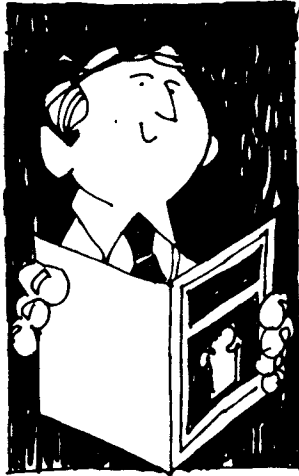
(in order of precedence)



MOTIONS IN CAPITAL LETTERS ARE DEBATABLE.
 Motions in Capital and Lower Case Letters Are Nondebatable.
 *Motions requiring a two-thirds vote
 †Motions that can be amended
 §Motions not requiring a second

Part 1

Teach yourself how to conduct a meeting



A self-teaching method for learning the different types of parliamentary motions at meetings and the procedure for each is given. Programmed instruction enables you to learn at your own pace. Those who have had some experience in the conduct of meetings will find this a good review; others will be able to learn the basic material needed to successfully conduct or participate in a business meeting.

A pyramid chart of motions is the main tool. This chart is based on *Robert's Rules of Order Newly Revised*. If you know this chart and how to apply it in a meeting, you will possess most of the knowledge needed to understand and use correct parliamentary procedure. The first objective will be for you to understand and be able to reproduce this

chart from memory after you have completed this program.

You will fill in blanks that are part of each program step. The correct response will be found at the side. Do not check the correct response until after you have written your answer. To be most effective, cover the correct response until you are ready to look at it. You can check immediately if your answer is correct. After you have learned the different motions in each section of the chart, actual meeting situations, such as you might encounter in any of your meetings, will be posed; and you will select the correct answer from among the motions discussed to that point.

In completing the following statements, *detach and refer to the pyramid chart of motions unless instructed not to use it.*

Main and Subsidiary Motions

1. Before learning about the individual motions and how to use them, we shall first see how the chart works. At the base of the pyramid is the Main or Principal Motion. This is considered as one division of the chart. In addition to the Main Motion there are ____ other groups of motions.

2. The 3 groups are called Subsidiary Motions, Incidental Motions, and ____.

3. We shall come back to these groups and their individual motions later. If we look at the title, we see this is a chart of Order of ____ of Motions.

4. Precedence means having priority or preference. In parliamentary procedure some motions have precedence over other motions. This means that a motion having precedence over another motion has ____ or ____ over that motion.

5. The chart is arranged to show an order of precedence with the motion at the top having the highest order of precedence. You may be surprised to learn the Main or Principle Motion has the ____ order of precedence.

6. The subsidiary motion Postpone Indefinitely has precedence over the ____ motion.

7. An order of precedence is used to set up a priority for handling different types of motions so that meetings do not become confused. The chart shows us the ____ in which we can introduce one type of motion over another.

8. This means that after a Main Motion was introduced, we could move to Amend the Main Motion; but with the latter motion on the floor, we (*could* or *could not*) move to Postpone Indefinitely since it is a motion lower in order of precedence.

9. After a motion to Adjourn has been made, the only motion that can be introduced before voting on adjournment is ____.

10. As a group Subsidiary Motions have precedence only over the ____.

11. Privileged Motions rank ____ in order of precedence.

12. From this we can conclude that in making or introducing motions, we work up the chart. The motion with the highest precedence is also the motion that we act on first. If a Main Motion and Amend the Main Motion have been made, we would discuss and vote first on ____.

13. If a Main Motion has been made and then a motion to Refer to a

CORRECT RESPONSE

3

Privileged Motions

Precedence

priority, preference

lowest

Main (or Principal)

precedence (or order)

could not

Time and Place
to Adjourn

Main Motion

highest (first)

Amend the Main
Motion

Committee is offered, we would first act on the motion _____

Refer to a
Committee

14. If we work up the chart in introducing motions, we can say that in discussing and voting on them we work in the opposite direction or _____ the chart.

down

15. Because understanding the chart is so important, let us restate the previous point. In introducing the various motions that are on the chart one over another, we work _____ the chart; in taking action on them, we act first on the one of highest precedence and then proceed _____ the chart.

up

down

16. In using the chart, we see that motions with block cap lettering are debatable, but motions with cap and lower case lettering are _____ debatable.

non

17. A nondebatable motion is acted on as soon as it is on the floor. Such a motion is put to an immediate vote with _____ discussion or debate allowed.

no

18. Most motions require a second before they can be put on the floor for action. Seconding a motion does not necessarily imply approval or disapproval but does merely imply that the seconder is in favor of having the motion considered. Consequently it is implied that seconding a motion (*is* or *is not*) considered as a form of debate.

is not

19. The subsidiary motion Refer to a Committee is a (*debatable* or *nondebatable*) motion.

debatable

20. The incidental motion of Objection is a (*debatable* or *nondebatable*) motion.

nondebatable

21. In our democratic meetings most decisions are reached by majority vote. However, a few motions require two-thirds vote for approval. These generally have to do with putting limits on debate, suppressing a question, or changing a rule and are indicated on the chart by the code _____

*

two-thirds

22. The subsidiary motion Previous Question requires a _____ vote for approval.

23. The incidental motion Divide a Motion requires a two-thirds vote for approval (*true* or *false*).

false

24. After a motion has been made, someone may want to add to it, delete parts, or change some part. This is called _____ and is indicated on the chart by the code †. To avoid confusion in our meetings, not all types of motions can be amended nor can an amendment be used to change the basic intent of a motion.

amending

25. One could propose an addition to the wording of a motion by an _____

amendment

26. One could propose a change in time in the subsidiary motion,

Postpone to a Definite Time, by moving to amend the motion. (*true or false*)

27. The subsidiary motion Lay on the Table (*could or could not*) be amended.

28. Without consulting the chart let us review its organization: In introducing motions in their order of precedence, we go ____ the chart. In taking action on motions that have been introduced, we work ____ the chart.

29. The chart is divided into the 4 groups of motions which are called _____, _____, _____, and _____ motions.

30. Capital-lettered motions are _____. Capital and lower-case-lettered motions are _____.

31. * indicates a motion requiring a _____ vote. † indicates a motion that can be _____.

32. Now that we understand the basic organization of the chart, we shall look at the individual motions, learn their use and rules, and see how they are used in actual meeting situations. We start with the base of our pyramid, the Main or Principal Motion (refer to the chart). This is the motion we use to put items of business before a group for action. If you want to propose that your organization *start* a membership campaign, you would use a _____ Motion to get this before the group.

33. The rules governing this Main Motion are that it requires a second, is amendable and debatable, and requires a _____ vote to be approved.

34. There is also a special rule that applies to the Main Motion. If, while your motion to sponsor a membership campaign is on the floor, someone else moves another Main Motion to increase the dues, the meeting would be confused. Therefore, we can say that only ____ Main Motion can be on the floor at one time.

35. As we look at the motion next highest in precedence, we come to the first of the subsidiary motions that are used to assist in disposing of the Main Motion. This first subsidiary motion is _____.

36. If, while your Main Motion is on the floor, another member of your group moved the motion Postpone Indefinitely, he or she (*would or would not*) be in order.

37. This latter motion would undoubtedly be moved by someone opposed to your original motion since the use of Postpone Indefinitely is to suppress or defeat a Main Motion. It provides an opponent 2 opportunities to defeat a Main Motion. If Postpone Indefinitely is carried by a majority vote, the effect is to suppress the Main Motion for the session. However, if Postpone Indefinitely is defeated, the opponent would still have a chance to defeat your proposal when voted on as a _____.

CORRECT RESPONSE

true

could not

up

down

privileged, incidental,
subsidiary, main
debatable
nondebatable

two-thirds
amended

Main (or Principal)

majority

1

Postpone
Indefinitely

would

Main Motion

38. The rules are that Postpone Indefinitely requires a second, a majority vote, _____ be amended, but is _____

cannot, debatable

39. Postpone Indefinitely is the _____ in order of precedence of the subsidiary motions.

lowest

40. Before going further, let us review the 2 motions discussed so far by filling in the steps in the pyramid below occupied by these motions, together with the key for the rules governing their use, such as debatable or nondebatable. (Do not refer to the chart.)

(Check chart for correct answers.)

Key:

41. (Refer to chart.) Assume your opponent's motion to Postpone Indefinitely was defeated. Someone else now wishes to add to your original Main Motion concerning starting a membership campaign the words "starting August 1." He would use the motion _____

Amend the Main Motion

42. This requires a second, and from the chart we can see it can be _____, is _____, and requires a _____ vote to be carried.

amended, debatable, majority

43. An amendment must meet another very important requirement. It must be *germane* (note spelling). This means it must be directly related to the motion to be amended and cannot be used to bring up a different item of business. Our original motion was that we start a membership campaign. The proposed amendment "starting August 1" does relate to the motion being amended and is _____.

germane

44. If, instead of the above, an amendment was proposed "that we have refreshments at our next meeting," this (*would or would not*) be germane.

would not

45. Assuming the amendment to start the campaign August 1 had been proposed, discussed, and approved (by a majority vote), we are now faced with the situation that probably causes most chairpersons difficulty. The motion now on the floor is _____.

Main Motion as Amended
do not

46. In voting on a proposed amendment, we (*do or do not*) vote on the Main Motion at the same time.

47. An amendment can only be used to add, delete, or change the wording of the motion being amended but cannot _____ the intent of the motion.

change

48. As we look at the chart, we note that the next highest motion in order of precedence after Amend the Main Motion is _____ the Amendment.

Amend

49. This is sometimes called an amendment of the second degree, in contrast to the amendment of the first degree we have just been dis-

cussing. The same rules apply to it with the exception, as seen on the chart, that it _____ be amended. You can see why our rules limit the number of amendments that can be proposed at any one time to these 2. If we were to allow more on the floor at the same time, our meetings would probably end in confusion.

50. If we remember that an amendment must relate or be _____ to the motion being amended and that we vote first on the amendment and then on the motion being amended, we shall avoid confusion in many meetings.

51. We should also remember that an amendment that could _____ the intent of the motion is not in order.

52. To review to date, without looking at the chart, fill in the steps in the pyramid, which starts at the base, and the key as applicable.



Key:

53. Turning to the chart again, see that the motion next highest in precedence over Amend the Amendment is _____.

54. We may use this motion when we want to refer a matter to a small group to obtain additional information. If, in discussing the Main Motion that we start a membership campaign, it is decided that additional information is needed on potential members, someone may move to _____ to obtain this information.

55. If Refer to a Committee is passed, _____ motions on the floor at the time relating to the matter being referred go to the committee; and the floor is then open for other business.

56. The rules that govern Refer to a Committee are that it requires a second, is _____ and amendable, and requires a majority vote.

57. If the motion to Refer to a Committee is on the floor and does not include items such as number to be on the committee, how they are to be appointed, when they should report, and so forth, a motion to _____ may be used to propose such additions.

58. Whether an amendment is debatable or not is dependent on the motion being amended since the same rules apply to both. If an amendment that "the committee be composed of 3 people to be appointed by the chair" is proposed to the motion of Refer to a Committee, a second is required; and this amendment (*is* or *is not*) debatable.

59. Approval of such an amendment (*does* or *does not*) also mean approval of the motion Refer to a Committee that it is proposed to amend.

CORRECT RESPONSE

cannot

germane

change

(Check chart for correct answers.)

Refer to a Committee

Refer to a Committee

all

debatable

amend

is

does not

60. If during the course of a meeting, the group wants to consider the matter informally, there is a form of the motion Refer to a Committee that may be used. This is to move that the matter be referred to the Committee of the Whole. If approved by a majority vote, the effect is to immediately turn the meeting into a committee meeting, all members being on the committee and informal and unlimited _____ being allowed.

debate (or discussion)

61. A meeting of the Committee of the Whole is concluded when, after completion of the informal discussion, a member moves that "the committee rise and report" (they report to themselves). After approval of this move, the meeting is then back to the previous status of a _____ meeting.

regular (or formal)

62. (*Do not consult the chart.*) The rules governing the subsidiary motion Refer to a Committee are that it requires a second, is _____ and _____, and requires a _____ vote for approval. Another form of the motion to be used for informal consideration of a question is _____.

debatable
amendable, majority

Committee of the
Whole

63. The principal purpose of the motion Refer to a Committee is to assign a question to a small group to _____. This committee may also be asked to make recommendations or take whatever action the organization wishes.

obtain more
information

64. Again looking at the chart, we see that the motion next highest in precedence after Refer to a Committee is _____.

Postpone to a Definite
Time

65. The chart indicates that the rules governing its use are that it requires a second, is _____ and _____, and requires a _____ vote.

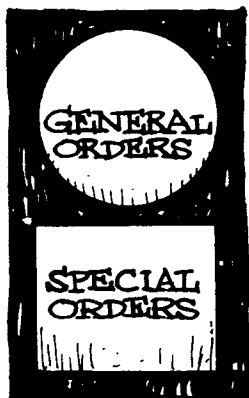
debatable, amendable,
majority

66. Postpone to a Definite Time is used to delay action on a matter until some time in the future but may not be used if the delay would result in killing or defeating the motion being postponed. It (*would or would not*) be in order to postpone until the meeting next week a motion to hold a party this coming Saturday night.

would not

67. If the motion to start a membership campaign was on the floor and it was found necessary to decide another matter first, a motion could be proposed to _____ the discussion of the membership campaign until this afternoon.

postpone



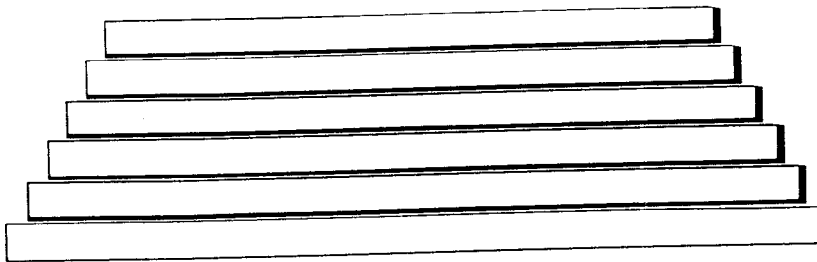
68. At this point we need to understand the distinction between 2 parliamentary terms, *General Orders* and *Special Orders*. A General Order is an item of unfinished business, postponed from a previous time, that is brought on the floor only after all other business except *new business* has been transacted. A Special Order is a postponed item of business that has been given a priority for a specified time and, when that time arrives, is given the floor regardless of what is on the floor at the time. A General Order results from a majority vote, but to make an item a Special Order requires a two-

thirds vote. As shown on the chart, the effect of postponing to a definite time is to make the matter postponed a General Order for that time and would require a _____ vote.

69. If one wanted to postpone action on the motion to start a membership campaign until 3 o'clock this afternoon and be certain it was taken up at that time, one would move that it be made a Special Order for 3 o'clock. This requires a _____ vote.

70. If we assume the previous motion was approved and at 3 o'clock that afternoon another matter was being discussed, the chair would declare that a _____ Order calls for discussion of the motion to start a membership campaign and that the business on the floor should be set aside.

71. *Without consulting the chart*, fill in the steps in the pyramid discussed so far, including the key (again starting at the base).



Key:

72. Again looking at the chart, we see that the subsidiary motion next highest in order of precedence over Postpone to a Definite Time is _____.

73. The rules governing this motion are somewhat different. Whereas this motion requires a second and is amendable, it is the first motion we have discussed that is not _____ and requires a _____ vote for approval.

74. Although this motion can be used to either limit or extend debate, we find that its primary use in most meetings is not to extend but to put some _____ on debate.



75. Limiting debate can be done in any one of several ways. A time limit can be set when all debate will cease, or a limit can be set on time allowed each speaker, or there can be varying time limits for different speakers. In a situation where it is now 3:00 P.M. and you want to be sure the business on the floor is put to a vote no later than 3:30 P.M., you can move to limit total debate to a period of _____ minutes.

76. If, after you make the above motion but before a vote is taken, someone else thinks a longer time is needed for debate on the matter,

majority

two-thirds

Special

(Check chart for correct response.)

Limit or Extend Debate

debatable, two-thirds

limit

she or he can move to _____ your motion to specify a limit of 1 hour instead of 30 minutes.

77. This is the first motion we have discussed that requires a two-thirds vote for approval. Such a vote is required when the action being proposed has something to do with the rights of the individual members of the group. In this case it extends or _____ the rights of the individual member to debate the issue on the floor.

78. An amendment to the motion to limit or extend debate that only changes the wording of the motion being amended would require a (*majority* or *two-thirds*) vote for approval.

79. This is also the first motion we have discussed which is nondebatable. This means that, once it is on the floor, no discussion is allowed, and the motion is put to a vote without debate. Proposing an amendment (*is* or *is not*) a form of debate.

80. (*Do not consult the chart.*) The rules governing the subsidiary motion Limit or Extend Debate are that it requires a second, is _____ but _____ and needs a _____ vote for approval. It is next highest in precedence over the motion _____



81. Again looking at the chart, we see that the subsidiary motion next highest in precedence is _____. This is somewhat misnamed as it does not apply to the previous question directly but is the motion used to suppress debate.

82. The rules governing this motion are that it requires a second, is neither _____ nor _____ and requires a _____ vote.

83. We said the objective of the Previous Question is to suppress debate. This obviously affects the rights of the individual to continue debate. For this reason a _____ vote is required for approval.

84. If the motion to start a membership campaign has been on the floor for some time and you feel it should be put to a vote without further debate, you can move the _____.

85. The only objective of this motion is to stop debate. Approval of the Previous Question motion does not in any way affect the motion on the floor except to stop further discussion. In this case where the Main Motion on the floor is to start a membership campaign and the Previous Question was moved and approved, the chair should immediately call for a vote on the _____ Motion to start a membership campaign.

86. If a Main Motion and one or more subsidiary motions are on the floor at the same time, the Previous Question applies only to the subsidiary motion next highest to it in precedence. If we assume that the Main Motion "to start a membership campaign" was on the floor and

amend

limits

majority

is not

amendable,
nondebatable,
two-thirds; Postpone
to a Definite Time

Previous Question

amendable
debatable, two-thirds

two-thirds

Previous Question

Main

an amendment had also been moved "starting August 1", moving the Previous Question at this time would mean stopping debate on the amendment and taking an immediate vote on it. The Main Motion (*would* or *would not*) then be open for debate.

would

87. The Previous Question can, however, be used to bring the Main Motion and all subsidiary motions to an immediate vote without any further debate on any by moving the Previous Question on the Series. In the situation cited above, if one wanted to suppress debate on both the Main Motion and the amendment one would move _____

Previous Question on the Series

88. In the above situation if the Previous Question on the Series was moved and approved (by a two-thirds vote), the chair should immediately call for a vote on the proposed amendment. After this vote is taken, he then calls for a _____

vote on the Main Motion

89. In a situation where a Main Motion and amendments of both the first and second degree are on the floor at the same time, the Previous Question on the Series of the amendments can be used to designate and stop debate on the 2 amendments but still leave the Main Motion open to _____

debate.

90. To review (*without consulting the chart*), the rules governing the Previous Question are that it requires a second, but is neither _____ nor _____. Because it suppresses an individual's right to debate, it requires a _____ vote for approval.

amendable, debatable two-thirds

91. It can be moved simply as the Previous Question to suppress debate on the motion next below it in precedence; or with a main motion and one or more subsidiary motions on the floor at the same time, it can be moved as _____ to suppress debate on all or those designated.

Previous Question on the Series



92. Referring again to the chart, we see that the motion next highest in precedence and highest of the subsidiary motions is _____

Lay on the Table

93. We can see that the rules that apply to this motion are that it requires a second, is neither _____ nor _____, but only requires a _____ vote for approval.

amendable, debatable majority

94. The purpose of this motion is to temporarily set aside an item of business for possible future discussion. It is not meant to be used to suppress or kill a motion. If so, it would require a _____ vote whereas Lay on the Table only requires a majority vote.

two-thirds

95. However, if the motion to start a membership campaign was laid on the table, no further discussion of it could take place until a motion was made to Take It from the Table. As you might imagine, this latter would require a _____ vote for approval.

majority

96. Lay on the Table is often confused with Postpone to a Definite Time. If one wanted to set aside an item of business until the afternoon session, the proper motion to use would be _____

Postpone to a
Definite Time (the
afternoon session)

97. Likewise if one wanted to defer decision and action on the motion to start a membership campaign until the next meeting, one would move to _____

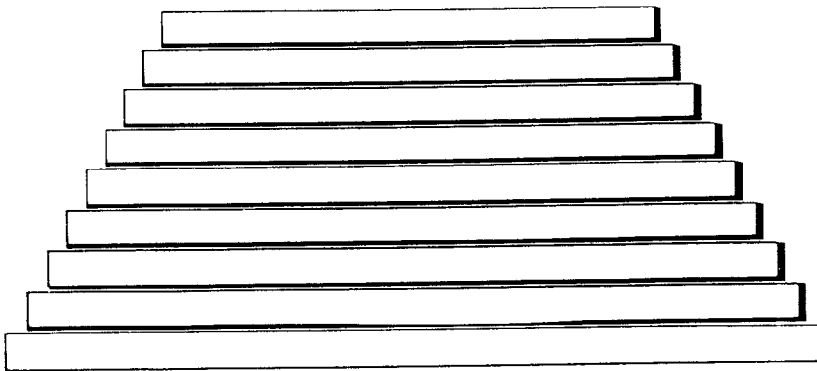
Postpone to a Definite
Time (the next
meeting)

98. If the matter was laid on the table at this meeting, it would take a motion to _____ at the next meeting before it could be discussed at that time. In most organizations the motion to Lay on the Table is effective only during the meeting in which it was approved or the following meeting. After that, Lay on the Table is exhausted, and the matter may be introduced again as a Main Motion.

Bring from the Table

99. At this point, *without consulting the chart*, fill in the pyramid which now includes the Main Motion and all subsidiary motions (again with the key).

(Check chart for
correct response.)



Key:

Typical Meeting Situations

Now we shall pose some actual meeting situations involving the motions we have discussed so far. These have been selected to illustrate the most common problems that come up in the course of our meetings. Following each situation presented, you will be given a choice of answers. Select the one you think correct and then follow the instructions which will direct you to another page where you will be told if you have selected the correct answer. There will also be an explanation and further instructions.

100. You are chairperson of the XYZ Club and are presiding over the regular monthly meeting. In the course of the meeting a member introduces a main motion that "the organization support the United Fund Drive." This is seconded, and you state this is the question before the meeting. After some discussion, another member offers an amendment that "with a pledge of \$100" be added to the Main Motion. This is seconded, discussed, and then you call for a vote. It is approved by a vote of 22 to 6. As chairperson you should next—

- a) ask if there is any other new business. See 104.
- b) call for discussion of the original Main Motion. See 108.
- c) ask if there is further discussion on the Main Motion as Amended. See 112.

101. With the Main Motion as Amended on the floor "that the organization support the United Fund Drive with a pledge of \$100", considerable debate ensues. A number of members favor this proposal whereas others think this is setting a bad precedent. Finally some of the members think further discussion will be unprofitable, especially since there is other business to come up at this meeting.

Which of the following should be used by one of the members to stop discussion and bring the matter to an immediate vote?

- a) Move to Limit Debate See 105.
- b) Move the Previous Question See 109.
- c) Call the Question See 115.

102. After disposing of the motion concerning a pledge to the United Fund, one of the members then moved that "the monthly dues be increased by \$1.00 per month to cover the increased costs of the organization." This is seconded, and as chairperson you call for discussion. Consider-

able debate takes place. Since the meeting is taking considerable time, many members think the question should be held over until the next meeting. However, they want to be sure it is taken up at the next meeting and not crowded out by other business.

Which of the following would be the correct motion to use to do this?

- a) Move to Lay the Matter on the Table until the next meeting See 106.
- b) Move to Postpone the Matter until the next meeting See 110.
- c) Move to Postpone the Matter until the next meeting and make it a Special Order See 119.

103. A motion is introduced that "the treasurer be paid \$100 per year for her services." One member is opposed to the motion but is not sure if a majority agrees with his position.

What motion can he use to test the strength of his position without calling for a vote directly on the proposed motion?

- a) Lay on the Table See 114.
- b) Postpone to a Definite Time See 116.
- c) Postpone Indefinitely See 120.

104. Your answer was Ask if there is any other new business to come on the floor.

This is incorrect.

The assumption by many chairpersons that, when the vote is taken on an amendment, the main motion is also being voted upon causes more problems in meetings than any other single item. We need to remember that when we vote on an amendment, we are merely voting whether or not to change the *wording* of the main motion before we vote on it. An amendment is used to "shape" the main motion before it is actually put to a vote, but voting on an amendment does not mean we are voting for or against the main motion.

Turn back to 100 and select another answer.

105. Your answer was Move to Limit Debate.

This is incorrect.

One could move to put a limit on debate such as 5 minutes per speaker, a total time of 30 minutes, and so forth; but this motion is not to be used to shut off debate and cause a vote to be taken immediately.

Turn back to 101 and select another answer.

106. Your answer was Move to Lay the Matter on the Table until the next meeting. This is incorrect.

Although this motion is heard in many meetings, it is in error and is really a combination of 2 motions—Lay on the Table and Postpone to a Definite Time. If Lay on the Table is moved and passed, the matter does not come up at the next meeting unless someone moves to bring it from the table and a majority vote for approval is obtained. If such a motion is not made, the matter cannot be discussed until Lay on the Table is exhausted (that is, not until after the next session).

Turn back to 102 and select another answer.

107. A motion is introduced that "the organization undertake the construction of a new club house." This causes considerable discussion, and many questions concerning finances, need, and location are raised. You realize that the group needs more information before reaching a decision on this issue. Which of the following motions would accomplish your objective?

- a) Lay on the Table See 113.
- b) Refer to a Committee See 117.
- c) Postpone to a Definite Time See 121.

108. Your answer was Call for discussion of the original main motion. This is not quite correct.

You are correct that approving the amendment does not also mean approval of the main motion and that another vote must be taken on it. However, approving the amendment changes the wording of the main motion.

Turn back to 100 and select another answer.

109. Your answer was Move the Previous Question. This is correct.

This is the motion that, if approved by a two-thirds vote, stops any further debate and forces an immediate vote to be taken on the motion on the floor. Remember that approving the Previous Question only stops debate and does *not* mean approval of the question on the floor which must be voted on separately (without further debate).

Turn to 102.

110. Your answer was Move to postpone the matter until the next meeting. This is incorrect.

If this motion is approved, the question becomes a General Order for the next meeting along with other unfinished business. As such its being taken up at the next meeting is not ensured.

Remember only a majority vote is needed to make a General Order. However, it is good that you did not confuse this motion with Lay on the Table.

Turn back to 102 and select another answer.

111. Debate on the last motion is taking considerable time. A number of members want to express their opinions on the matter, but 2 members in particular have been speaking at some length.

What motion could you propose to give more members a chance to express their views and prevent a few members from monopolizing the discussion?

- a) Previous Question See 118.
- b) Limit or Extend Debate See 122.

112. Your answer was Ask if there is further discussion on the Main Motion as amended. This is correct.

Approval of an amendment does not also mean approval of the main motion. This point causes more confusion in meetings than any other single item.

Turn to 101.

113. Your answer was Lay on the Table. This is incorrect.

Approving this motion would remove the Main Motion from the floor at this time but would require another motion to Bring Back from the Table before any action could be taken on the Main Motion. Though this motion might be used by some people to gather more information on the question, it does not set up any machinery to do so. There is also no assurance that the Main Motion will ever be brought back on the floor under this motion.

Turn back to 107 and select another answer.

114. Your answer was Lay on the Table. This is incorrect.

Although this motion, if approved, would remove the Main Motion from the floor, the Main Motion could be brought back on the floor at this, or the next, meeting by a motion to Bring from the Table. The purpose of Lay on the Table is not to defeat a Main Motion but to temporarily set it aside. It is also nondebatable; hence, while it is on the floor, any discussion aimed at trying to influence other members to vote against the Main Motion is prevented.

Turn back to 103 and select another answer.

115. Your answer was Call the Question. This is incorrect.

In many meetings we hear members say, "Question," when debate is lengthy and they want

the chair to call for a vote. Often the chair then arbitrarily stops debate and puts the pending question to a vote. Since others may want to continue the discussion, one person should not be allowed to stop such debate.

Turn back to 101 and select another answer.

116. Your answer was Postpone to a Definite Time.

This is incorrect.

Although this motion could be used to delay taking a vote, its purpose is not to defeat a proposed motion. The proposed motion will be brought back on the floor at the time specified. The only use for Postpone to a Definite Time in the present situation might be to gain time to attempt to influence others to vote against the Main Motion.

Turn back to 103 and select another answer.

117. Your answer was Refer to a Committee.

This is correct.

This is the proper motion to use to assign such a matter to a small group with the responsibility to look into it more fully and obtain the needed information to present to the group so that members are in a better position to make an intelligent decision. Remember that when you move this motion, the more specific you make it, the better. Include details such as how many you would like on the committee, how the members should be selected, when they should be asked to report, and so forth. To do so will avoid possible confusion or the necessity of someone's offering amendments to your motion to include these details.

Turn to 111.

118. Your answer was Previous Question.

This is incorrect.

The effect of approving this motion is to stop debate entirely on the pending question. Since you want to prevent a few members from monopolizing the discussion but still let others express their viewpoints, you would not want to shut off debate entirely.

Turn back to 111 and select another answer.

119. Your answer was Move to postpone the matter until the next meeting and make it a Special Order.

This is correct.

A two-thirds vote is needed to make the motion a Special Order and thereby ensure its being taken up ahead of other old business. It is good that you did not confuse this motion with Lay on the Table.

Turn to 103.

120. Your answer was Postpone Indefinitely.

This is correct.

An opponent of the Main Motion can test her or his strength by moving this motion. If it is approved by the majority, her or his objective is attained in that the Main Motion is essentially defeated for it cannot be brought up again at this session. If, on the other hand, the motion to Postpone Indefinitely is defeated, an opponent of the Main Motion still has a chance to debate and to attempt to influence other members to vote against the Main Motion.

Turn to 107.

121. Your answer was Postpone to a Definite Time.

This is incorrect.

Although this motion would, if approved, set the matter aside until some future date, it would not provide the machinery for gathering the needed information on which to make decisions. Some members might take the time to do so, but no one would be assigned specific responsibility to do so.

Turn back to 107 and select another answer.

122. Your answer was Limit or Extend Debate.

This is correct.

This motion can be used in various ways. To meet the problem stated, you might move that "debate be limited to 5 minutes per speaker." This would prevent one person from monopolizing the discussion and would allow others to enter the discussion.

A discussion of the Incidental Motions follows. At the end of the discussion some actual meeting situations are posed, and you will be asked to select the correct answers to questions about them.

Incidental Motions

123. (Refer to the chart.) The group of Incidental Motions (*do* or *do not*) have any order of precedence.



124. Let us first look at the incidental motion of Objection. We hear objections voiced to various items in our meetings, but generally these are merely expressions of opinion and not the formal motion of Objection. This motion has only one use—to suppress any discussion of a Main Motion that the group feels is irrelevant or would be unprofitable to discuss. If its purpose is to prevent any discussion of such a Main Motion, then we would assume it to be in order only immediately after a _____ Motion was introduced and before any debate takes place. (If any debate has been taking place, an Objection motion should be declared out of order).

125. With its one objective it can only be applied to a _____ Motion and not to incidental or subsidiary motions.

126. Objection is the first motion we have discussed that does not require a second. Because it does involve suppression of a question, it requires a _____ vote for approval.

127. Other rules governing the motion of objection are that it is neither _____ nor _____

128. When the chair calls for a vote on this motion, it is handled differently from others in that the vote is not called for on the Objection directly, but rather the chair says, "An objection has been raised to considering the question," and then calls for the vote, "*Shall the question be considered?* All in favor. All opposed." We see that unlike most motions where the affirmative vote carries the motion, in this case it is the _____ vote that determines whether the Objection is carried or not.

129. When the chair called for a vote on whether the question should be considered, if 10 were in favor and 5 opposed, the objection (*would* or *would not*) be carried.

130. If the vote were 5 in favor of considering the question and 10 opposed, the objection (*would* or *would not*) be approved since this represents a two-thirds negative vote.

131. If the vote were 10 in favor of considering the question and 15 opposed, the objection (*would* or *would not*) be approved since 15 (*does* or *does not*) represent two-thirds of the votes cast.

132. To review the motion of Objection (*without consulting the chart*), the rules are that it does not require a _____, is neither _____ nor _____, needs _____ votes for approval (which is really in the negative since the vote is called on whether or not to consider the ques-

CORRECT RESPONSE:

do not

Main

Main

two-thirds

amendable, debatable

negative

would not

would

would not
does not

second, amendable
debatable, two-thirds

tion) and can be applied only to a _____ Motion before any debate has taken place.



133. Using the chart, let us look next at the incidental motion of Appeal. First we note that this is the only incidental motion that is _____

134. We also note that the other rules governing Appeal are that it does require a second, is not _____, and requires a _____ vote for approval.

135. The use of Appeal is to protest a decision of the chair with which you do not agree. If, in the course of debate, you had the floor and the chair ruled you out of order and gave the floor to someone else, you could _____ the chair's decision. (One may interrupt the chair to do this.)

136. Similarly, if the chair had refused to recognize your proposed amendment to the motion to start a membership campaign, you could _____ the decision and, if approved, force the chair to recognize your motion.

137. There is a similarity to the motion of Objection since the vote on an Appeal is also taken in the negative. When the chair calls for a vote, the person says "An Appeal has been made from the chair's decision. *All those in favor of the chair's decision. All opposed.*" The vote is not called for directly on the Appeal but whether or not to uphold the _____

138. Since a majority vote is needed for approval, a vote of 12 in favor of the chair's decision and 10 against (*would or would not*) carry the Appeal.

139. However, a vote of 10 in favor of the chair's decision and 12 against (*would or would not*) carry the Appeal and thus give you the floor or allow you to introduce your amendment, whatever the case.

140. If the vote turned out to be 10 in favor of the chair's decision and 10 against, the Appeal (*would or would not*) be carried since a majority vote calls for at least one more than half the votes cast.

141. Since the chairperson can vote to make or break a tie, it (*is or is not*) likely that an initial vote of 9 in favor of the chair's decision and 10 against would mean approval of the appeal.

142. Reviewing the motion of appeal (*without consulting the chart*), we now know it is the only _____ incidental motion, it requires a _____, is not _____, and needs a _____ vote for approval (a vote taken in the negative).

143. A group may sometimes want to *Suspend a Rule* to meet a particular situation. If we look at the chart, we can see that this motion requires a _____ vote.

CORRECT RESPONSE

Main

debatable

amendable, majority

Appeal

Appeal

chair's decision

would not

would

would not

is not

debatable
second, amendable,
majority

two-thirds

144. It does require a second and is neither _____ nor _____.

amendable, debatable

145. No part of the constitution or the bylaws can be suspended unless permission is specifically stated in the bylaws. However, rules of order adopted by the society, either in the form of a parliamentary authority or as special rules of order, can be suspended. If we wanted to take up the new business of whether to initiate a membership campaign before we considered old business from the previous meeting, we could move to _____ that old business is taken up before new business.

Suspend the Rule

146. If our rules of order call for regular meetings the first and third Wednesdays of each month, and during August we would only like to have a meeting on the first Wednesday, we could move to _____ setting our meeting dates.

Suspend the Rule

147. Suspending a rule does not change it but merely sets it aside to meet a temporary need. In the previous situation, in September we would meet on the _____.

first and third Wednesdays

148. If one wanted to admit to membership a person who did not meet the requirements detailed in the constitution, one (*could* or *could not*) move to Suspend the Rules on membership to accomplish this.

could not

149. (*Do not consult the chart.*) Suspend the Rules requires a _____, is neither _____ nor _____, and needs a _____ vote for approval.

second
amendable, debatable,
two-thirds

150. The chairperson usually calls for a vote to be taken in the manner she or he thinks most suitable whether it be by voice, show of hands, or ballot. However, any member can request that a vote be taken as he or she desires by using the Motion on Voting. Checking the chart, we see that the rules governing this motion are that it requires a second, is _____ but not _____, and needs a _____ vote for approval.

amendable, debatable,
majority

151. If elections were being held and you wanted to ensure that the vote was taken by secret ballot, you could move _____ to request such a vote.

the Motion on Voting

152. If someone else wanted to propose a change in the above motion before it was put to a vote, namely, to request that 2 tellers be appointed by the chair to count the ballots, they could move to _____ the motion on voting.

amend

153. Let us look next at Withdraw a Motion. Anytime prior to a vote being taken, the mover may request permission to withdraw her or his motion. This motion requires no second and is generally handled by the chair's asking if there is any objection. If not, the motion is withdrawn (together with any incidental or subsidiary motions that might be on the floor). However, if someone objects, the motion is put to a vote, and we see that a _____ vote is needed for approval.

majority

154. We also see that Withdraw a Motion is neither _____ nor _____.

amendable
debatable

155. A mover may retract a motion without asking consent of anyone prior to the time the chair states it belongs to the group of motions under consideration. After that statement the mover must then ask permission to withdraw the motion. At this point, many chairpersons encounter problems by asking if the member who seconded the original motion also withdraws the second. Such withdrawal (*is* or *is not*) necessary.

is not

156. To withdraw a second is not necessary since withdrawal by either general consent or a majority vote accounts for more than the one second. Along the same line it (*would* or *would not*) be necessary to withdraw an amendment that might have been offered to the original motion.

would not

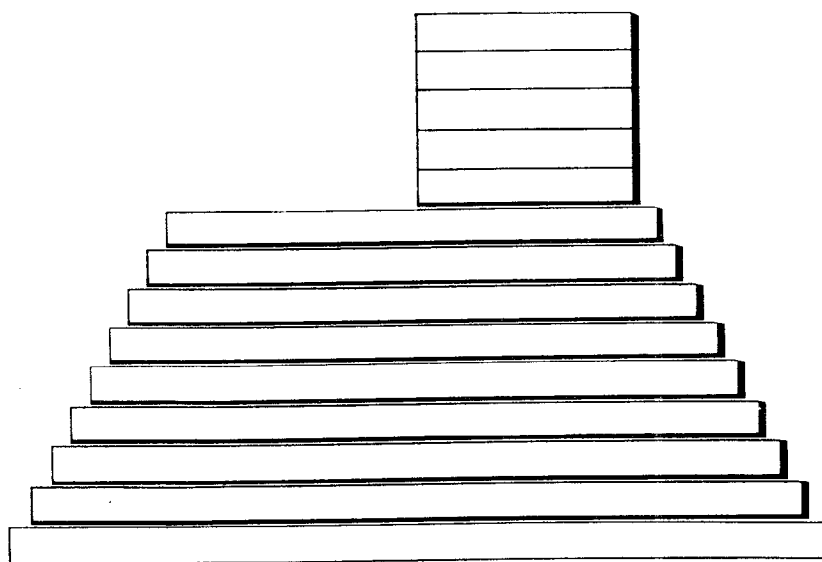
157. The effect of withdrawing a motion is the same as if it had never been proposed. We can conclude from this that someone else (*could* or *could not*) reintroduce essentially the same motion at the same session.

could

158. To quickly review the incidental motion of Withdraw a Motion (*without consulting the chart*), it requires no _____. It can be made any time prior to a _____ being taken. It is neither _____ nor _____. If approved, the effect is as if the motion withdrawn had _____

second
vote, amendable,
debatable; never been
proposed

159. Now, *without consulting the chart*, fill in the pyramid (with the usual key) of the motions discussed so far.

(Consult the chart for
correct responses.)

Key:



160. Let us look now at Read Papers. It is necessary to ask permission of the group if you want to read, or have read, extracts or written material as part of your discussion. This requires a second but is neither _____ nor _____ and is approved by a _____ vote.

debatable
amendable, majority

161. To expedite a meeting, a request to read papers is often handled by the chair simply asking for general consent. If no one objects, then to call for a _____ is not necessary, time thus being saved.

vote

162. If, in the discussion of the motion to start a membership campaign, you wanted to read to the group part or all of the report of a previous campaign, you should request permission to _____

Read Papers

163. If the chair asks if there is general consent for you to Read Papers and someone objects, then the motion is put to a vote of the group; and a _____ vote is necessary to approve your request.

majority

164. The chair (*should* or *should not*) call for discussion of your request to Read Papers.

should not

165. The next incidental motion is Divide a Motion. This requires a second, and by looking at the chart, we see it is _____ but _____ and requires a _____ vote.

amendable,
nondebatable,
majority

166. The use of this motion is to separate an item of business that has more than one part so that only one question or motion is on the floor at a time. If a Resolutions Committee reported and proposed several resolutions for approval of the group, one should move to _____ so that only one resolution is on the floor for discussion at one time.

Divide
the Motion

167. If the motion was to divide the report of the Resolutions Committee and to discuss one resolution at a time, this could be _____ to specify which resolution would be discussed first.

amended

168. Another example where division of a motion is advisable is in the adoption or revision of a constitution and bylaws for your organization. This should be _____ and discussed section by section to expedite the meeting and avoid the confusion of discussing more than one question at a time.

divided

169. The motion, Point of Order, is more a parliamentary term than a motion. It is used by a member of the group to call attention to a breach of rules and is put to a vote only when the chair is in doubt and requests the group to decide. If the chairperson had not called for a second to the motion to start a membership campaign, the proper way to call this to his or her attention would be to rise to a _____

Point of Order

170. If a member started to discuss another item, such as raising the dues, while the membership campaign motion was on the floor, it would be in order to interrupt him by calling _____ to re-

Point of Order

quest that discussion be confined to the motion on the floor at the time.

171. Once a Point of Order has been called, it is the chair's responsibility to decide on it. If the chair is in doubt and asks the group to vote on it, a _____ vote is needed for a decision.

172. Other rules governing this motion are that it does not require a _____ and is neither _____ nor _____.

173. The last 2 incidental motions are requests for information with the same rules applying to each. Point of Information is used when a member feels he needs additional information. It may be directed to the chair or to the speaker. If, in discussion of the motion to increase the monthly dues, you wanted to know the amount of money in the treasury, you could rise to a _____ to obtain this information.

174. If, in the continuing debate concerning raising the monthly dues, you wanted to ask one of the speakers a question, you could rise to a _____ requesting permission from the chair to do so.

175. Point of Parliamentary Inquiry is used to request information as to proper parliamentary procedure. If, for example, a member is in doubt as to the proper motion to use to suppress debate, she would rise to a _____ to obtain the information (from the chair).

176. Similarly if a member did not know the procedure to request a report from a committee, he could rise to a _____ to obtain information as to how to proceed.

177. Point of Parliamentary Inquiry can be used to obtain information on any question relating to _____ procedure. The chair is expected to supply the information.

178. The rules governing both Point of Information and Point of Parliamentary Inquiry are the same. Both do not require a second, nor are they _____ or _____. There are no voting requirements since neither is put to a vote of the group.

179. Now (*without consulting the chart*) for a quick review of *all* the incidental motions. There are, in number, _____ with no order of _____ among them.

180. The only debatable incidental motion is _____.

181. Those that require a two-thirds vote for approval are _____ and _____.

182. Those that can be amended are _____ and _____.

183. Now (*without consulting the chart*), fill in the pyramid (with the usual key) of all the motions discussed so far.

CORRECT RESPONSE

majority

second, amendable, debatable

Point of Information

Point of Information

Point of Parliamentary Inquiry

Point of Parliamentary Inquiry

parliamentary

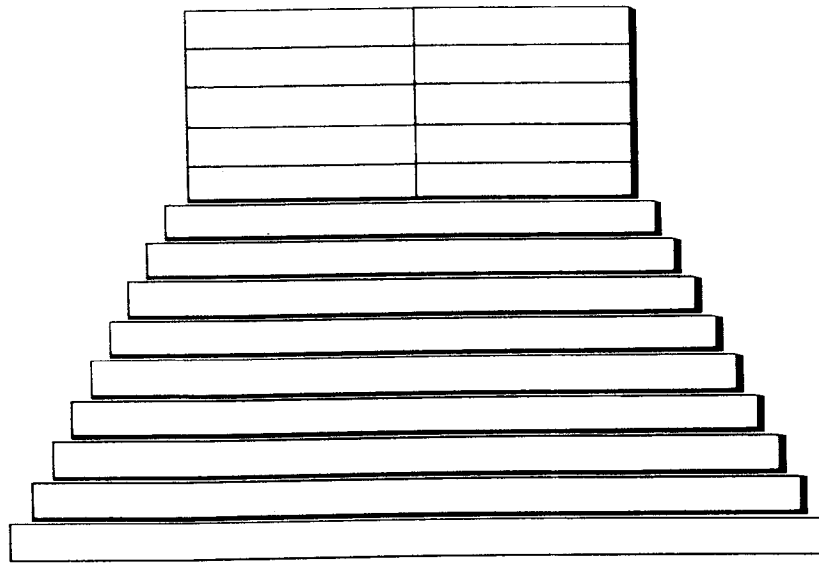
amendable, debatable

10
precedence

Appeal

Objection
Suspend the Rules

Motion on Voting,
Divide a Motion



Key:

Typical Meeting Situations

Now we turn to some typical meeting situations to use the motions discussed so far. Again select the answer you think correct and follow the instructions.

184. In the course of the meeting one of the members introduces a resolution in the form of a Main Motion that "the organization go on record as favoring the local Democratic candidate for mayor." Another member seconds this motion, but many feel this is not a matter that should be discussed at this meeting and would like to avoid it entirely.

Which of the following should be used to avoid taking the time of this meeting to discuss this motion?

- a) Move to Postpone Indefinitely See 188.
- b) Motion of Objection See 192.
- c) Move the Previous Question See 196.

185. The rules of order state that the president shall appoint all members of committees. You want to propose the formation of a committee to study the requirements for membership and would like to name the members you want on this committee in your proposal.

Which of the following would be correct to enable you to do this?

- a) Refer to a Committee See 189.
- b) Amend the Main Motion See 193.
- c) Suspend the Rules See 198.

186. In the course of debate on the last motion you, as chairperson, ruled Mr. X out of order since you did not think he was confining his remarks to the question on the floor at the time. Mr. X disagreed with you and appealed your decision. This appeal was seconded and discussed. When a vote is taken on this issue, you should call for the vote as follows:

- a) "An appeal has been made from the chair's decision. All in favor of the appeal. All opposed." See 190.
- b) "An appeal has been made from the chair's decision. All in favor of upholding the chair. All opposed." See 194.

187. A member would like to bring the matter on the floor to an immediate vote but is not sure what motion to move to do this.

Which of the following should she use to obtain this information?

- a) Point of Information See 195.
- b) Point of Parliamentary Inquiry See 199.
- c) Point of Order See 201.

188. Your answer was "Move to postpone indefinitely."

This is incorrect.

This motion is debatable and would permit discussion of the question. Its use is primarily to allow 2 attempts to defeat the Main Motion with debate being allowed each time. This would probably take considerable time.

Turn back to 184 and select another answer.

189. Your answer was Refer to a Committee.

This is incorrect.

There are 2 reasons this would not be the correct motion to use. First, if the floor was clear when you introduced your proposal, it would be a Main Motion with the suggestion of forming a committee included in the motion. Second, your rules of order state that the president shall appoint all committees, and you want to name the people to be on this committee in your motion. This you could not do with a Main Motion.

Turn back to 185 and select another answer.

190. Your answer was: "An appeal has been made from the chair's decision. All in favor of the appeal. All opposed."

This is incorrect.

When a vote is taken, it is not called for directly on the appeal. Instead the decision of the chair, which has already been made, is the direct issue; and the vote is called on whether or not to sustain this decision.

Turn back to 186 and select the other answer.

191. You have introduced a motion that the organization support the local candidate for state senate in the coming election campaign. This is seconded and is on the floor for discussion. In the course of the debate it becomes apparent that this motion creates more of a political argument than you think advisable. You regret that you introduced the motion and do not want your name associated with it.

Which of the following should you use to meet this situation?

- a) Move to Withdraw the Motion See 197.
- b) Move to Lay the Matter on the Table See 200.
- c) Move to Postpone Indefinitely See 202.

192. Your answer was Motion of Objection.

This is correct.

As you know, this does not need a second, is nondebatable, and must be approved by two-

thirds vote. It is in order only before debate takes place; so this is its objective—to avoid taking time in the meeting to discuss the main motion. Remember that the vote is taken on whether or not to consider the question (not on the objection directly). A vote such as 10 in favor of considering the question and 20 against consideration would be necessary to carry the objection.

Turn to 185.

193. Your answer was Amend the Main Motion. This is incorrect.

It is true that you would move a Main Motion to propose your idea of a study committee, and you might think that an amendment would be in order to name the members you would like on this committee. However, this would be contrary to the rules of order which state that the president shall appoint all committees.

Turn back to 185 and select another answer.

194. Your answer was: "An appeal has been made from the chair's decision. All in favor of upholding the Chair. All opposed."

This is correct.

You were right in remembering that the vote is not taken on the appeal directly but on whether or not to sustain the chair's decision which has already been made. It takes a majority in the negative to carry the appeal. For example, a vote of 10 in favor of upholding the chair and 12 opposed would be a majority in the negative and would carry the appeal.

Turn to 187.

195. Your answer was Point of Information.

This is incorrect.

This is used to request from either the chair or a speaker additional information concerning the matter under discussion. It is not to be used to obtain information as to procedure.

Turn back to 187 and select another answer.

196. Your answer was Move the Previous Question.

This is incorrect.

It is true that approval of this motion stops debate, but it does force a vote on the motion to which it is applied. We have said that the group wants to avoid the motion on the candidate for mayor.

Turn back to 184 and select another answer.

197. Your answer was Move to Withdraw the Motion.

This is correct.

This does not require a second and, unless someone objects, can be handled by general consent.

If there is an objection, then a majority vote is necessary. Approval removes the motion from the floor as if it had never been made.

Turn to 203 where the last group of motions will be discussed.

198. Your answer was Suspend the Rules.

This is correct.

You would move this motion to suspend the rule that the president appoint all committees. If approved by a two-thirds vote, you would then be in order to move your motion of a study committee with the members of the committee named in the motion. This motion would not change the rule of order but would temporarily suspend it for this one committee after whose selection it would be in effect as before, with the president appointing all committee members.

Turn to 186.

199. Your answer was Point of Parliamentary Inquiry.

This is correct.

Point of Parliamentary Inquiry is used when one is in doubt as to the correct parliamentary procedure to use. The inquiry is addressed to the chair, and the chair is expected to answer the inquiry. If the chair is unable to answer the inquiry, it is referred to the parliamentarian.

Turn to 191.

200. Your answer was Move to Lay the Matter on the Table.

This is incorrect.

Although approval would remove the question from the floor without further discussion, it would still carry your name as the original mover. It could be brought back from the table by a motion to that effect, supported by a majority vote, any time during this meeting or the next.

Turn back to 191 and select another answer.

201. Your answer was Point of Order.

This is incorrect.

Point of Order is used to call attention when proper parliamentary procedure is not being followed. Discussion not germane to the topic, the chair accepting a Main Motion without a second, a motion lower in precedence than the one on the floor being moved are all illustrations of situations where Point of Order should be used to call attention to the incorrect procedure. It is not to be used, however, to obtain information concerning procedure.

Turn back to 187 and select another answer.

202. Your answer was Move to Postpone Indefinitely.

This is incorrect.

This is a debatable motion and could allow continued discussion which you want to avoid. Remember its only real use is to test your strength

in attempting to defeat a Main Motion or to gain the opportunity for additional discussion. Turn back to 191 and select another answer.

Privileged Motions

203. Looking at the chart again, we find that the last group we have to discuss, with the highest order of precedence, are the 5 _____

204. The first of these privileged motions is Call for Orders of the Day. This is simply a demand that the group conform to its program or order of business. One person can call for Orders of the Day; consequently no _____ is required.

205. Call for Orders of the Day is neither _____ nor _____.

206. This motion is not in order unless the chair has failed to conform to the order of business for the particular meeting. If, after opening the meeting, the chair had called for new business and neglected to call first for old business or General Orders, you should _____ to call the chair's attention to this error.

207. If an item of business had been made a Special Order for 3:00 P.M. today and it was now 2:55 P.M., it (*would* or *would not*) be in order to Call for Orders of the Day to call the chair's attention to the Special Order soon to come on the floor.

208. If, however, the time was 3:10 P.M. and the chair had not called the Special Order on the floor, you could _____ to correct the error.

209. If the time for taking up a special order had arrived but the group wanted to continue discussing the business on the floor at that time, a vote to do so would be necessary. Since this would amount to changing the order of business or really suspending the rules, a _____ vote would be required.

210. Call for Orders of the Day then needs no _____. It is neither _____ nor _____ and is in order only if the order of business is _____ being followed. If necessary, it can interrupt a speaker.

211. Our next privileged motion, Question of Privilege, has to do with the rights and privileges of the group and its members. This includes items like adequate heat, light, and ventilation; the ability to hear the speaker; accuracy of published reports; charges against the character of a member; and so forth. If the meeting room was too hot, you could rise to _____ and ask for more ventilation.

212. If another member accused you of falsehood, your recourse would be to raise a _____ to defend your integrity.

CORRECT RESPONSE

Privileged
Motions

second

amendable, debatable

Call for
Orders of the Day

would not

Call for Orders of the
Day

two-thirds

second
amendable, debatable
not

Question of
Privilege

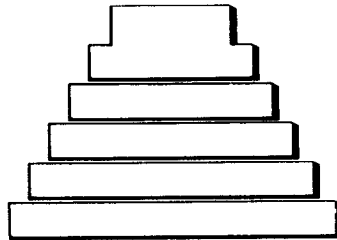
Question of Privilege

213. We see that the rules governing Question of Privilege are that it is a _____ motion, it also can be _____, and if put to a vote, requires a _____ vote.	debatable, amended majority
214. A Question of Privilege can be used to interrupt another speaker if one is unable to hear the person speaking. A speaker (<i>would</i> or <i>would not</i>) ordinarily be interrupted by a request that a window be opened for more comfort.	would not
215. Remember again Question of Privilege is used when the _____ and(or) _____ of the group or any one member are concerned.	rights privileges
216. The next highest privileged motion is Take a Recess. We see that, in addition to requiring a second, this is not _____ but is _____ and requires a _____ vote.	debatable amendable, majority
217. It should be pointed out that Take a Recess is nondebatable if there is any other business on the floor. If the floor is clear, then it is treated as a Main Motion and is _____.	debatable
218. If someone moved to Take a Recess for 30 minutes for lunch and you wanted an hour for lunch, you could move to _____ the motion to substitute an hour for 30 minutes.	amend
219. The effect of taking a recess is to merely interrupt business on the floor at the time. If the motion to initiate a membership campaign was on the floor, after the recess the motion on the floor would be the _____.	same (initiate a membership campaign)
220. The next motion, Adjourn, does, as we know, close the meeting for that session. Any business on the floor at the time of adjournment is held over to the next meeting and is taken up under the heading of _____.	old business
221. From this we can conclude that we (<i>do</i> or <i>do not</i>) have to take action on all items on an agenda for a meeting before one can move to adjourn.	do not
222. The chart indicates that the rules governing Adjourn are that it requires a second but is neither _____ nor _____ and needs a _____ vote.	amendable, debatable majority
223. The only other privileged motion, Time and Place to Adjourn, has but one objective. If no provision has been made for another meeting before the next scheduled meeting, this motion is used to set the time and(or) place for such a meeting. Because of this objective, it is _____ in order of precedence of all motions and can be moved even after a motion to Adjourn has been voted on but before the chair declares the meeting adjourned.	highest
224. After this motion is on the floor, _____ can be proposed as to time and place for the next meeting.	amendments
225. The chart also tells us that Time and Place to Adjourn, though amendable, is not _____ and requires a _____ vote.	debatable, majority

CORRECT RESPONSE

(Check chart for correct responses.)

226. To quickly review the privileged motions (*without consulting the chart*), fill in just the top of the pyramid below.

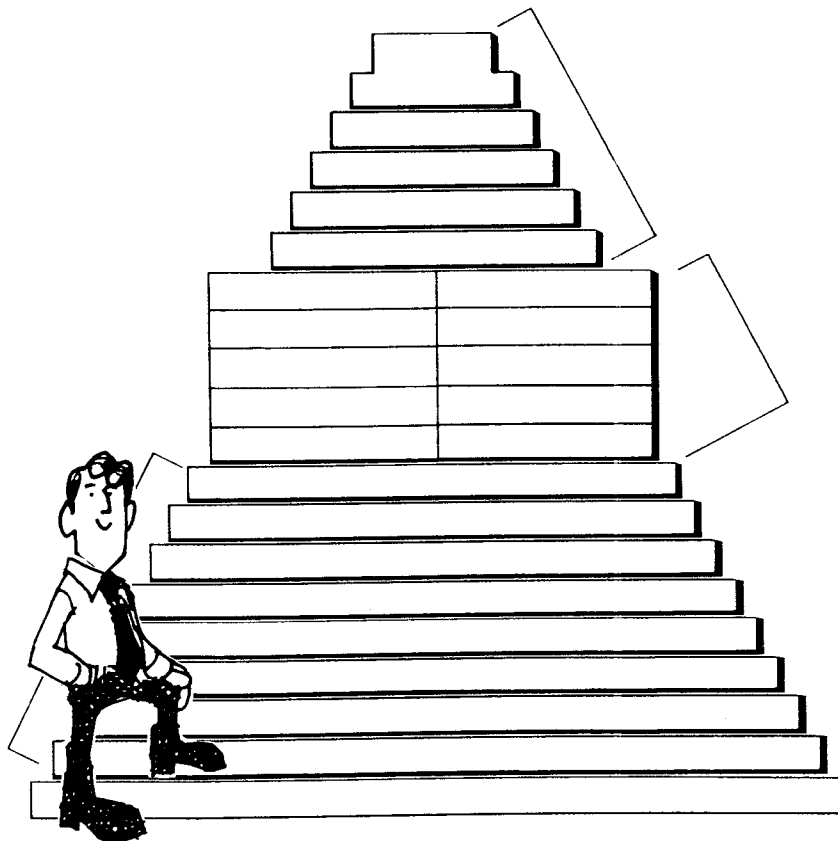


Key:

Privileged
Motions

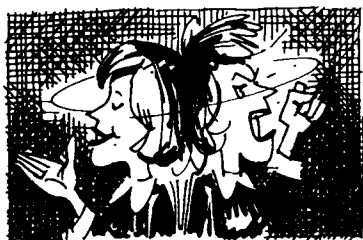
227. Now for a final review. Complete the total pyramid *without consulting the chart*. If you can do this, you can now handle practically all situations that may arise in a business meeting.
Heading:

(Check chart for correct responses.)



Key:

There are 2 motions not on the chart with which we should be acquainted. Both are used when a change of thought occurs after a vote has been taken on a motion.



Change of Mind

228. The first of these is the motion *Reconsider*. This can be made any time during the same meeting the vote that it is proposed to reconsider was taken. If a motion had been passed to Refer to a Committee the Main Motion of initiating a membership campaign, it (*would or would not*) be in order to reconsider that action at the same meeting.

229. Though anyone can second the motion to Reconsider, the motion can only be made by one who has voted with the prevailing side. Thus it cannot be used simply as a means of making another attempt to defeat or pass a motion. If you had voted against the motion to start a membership campaign, which, despite your opposition, had been passed, it (*would or would not*) be in order for you to move to Reconsider.

230. Reconsider can be made at any time during a meeting even though other business is on the floor. However, it is acted on only when the floor is clear to the rank of the motion being considered. Assume that a motion to raise the monthly dues had been passed and that you had voted with the prevailing side. Later on in the same meeting, while another Main Motion is on the floor, you change your mind and would like to have further discussion of the motion to increase the dues. You now think it was not increased enough. You could move to _____, but the reconsideration will not be brought up for action until the Main Motion now on the floor is disposed of and the floor is clear.

231. The effect of *moving* the motion to Reconsider is to force a suspension of all action on the original motion until the reconsideration can be acted upon. The effect of *approving* the motion to Reconsider (requiring a majority vote) is to place before the meeting the original motion as it was before being acted upon. Thus we can say that the effect of adopting the motion to Reconsider is simply to _____ the vote previously taken on the original motion.

232. Whether Reconsider is debatable or not depends on the motion being reconsidered since in this respect the same rule applies to both. A motion to Reconsider a Main Motion (*would or would not*) be debatable.

233. There is another form of this motion that can be used to prevent a temporary majority from taking action that is opposed by the majority of the total membership. This motion is *Reconsider* and *Have Entered on the Minutes*. It can only be made on the day the original motion was passed, but its effect is to force a delay in any action until the next meeting when the motion to Reconsider is called up. Between meetings the total membership would be informed of the Reconsideration to be acted upon; and if a majority did not approve the motion

would

would not

Reconsider

cancel (nullify,
erase)

would

passed by the temporary majority at the previous meeting, the members would first vote to _____ the Reconsideration. Such approval would nullify the previous vote, and then they would vote to _____ or change the original motion.

234. For example, a meeting with a temporary majority, which was not representative of the total membership, might approve a motion to build a new club house. To prevent the construction being started before the next meeting, a motion to _____ should be made. This will stop any action being taken until the motion is considered at the next meeting.

235. Like the simple form to Reconsider, the motion to Reconsider and Have Entered on the Minutes can only be made by someone who has voted with the _____ side. This means that a member of the *temporary* minority should vote with the *temporary* majority and then move to Reconsider and Have Entered on the Minutes.

236. The motion to Reconsider and Have Entered on the Minutes differs from the simple form to Reconsider in some respects, the most important of which are that it can only be applied to a vote disposing of a Main Motion and that it takes precedence over the motion to Reconsider. The latter means that if a motion to Reconsider was on the floor, the motion to Reconsider and Have Entered on the Minutes (*would* or *would not*) be in order.

237. The second motion that can be used when a change of thought has taken place is Rescind (repeal, annul). Any action or unexecuted part of an order can be rescinded unless something has been done that the assembly cannot undo or a contract has been entered or members have been notified of election or expulsion. A motion to build a new club house (*could* or *could not*) be rescinded after the contractor signed the contract.

238. Rescind is treated as a Main Motion. Therefore, it is (*debatable* or *nondebatable*). It can be moved and seconded by any 2 members of the group. (One does not have to have voted with the prevailing side to be eligible to move to Rescind.)

239. In terms of voting there are 3 different ways Rescind can be approved. If previous notice has been given that the motion to Rescind will be made at a particular meeting, a majority vote is all that is necessary for approval. Without previous notice either a two-thirds vote or a majority of the total membership is needed for approval. In a meeting of an organization of 100 members where the motion to Rescind was made without previous notice and a total of 60 votes was cast, the minimum number needed for approval would be _____ votes.

240. In an organization with 100 members, 90 of whom were present and voting, the minimum number for approval (without previous notice) would be _____ votes.

CORRECT RESPONSE

approve
defeat

Reconsider and Have
Entered on the
Minutes

prevailing

would

could not

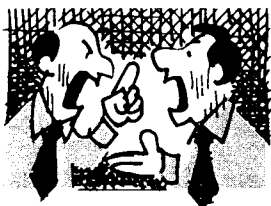
debatable

40

51

More Meeting Situations

(All Motions Discussed)



241. During the meeting 2 members, Mr. Jones and Mr. Smith, engage in a heated debate. This continues to the point that the issue on the floor is forgotten and personal

characteristics are discussed. Mr. Jones questions Mr. Smith's truthfulness. Mr. Smith feels this is unjust and wants to have the group support him.

Which of the following should be used by Mr. Smith to accomplish this purpose?

- a) Raise a Question of Privilege See 244.
- b) Move an incidental main motion See 249.
- c) Rise to a Point of Order See 253.

242. The meeting in which you are participating is scheduled to last all day with a recess for lunch in the program from 12:00-1:30 P.M. At approximately 11:30 A.M. a member introduces a motion to increase the dues. This causes considerable discussion, and as chairman you do not notice that the meeting has gone beyond the 12:00 M. hour set for recessing for lunch. At 12:15 P.M. one of the members realizes what is happening.

Which of the following is the correct procedure for this member to use to correct the situation?

- a) Rise to a Point of Order See 246.
- b) Move to Take a Recess See 250.
- c) Call for Orders of the Day See 256.

243. In the course of debate one of the members wants to read an editorial from the *New York Times* supporting his position on the issue being debated.

Which of the following should he use to do this?

- a) Question of Privilege See 248.
- b) Read Papers See 252.
- c) Suspend the Rules See 258.

244. Your answer was Raise a Question of Privilege.

This is correct.

Mr. Smith has been personally affected by Mr. Jones's remarks and is entitled to raise a question of personal privilege. Under this he could request the support of the group.

Turn to 242.

245. The meeting has been going on for considerable time, and a number of members have left. At this point a motion is introduced that "the organization charter an airplane for a trip

to the Bahamas with all expenses to be paid out of the organization's treasury." You are not in favor of this motion since it will deplete the treasury and do not think the majority of the membership is in favor. However, it appears that the motion will receive a majority vote of those present at this meeting.

Which of the following would be the best motion to use to meet this situation?

- a) Move to Adjourn See 255.
- b) Move to Reconsider See 259.
- c) Move to Reconsider and Have Entered on the Minutes See 261.

246. Your answer was Rise to a Point of Order. This is incorrect.

Point of Order has to do with breaches of rules and is the motion used to call attention to the fact that a rule is not being followed. Requiring amendments to be germane, seconding of motions when required, and debate confined to the immediate question on the floor are all examples of rules that, if not followed, could be brought to the chair's attention by rising to a Point of Order. However, a program for the day is not considered a rule.

Turn back to 242 and select another answer.

247. The time is getting late, and it is evident that the business on the floor will not be brought to a vote soon. You feel it would be better if the discussion were stopped and the members went home, the matter being brought up again at the next meeting.

Which of the following motions should you use?

- a) Postpone to a Definite Time See 254.
- b) Lay on the Table See 257.
- c) Adjourn See 262.

248. Your answer was Question of Privilege. This is incorrect.

Although it is true that this motion is used in situations where action affecting the individual members is concerned, it is not used directly in situations of debate. It is used where items like heat, light, noise, and other similar matters affect the individual's or the group's participation in the meeting. It can also be used in situations where the character or reputation of the member is concerned.

Turn back to 243 and select another answer.

249. Your answer was Move an incidental motion.

This is incorrect.

A main motion is on the floor, and until it is disposed of, to move an incidental main motion is not in order.

Turn back to 241 and select another answer.

250. Your answer was Move to Take a Recess.

This is incorrect.

If provision had not already been made to take a recess for lunch, this would be in order. However, the program already calls for a recess at a certain time, and to move this again would be out of order.

Turn back to 242 and select another answer.

251. The meeting has apparently reached an end, and a motion to Adjourn is on the floor. At this point you realize that no arrangements for your next meeting have been made.

Which of the following should you use to propose such arrangements?

- a) Main Motion See 260.
- b) Time and Place to Adjourn See 263.

252. Your answer was Read Papers.

This is correct.

You are right in that whenever a member wants to read directly from written material, she should request permission of the group to do so. This is generally handled by the chair asking if there is any objection. If anyone objects, a majority must approve the granting of permission to read papers.

Turn to 245.

253. Your answer was Rise to a Point of Order.

This is incorrect.

It is true that Mr. Jones's remarks are not on the issue on the floor and are probably out of order. However, you want to request the support of the group; this can not be done under Point of Order, which is only used to call attention to a breach of rules.

Turn back to 241 and select another answer.

254. Your answer was Postpone to a Definite Time.

This is incorrect.

This would be the motion to use if you wanted to postpone the business now on the floor until the next meeting and then continue the present meeting to consider other business. However, this would not be the best motion to use if you want to end the present meeting now without considering other business.

Turn back to 247 and select another answer.

255. Your answer was Move to Adjourn.

This is incorrect.

This would accomplish your objective if approved. However, it is unlikely that a majority would vote to adjourn before they had voted on the motion on the floor if they were in favor of that motion.

Turn back to 245 and select another answer.

256. Your answer was Call for Orders of the Day.

This is correct.

You are right that this is the motion to use when a program, previously set up, is not being followed. This calls the chair's and the group's attention to the fact that the meeting should have been recessed at 12:00 M. The chair should immediately declare the recess unless the group wants to continue the present discussion and decides to do so by a two-thirds vote.

Turn to 243.

257. Your answer was Lay on the Table.

This is incorrect.

This motion would merely clear the floor at the present meeting but would not insure that the matter was brought up for final discussion at the next meeting since a motion to Bring Back from the Table would be needed at that time.

Turn back to 247 and select another answer.

258. Your answer was Suspend the Rules.

This is incorrect.

We assume that debate will consist primarily of expressions of opinion of the members and will not ordinarily involve the reading of outside material. It is in order, however, to bring such material in occasionally, and there is no rule (that should be suspended) saying this cannot be done.

Turn back to 243 and select another answer.

259. Your answer was Move to Reconsider.

This is incorrect.

This would be in order after a vote had been taken on the Main Motion and it had been approved. However, it would not prevent action from being taken since the Main Motion could be called up at this meeting. In this case the motion to Reconsider would undoubtedly be defeated by the majority present in favor of the trip to the Bahamas.

Turn back to 245 and select another answer.

260. Your answer was Main Motion.

This is incorrect.

This would be the correct motion to use if the motion to Adjourn was not on the floor. However, Adjourn takes precedence over the Main Motion, and the latter would be out of order in this situation.

Turn back to 251 and select another answer.

261. Your answer was Move to Reconsider and Have Entered on the Minutes.

This is correct.

To be eligible to move this motion you would first have to vote with the prevailing side in favor of the trip to the Bahamas. Then you could move this motion. It does need a second. The effect would be to force the matter to be held over until the next meeting. No action could be taken concerning the trip until the Reconsideration had been acted upon. Between the meetings all members would be notified. If a majority of the total membership did not favor the trip, they would, at the next meeting, vote first to approve the motion to Reconsider and then vote to defeat the original Main Motion to take the trip and have the organization pay all expenses.

Turn to 247.

262. Your answer was Adjourn.

This is correct.

You are right in assuming that the matter now on the floor would be brought up again at the next meeting under the item of Unfinished Business. You are also right in assuming that business

on the floor does not have to be completed before a meeting can be adjourned.

Turn to 251.

263. Your answer was Time and Place to Adjourn.

This is correct.

You are right in assuming that the specific purpose of this motion is to permit arrangements for the next meeting to be made even after a motion to adjourn has been moved at this meeting. This is why it is the motion of highest precedence.

Turn to 264.

264. Obviously there are other situations that come up in our meetings. Do not worry if you run into one occasionally that you are not sure how to handle. It will not happen often, and all chairpersons once in a while need a little help. Have a copy of *Robert's Rules of Order Newly Revised* available as a reference. However, if you have come this far in this program, there will not be many times when you need to refer to it.

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Part 2



In addition to the various motions you have taught yourself in Part I, you need to know how an agenda for a meeting is handled and the steps through which any motion needs to go once it is introduced. These points are briefly outlined and discussed in this part so that you will be ready to either conduct or participate in a business meeting with confidence.

Every organization needs to set up its own rules to meet its particular needs. These are contained in the bylaws, and you should be familiar with these for your organization. An outline with a brief discussion of the various sections is the last item in this part. If you are asked to preside at a meeting, it is advisable to have a copy of the bylaws readily available or to have a thorough knowledge of their provisions.

Order of Business

The customary order of business for organizations that have regular business sessions and do not have special requirements is as follows:

1. *Reading and Approval of Minutes.* Unless the minutes have been distributed previously in written form, the chair says, "The Secretary will read the minutes." Whichever method is used, the chair then asks, "Are there corrections to the minutes?" Any corrections are normally handled by general consent. In this case the chair says, "Unless there is an objection, the correction shall be made." The chair then declares, "The minutes stand approved (or approved as corrected)."

2. *Reports of Officers, Boards, and Standing Committees.* Items under this heading will vary with each organization. Some may have a treasurer's report at each meeting. (The chair should not allow a motion that the treasurer's report be "accepted" or "adopted" unless the report has been properly audited, a step that normally would happen only at the annual meeting.) The chair may call upon the secretary for a report of any correspondence. Standing committees, normally those listed in the bylaws, such as the Membership Committee, are called on if they have a report to make. (It is not necessary that a committee report be seconded.)

Any motion arising out of any of these reports is taken up immediately since the objective of an order of business is to give priority to the classes of business in the order listed.

If an item of business in this class is on the table from a previous session, to move to take it from the table under this heading is in order.

3. *Reports of Special Committees.* Any special committees that are ready to report or have been instructed to report are called on at this

time. The chair should be aware of which committees are ready to report so that he or she can be prepared to call only on them.

4. *Special Orders.* Under this heading any unfinished special order or an item of business held over from a previous meeting and made a special order for this meeting is called to the floor by the chair. To make something a special order requires a two-thirds vote.

5. *Unfinished Business and General Orders.* The following may come on the floor in the order indicated:

- a) A question that was pending when the previous meeting adjourned.
- b) Any questions that were unfinished business at the previous meeting but were not reached before it adjourned.
- c) Any questions that were general orders for the previous meeting but were not reached before it adjourned.
- d) Matters that were postponed to the present meeting. These would have required a majority vote at a previous meeting.

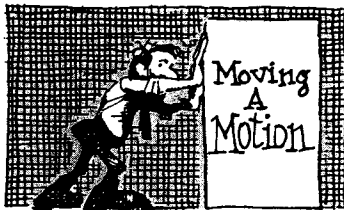
The chair should not announce this heading unless the minutes show there is some business to come under it. In this case, the chair should have a list and call the items to the floor in the order indicated.

6. *New Business.* The chair now asks, "Is there any new business?" Any member can now ask for the floor and introduce new items of business.

7. *Adjourn.* This can be moved while another motion is on the floor and is in order any time after some progress has been made in the meeting.

Steps in Handling a Motion

1. *A member makes or moves a motion.* To do this a member must rise and be recognized by the chair at a time when there is no other business on the floor. He then says "I move that ..."



2. *Another member seconds the motion.* This can be done without being recognized by the chair and generally without rising. If no member seconds the motion, it does not come before the meeting; and the chair calls for the next item of business. A second does not necessarily mean that the person favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.

3. *The chair states the question on the motion.* This step is necessary for the motion to be before the assembly. Prior to this step, the chair can suggest changes in the motion, and the mover can change or withdraw it. No debate can take place until the chair states the motion is on the floor.

4. *Debate then takes place on the motion.* The original mover is entitled to the floor first. Each member has the right to speak twice but should not have the floor the second time until all who wish have spoken once. Unless it is decided otherwise, each speaker is limited to 10 minutes each time.

5. *The chair puts the question to a vote.* When the debate appears to have closed, the chair asks "Are you ready for the question?" If no one claims the floor, the chair restates the motion and calls for a vote. In the ordinary meeting the vote is taken in one of 3 ways, with the chair deciding the type of vote unless directed otherwise by the group.

- a) Voice vote. This is the quickest and most often used method when more than a majority vote is not required. The ayes are called for first and then the nays.
- b) Rising vote. This is normally used after an inconclusive voice vote or in voting on a motion requiring a two-thirds vote for adoption. This can be counted if necessary.
- c) Show of hands. This can be used as an alternative to a voice vote or in verifying an inconclusive voice vote.

When a member doubts the accuracy of a voice vote or a vote by show of hands, she can call for *division*, and the chair must then ask for a standing vote that can be counted.

Vote by written ballot is another method; but because of the time involved in gathering and counting ballots, this is normally used only in cases of elections or a matter where confidentiality is needed.

The chair should be aware that *unanimous consent* can also be used as a method of voting. Matters on which there is agreement of the group and the agreement is evident to the chair can most efficiently be disposed of by the chair saying, "Unless there is objection, the motion is approved." If there is an objection, then one of the other methods of voting is used; but if not, the matter is quickly acted upon, and the group can go on to other business.

The chair may vote by secret ballot or in cases to decide the outcome. In the case of a motion requiring a majority vote, the chair can vote to make or break a tie. In the case of a motion requiring a two-thirds vote, the chair can vote to make the result two-thirds in the affirmative or more than one-third in the negative.

6. *The chair announces the voting result.* This step is often neglected with the result that some members are not sure of the outcome of the vote. The chair should also announce the result so that the secretary can enter it in the minutes.

Bylaws of a Society

The basic rules that relate to a society should be set forth in the bylaws. The preferred practice today for ordinary societies is to have one document where formerly there were two—the constitution and the bylaws. In addition some societies will need articles of incorporation as a legal basis.

The number of bylaw articles will be determined by the activities of the society. The following is an outline and brief description of the articles that the average society will need. The language used in writing each article should be as precise as possible to make the rules clear so that misunderstanding or misinterpretation is avoided. Articles are commonly designated with Roman numerals, and sections with Arabic numerals.

Article 1. Name. In incorporated societies this article can be omitted since it is a part of the

articles of incorporation.

Article II. Object. The general objectives of the society should be stated concisely but in broad enough terms so that the boundaries are set within which the society can operate. This is normally done in a single sentence or short paragraph. This section may also be omitted if there are articles of incorporation.

Article III. Members. This usually includes several sections setting forth (1) classes of membership such as active, associate, honorary, and the like; (2) qualifications or eligibility for membership including application and acceptance procedures; (3) fees and dues for members including when payable, penalty for nonpayment, and procedure for reinstatement if dropped; and (4) provisions for resignations. Any provisions for required attendance or participation should be included in this article.

Article IV. Officers. The officers required by the society should be specified. Their special duties other than the normal duties outlined in a parliamentary authority should be indicated. If these are detailed and numerous, a separate article may be set up dealing with duties of officers.

The method of nominating and electing officers should be clearly indicated. It is well to include a statement that "officers shall hold office for a term of ___ year(s) or until their successors are elected." Any limitations on number of terms an officer can serve should be specified. A method of filling vacancies, both temporary and permanent, should also be provided.

Article V. Meetings. The first section of this article should specify the day on which regular meetings will be held, such as the first Thursday of each month, and time and place.

Another section should specify which meeting will be the annual meeting at which officers are elected and annual reports received.

How special meetings are to be called, by whom, and the number of days' notice required should be specified.

There should also be a section establishing the quorum. This should be set high enough so

that a small minority cannot do business, but not so high that the organization cannot function. This is determined by the nature and function of the society and is usually thought of as the number that would normally be expected to attend, weather permitting.

Article VI. Executive Board (or Board of Directors). Most organizations find it desirable to establish a board (normally the officers of the society) and assign the members administrative authority and responsibility. The degree varies with the society. If such a board is set up, this article should specify: the board's composition; the powers of the board; and any special rules as to how the board is to conduct its business such as time of meeting, quorum required, and the like.

Many organizations include a provision for some elected board members in order to establish a rotation system so that having a brand-new board every year can be avoided.

Article VII. Committees. This article should provide for the establishment of each of the standing committees that the society will require. These are normally few in number, depending on the size and object of the society. Member, program, and finance are some of the normal committees set up under this article. A separate section should set forth the duties assigned to each committee and how the committee is to be chosen.

Provision for the appointment of special committees should be included in a separate section. This may also specify whether any officer is to act as ex officio member of any committee.

Article VIII. Parliamentary Authority. The society establishes its rules of order by adopting a parliamentary authority to cover any situation not specifically mentioned in the bylaws. The most commonly used authority is *Robert's Rules of Order Newly Revised*.

Article IX. Amendment of Bylaws. The normal provisions are for advance notice of a proposed amendment and approval by a two-thirds vote.

The author is professor emeritus, Department of Communication, New York State College of Agriculture and Life Sciences, Cornell University, Ithaca.

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