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PARLIAMENTARY PROCEDURE—AT A GLANCE

Want to run your union meeting according to the rules? Here they are, organized concisely for future reference. Some hints for the Chairperson are included on the back of this page:

	Motion	Debatable	Amendable	Requires a Second	Votes Required	In Order When Another Is Speaking	Can Be Reconsidered	Motions to Which It Applies	Motions Which Apply to It
PRIVILEGED MOTIONS	Time for Next Meeting (when privileged)	No	Yes	Yes	Majority	No	No	None	Amend
	Adjourn	No	No	Yes	Majority	No	No	None	None
	Recess	No	Yes	Yes	Majority	No	No	None	None
	Question of Privilege (treat as Main Motion)	Yes	Yes	Yes	Majority	Yes	Yes	None	All
	Orders of the Day	No	No	No	None; it takes % to postpone special order	Yes	No	Any special order	None; except to postpone orders
INCIDENTAL MOTIONS	Appeal	No	No	Yes	Majority	Yes	Yes	Any decision of the chair	Lay on table Close debate Reconsider
	Point of Order	No	No	No	None; unless appealed; then majority	Yes	No	Any motion or act	None
	Objection to Consideration of Question	No	No	No	%	Yes	Yes	Main questions and questions of privilege	Reconsider
	Reading Papers	No	No	Yes	Majority	No	Yes	None	None
	Withdrawal of Motion	No	No	No	Majority	No	Yes	Any motion	Reconsider
SUBSIDIARY MOTIONS	Suspension of Rules	No	No	Yes	%	No	No	Any motion where needed	None
	Lay on the Table	No	No	Yes	Majority	No	No	Main questions, appeals, ques. of privilege, reconsider	None
	Previous Question (close debate)	No	No	Yes	%	No	Yes	Any debatable motion	Reconsider
	Limit or Extend Limits of Debate	No	Yes	Yes	%	No	Yes	Any debatable motion	Reconsider
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	No	Yes	Main motion, ques. of privilege	Amend Reconsider Limit or Close debate
	Refer or Commit	Yes	Yes	Yes	Majority	No	Yes	Main motion, ques. of privilege	Amend Reconsider Limit or Close debate
	Amend	Yes	Yes	Yes	Majority	No	Yes	Main motion, limit debate, refer, postpone, fix time of next meeting	Amend Reconsider Close debate
	Postpone Indefinitely	Yes	No	Yes	Majority	No	Yes	Main motion, ques. of privilege	Limit or Close debate Reconsider
	MAIN MOTION	Yes	Yes	Yes	Majority	No	Yes	None	All
	Reconsideration	Yes, if motion to which it applies is debatable	No	Yes	Majority	Yes	No	Any motion except adjourn suspend rules lay on table	Limit debate Lay on table Postpone definitely
	Rescind	Yes	Yes	Yes	% of members present; majority when notice to rescind was given at previous meeting	No	Yes	Main motions, appeals, ques. of privilege	All

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This chart was originally entitled *ALL OF THE RULES AT A GLANCE*. It was compiled and issued by the Education and Research Department of the California Industrial Union Council in the early 1950s. Since then, it has been used in hundreds of training sessions on parliamentary procedure--and probably also in thousands of local union meetings. We haven't run across anything else that gets all the essentials down to a single page.

In the original version, the Council also included the following "Hints for Local Union Presidents" (or whoever chairs your meeting):

1. Plan an agenda so that the meeting will proceed in a business-like manner.
2. Start your meetings on time.
3. Keep your meetings as brief as possible--keep the discussion to the agenda.
4. Keep your meetings orderly--use parliamentary procedure.
5. Be democratic--allow discussion on both sides of the question.
6. Do not allow any person to monopolize the floor--**INCLUDING YOURSELF**.
7. Respect the other person's point of view--even through it differs from yours.
8. See to it that all committees make regular reports to the meeting.
9. Set aside a specific period of time at each meeting for an educational program.

Many international and local unions have modifications of rules cited here, and members and leadership should make themselves fully aware of these changes.

Have a good meeting.

-- Labor Center staff

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