

The following document entitled "Parliamentary Procedure" was compiled by the Parliamentary Rules Committee and approved at the 21st National Church Conference in November 1996.

PARLIAMENTARY PROCEDURE

Table of Contents

INTRODUCTION	3
SUBJECT 1: PRESENTATION OF MOTIONS	5
SUBJECT 2: PRIORITY OF MOTIONS	7
SUBJECT 3: BASIC RULES OF PRECEDENCE	9
SUBJECT 4: THE BASIC RULES OF MOTIONS	10
SUBJECT 5: AMENDMENT OF MOTIONS	11
SUBJECT 6: CHANGING MAIN MOTIONS ALREADY VOTED ON	13
SUBJECT 7: PRESIDING OFFICER (THE CHAIRPERSON)	15
SUBJECT 8: QUORUM AND VALID VOTES	18
SUBJECT 9: MEETING AGENDA	20
SUBJECT 10: NOMINATIONS AND ELECTIONS	21
SUBJECT 11: COMMITTEES AND BOARDS	23
SUBJECT 12: MEETING MINUTES	26
APPENDIX C.1	27
PRINCIPAL RULES GOVERNING MOTIONS	27
APPENDIX C.2	29
PRINCIPAL RULES GOVERNING INCIDENTAL MOTIONS	29
APPENDIX C.3	30
THE CHIEF PURPOSES OF MOTIONS	30

INTRODUCTION

This report summarizes sections of the standard code of parliamentary procedures that the Parliamentary Rules Committee believes are applicable to the National Church Conference (NCC) of the True Jesus Church. The Committee was appointed by the 19th NCC to study and abstract the Robert's Rules of Order, 2) to determine the compliance of the NCC meetings with parliamentary rules and if applicable 3) to recommend corrective actions for the areas of deficiency.

Major references used in compiling this report include:

- * Sturgis, A. (1988) The Standard Code of Parliamentary Procedure. 3rd Ed. McGraw-Hill, Inc.
- * Patnode, D. (1993) Robert's Rules of Order. The Modern Edition. Berkley Books, New York.
- * Eisner, W. (1986) Robert's Rules of Order. Bantam edition.

Parliamentary law is a very complicated subject. This report attempts to abstract certain issues that are deemed immediately applicable to the NCC. It provides a very brief description of the issues and should not be treated as a complete analysis of the issues. Readers are strongly encouraged to examine the references cited above to gain a better understanding of the issues.

The report is divided into several sections. Format of each section varies with the content of information presented. Some sections serve as for members' information only several sections summary the issues and present the research findings in a tabulate form. Very often the form consist of 1) item of interest, 2) Robert's Rules on the subject, 3) impact to the NCC, if applicable, and 4) comments on the subject.

The Introduction section outlines sources of parliamentary rules and their ranks, presents a brief introduction to the fundamental principals of parliamentary law.

Parliamentary law is the code of rules and ethics for working together in groups. They explain the principles and procedures that are based on time-tested parliamentary usages and accepted practices with the purpose of promoting efficient operation.

Sources of Parliamentary Rules

The four basic sources of the parliamentary rules governing an organization, arranged in the order of their rank, are:

1. Law: It consists of the common law of parliamentary procedure and the statutes enacted by federal, state, or local government. Such law is the highest source of parliamentary rules for any organization.
2. Charter: The charter granted by government to an incorporated organization ranks second as a source.

3. Bylaws: Bylaws is the rule to govern the operations of an organization. Any provisions of the bylaws of a parent organization that regulate the constituents or component units of the organization rank ahead of the bylaws adopted by the units.
4. Adopted parliamentary authority: The parliamentary procedure adopted by an organization as its authority on all procedural questions not covered by the law or its charters, bylaws, or adopted rules completes the sources of the parliamentary rules governing an organization.

Fundamental Principles of Parliamentary Rules

Fundamental principals of parliamentary law can be summarized as follow:

- Established to facilitate the transaction of business and to promote corporation and harmony at meetings
- All members have equal rights, privileges, and obligations.
- Full and free discussion of every proposition presented for decision is an established right of members
- Every member has the right to know the meaning of the question before the assembly and what its effect will be.
- All meetings must be characterized by fairness and by good faith
- The majority vote decides
- The right of the minority must be protected

SUBJECT 1: PRESENTATION OF MOTIONS

A motion is the formal presentation of a proposal or question to an assembly for consideration and action. In NCC, it may include pre-submitted written proposal, special motion and any proposition or request related to the matter or subject of discussion. Presenting a motion requires the following steps:

1. A member rises and addresses the presiding officer,
2. The member is recognized by the presiding officer,
3. The member proposes the motion,
4. Another member seconds the motion (if it is secondable motion), and
5. The presiding officer states the motion to the assembly.

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Presentation of a Motion	The proposer must enact the clause "I move that....." (which means I propose....) to correctly introduce a motion	Each proposer clearly states the objectives of the motion, the nature of the issue and his proposed solutions to the issue	A rule to be follow by the assembly
Seconding a Motion	A member may rise and without waiting for recognition, say "I second the motion," or just "Second!" The action merely indicates that the member wishes the motion to be considered by the assembly	Seconding a motion is not necessarily an endorsement of the motion	A reminder to the assembly
Statement of a Motion by the Presiding Officer	A properly moved and seconded motion must be restated by the presiding officer	NCC chairperson must re-state every motion as correctly and clearly as possible even though it may be necessary to change the wording of the motion. The meaning of the motion, however, can not be changed without the consent of its proposer.	To make sure the assembly fully understand the motion before deliberation
Withdrawal of a Motion (1): before a motion (verbal or written) has been stated by the presiding officer (whether or not it has been seconded)	Its proposer may change (modify, rephrase) it or withdraw it without the assembly's permission. Furthermore, any member or the presiding officer may request that the maker withdraw it. At this point, the maker can either withdraw or decline to do so.	Possible major reasons: the motion was based on erroneous information or because some more urgent business needs prior consideration.	
Withdrawing a Motion (2):	The motion becomes the property of the that body, and the proposer may change or withdraw it only if no objection is raised. If a member objects, the proposer or some other member may move that the	Along the same line, once a motion becomes the property of the assembly, it can be amended* by any member.	

Parliamentary Procedure

after a motion has been stated to the assembly by the presiding officer.	proposer "be allowed to withdraw the motion". This motion is debatable and required a majority vote.		
Informal Consideration	There are times when it is desirable to have discussion of a problem precede the proposal of a motion concerning it so that some agreement may be reached on the type and wording of the motion that is needed.	Rather than offer a poorly thought-out motion, which will consume time and effort to perfect by amendment, it is better to consider the problem informally and then formulate a good motion	An effective way to better use of the time and to reach agreement sooner

* Purpose of amendment is to modify a motion that is being considered by the assembly so that it will express more satisfactorily the will of the members. Amendments are voted on in the reverse order of their proposal.

SUBJECT 2: PRIORITY OF MOTIONS

A motion is the formal presentation of a proposal or question to an assembly for consideration and action. In NCC, it may include pre-submitted written proposal, special motion and any proposition or request related to the matter or subject of discussion.

Parliamentary rules establish precedence of each motion. From the highest ranking to the lowest ranking, the order of precedence is as follows (see Appendix C.1 for detail discussions):

1. Adjourn
2. Recess
3. Question of privilege
4. Postpone temporarily
5. Close debate
6. Limit debate
7. Postpone definitely
8. Refer to committee
9. Amend
10. The main motion and specific motions

Basic rules of precedence are:

- a. When a motion is being considered, any motion of higher precedence may be proposed but no motion of lower precedence is allowed
- b. Motions are considered and voted on in reverse order to their proposal. The motion last proposed (which has higher precedence) is considered and disposed of first.

Technically speaking, motions can be classified, according to their purposes and characteristics, into four groups:

1. Main Motions: Its purpose is to bring substantive proposals before the assembly for consideration and action.
2. Subsidiary Motions: Those motions to alter the main motion, or hasten or delay its consideration.
3. Privileged Motions: Motions of such urgency that they are entitled to immediate consideration. They are related to the members and to the organization rather than to particular items of business.
4. Incidental Motions: Usually related to matters incidental to the conduct of the meeting. They can be offered whenever are needed and have no order of precedence. Because of their very nature they may interrupt business and in some cases may interrupt the speaker, and should be handled as soon as they arise.

Appendix C.1 summaries the types of motions, their priority/rank for consideration, and how to handle each of the motions. Appendix C.3 regroups the motions into several practical scenarios for a quick reference.

Incidental motions include:

- Appeal from a decision of the presiding officer
- Consider informally
- Suspend the rules
- Point of order
- Parliamentary inquiry
- Withdrawal of a motion
- Division of a question
- Division of the assembly

Summary of incidental motions are presented in Appendix C.2.

SUBJECT 3: BASIC RULES OF PRECEDENCE

There are two basic rules of precedence:

1. When a motion is being considered, any motion of higher precedence may be proposed, but no motions of a lower precedence can be proposed.
2. Motions are considered and voted on in reverse order to their proposal. The motion last proposed (i.e. has the highest precedence) is considered and disposed of first.

In other words, while the assembly is considering four motions in a chain of precedence (all related to the same proposal), a member may present another motion, provided it has a higher precedence than the one that is being considered. The chairperson must dispose of all incidentals, privileged, and subsidiary motions before calling for discussion on the main motion.

SUBJECT 4: THE BASIC RULES OF MOTIONS

To facilitate the smoothness and efficiency of a meeting, each proposer, before presenting a motion, must know about the following facts:

- What is the precedence of the motion?
- Can the motion interrupt a speaker?
- Does the motion require a second?
- Is the motion debatable?
- Can the motion be amended?
- What vote does the motion require?
- To what other motions can the motion apply?
- What other motions can be applied to the motion?

For your reference and use, the Committee has prepared Appendices A and B that present at-a-glance information on the nature, characteristics, and precedence of each possible motion that might be invoked at the NCC meetings.

SUBJECT 5: AMENDMENT OF MOTIONS

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Amendments	The only motions that may be amended without restrictions are the main motion and the motion to amend (see Appendix C.1 for details)	An amendment to an amendment is not amendable. Thus, amendments of the first degree and the second degree are permitted; amendments of the third degree are not.	Purpose: to modify a motion that is being considered by the assembly so that it will express more satisfactorily the will of the members
Debate on amendments	When an amendment to a motion is proposed, discussion is limited to that amendment until it is disposed of.		
Ownership of a motion or an amendment	The proposer of a motion or an amendment has the right to modify or withdraw the motion or amendment at any time before the chair has stated it to the assembly for consideration		As soon as it has been stated to the assembly by the chair, it belongs to the body, and the proposer of the motion or amendment can withdraw it only by vote of the assembly or by general consent.
Withdrawing and accepting amendments	If another member proposes an amendment that the maker of the motion wishes to accept, the maker of the original motion may save time by saying, "Mr. President, I accept the amendment."		The presiding officer then asks if there is objection to this acceptance. If no objection is made, the amendment is accepted by general consent. If anyone objects, the amendment must be voted on in the usual manner.
Vote required on amendment	An amendment to any pending motion or amendment requires only a majority vote, even the motion requires a higher vote for adoption		For example, an amendment to the bylaws requires whatever vote the bylaws provide; but amendments to proposed bylaw amendments, or to a pending revision of the bylaws, require only a majority vote
Filling blank	Motions or resolutions are sometimes proposed with blank spaces for names, dates, or numbers to be filled by allowing members to propose suggestions		Each member can vote for or against each proposed suggestion. The name, date, or number receiving the highest affirmative vote is inserted in the blank. After the blanks

			have been filled, a vote is taken on the motion as a whole.
Amend by new main motion (motion #9 in Appendix C.1)	At any meeting or convention	Any main motion carried	

SUBJECT 6: CHANGING MAIN MOTIONS ALREADY VOTED ON

Parliamentary law recognizes that an assembly may change its mind, just as an individual may, and that some method must be provided changing a decision which has been made in a meeting. The following Table summarizes the type of motion to be used to change the motions that have already voted on.

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Motion to reconsider** (motion #10.b in Appendix C.1)	Only at same meeting or convention	Any main motion carried or lost	Can be offered by anyone. Requires a majority vote to consider the motion.
Reconsider a motion	A motion has been passed in the meeting can be reconsidered in the same meeting by a motion to reconsider		
Motion to rescind (motion #10.b in Appendix C.1)	At any meeting or convention	As a rule of thumb, a motion that required more than a majority vote to pass can be rescinded only by the same vote that was required to approve it.	Any main motion that was passed, no matter how long before, may be rescinded* unless as a result of the vote something has been done that the assembly cannot undo, for example, money been spent.
Amend a motion that was carried	Motion carried (passed or fail) can be amended or renewed in the following meeting by another motion.		The general rule to change the original motion is that it requires a similar voting. For example, a motion which required majority of vote has the same voting requirement to change it.
Renew by new main motion (motion #10.a in Appendix C.1)	At any meeting or convention	Any main motion lost	
Repeal or amend by implication***	At any meeting or convention	Any main motion previously carried which conflicts with later main motion	

* The purpose is to cancel or wipe out a vote on a motion as completely as though it had never been taken and to bring that motion before the assembly for consideration as though it had never been voted on.

** Repeal by implication applies to any previously adopted motion, rule, or bylaw that is in conflict with a newly adopted motion, rule, or bylaw. If the new motion conflicts with a provision in a source of higher authority (see Appendix C.1), the motion is out of order.

SUBJECT 7: PRESIDING OFFICER (THE CHAIRPERSON)

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Qualifications	A good presiding officer must have a working knowledge of parliamentary procedure and how to apply it.		
Phrasing the motion	If a member presents a motion that is confusing, unnecessarily long, or involved, the presiding officer should ask the proposer to rephrase the motion and, if necessary, should assist the member is doing so		The presiding officer can rephrase the motion only in wording that is approved by its proposer.
Written or oral motion	The chair has a right to insist that any motion be submitted in writing		
Inquires to the proposer or speaker	Debate must be fundamentally impersonal. All discussion and inquires to the speaker should be addressed in the third person through the chair and must never be directed to any individual.		For example: "Can the speaker estimate how long it will take to complete the study?" rather than "How long will it take you to complete the study?"
Request for division of question	When a motion contains two or more separate and distinct propositions, the chair person or any member has the right to request that it be separated into separate motions.		
Recognition of members during debate	1) The proposer be allowed the first opportunity to explain the motion or report, and usually also is allowed to speak last on it. 2) A member who has not spoken has prior claim over one who has already discussed the question. 3) The chair should alternate between proponents and opponents of a motion whenever possible.		
Before voting on a question or a motion	Every member is entitled to know precisely what the question is and what its effects will be and is entitled to ask for a reasonable explanation or to raise a parliamentary inquiry		

Parliamentary Procedure

Member's conduct during debate	The chair should never allow any member in the debate to attack the motives, characters, or personality of the proposer or another member		
Chair's duties during debate	1. control and expedite debate 2. provide undivided attention of the assembly to the speaker 3. keep the subject clearly before the members 4. rule out any irrelevant discussion and restate the question whenever necessary		
Close debate or limit debate	Both motions require a two-third vote.	It is unwise for the chair to end discussion arbitrarily. It should be ended only by the assembly, whether by general consent (i.e. by silence when the chair asks for further discussion), by a vote on the motion to close debate, or by a previously adopted limitation on debate	See Appendix C.1 for detail explanation
Interrupt a debate	If a speaker departs from the subject, the presiding officer should interrupt and request that the speaker's remarks be limited to the pending subject.	If the chair fails to do so, any member may rise to a point of order and call the attention of the presiding officer to the speaker's digression.	
Chairperson and debate	If the chair wishes to participate in debate on a controversial question, the chair should first vacate the chair and turned it over temporarily to the vice president or some other ranking officer who has not expressed an opinion.		
Participation of the presiding officer	The presiding officer of an assembly cannot propose or second a motion or nominate a candidate while presiding		The president does preside during an election even when he or she is a candidate for office
Motions related to the chair	If a motion is directed at the presiding officer personally, the vice president is asked to take the chair until action on the motion has been completed.		
Vote of the presiding officer	He does have the right to cast a vote. But in an assembly the chair customarily exercises that right only when the vote is by ballot or when	The chair's right to vote is an option: he is not under obligation to exercise it in any	The chair does not vote unless the vote is by ballot or his vote, cast as he intends to cast it,

Parliamentary Procedure

	one more vote could alter the outcome.	case, unless the bylaws so require	would change the outcome
Time limits on debate	Parliamentary law fixes no limit on the length of speeches during debate. Each organization has the right to fix limits in its bylaws or rules if the members wish to do so.	When it appears that all of the members who wish to speak have done so, the chair inquires, "is there any further discussion?" If there is not, the question is put to a vote. The presiding officer should never end discussion arbitrarily. It should be ended only by the assembly by voluntary, motion to close debate or limit debate (see Appendix C.1).	

SUBJECT 8: QUORUM AND VALID VOTES

Parliamentary law provides that in computing a quorum, only members in good standing are counted. The meaning of the phrase "in good standing" varies with different organizations according to their bylaws.

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Committee or Board meetings	A committee or Board requires a majority of its members for a quorum		
Meeting minutes	The presence or absence of a quorum at any particular time can be established by entering the number present in the minutes		
Tie vote	A tie vote on a motion must be resolved since a tie vote can not be treated as a deadlock vote.	In case of a tie vote, the chair may vote with either side to break the tie	A tie vote is simply not a majority vote and the motion will be lost.
Majority vote	A majority vote can have different meaning unless specify. For example: 1. a majority of all the memberships 2. a majority of the members in good standing 3. a majority of the members present 4. a majority of a quorum 5. a majority of the legal votes cast	In NCC meeting unless it specifically mentions on a case by case basis, a majority vote means a majority of the legal votes cast. In other words, when the term "majority" is not defined and no other type of majority is specified, the parliamentary law holds that a majority of the legal votes cast is required.	
Counting of Votes	When counting of voting, the Chairperson shall ask for those who vote for to raise their hands, after counts the number the chairperson shall ask for those who vote against to raise their hands. The results are calculated by the numbers of for compares with the numbers of against. The votes not cast shall not be counted as for or against the motion.	The votes not cast shall not be counted as for or against the motion.	

Computing a Majority when electing a group.	When several offices of equal rank are being voted simultaneously and require a majority vote, there are two requirements for election. The nominee must 1. Receive a majority vote based on the total number of legal ballots cast for all of the equal offices. 2. Receive a vote that is high enough to be within the number of offices to be filled.	When electing the 9 GA offices, if only 6 of the nominees had received a majority vote, only those 6 would be elected; it would then be necessary to take another vote to fill the 3 remaining vacancies. Unless the assembly adopts a motion to the contrary, all nominees except the 6 already elected remain candidates on the second ballot.	
---	--	--	--

SUBJECT 9: MEETING AGENDA

CONSENT AGENDA

Organizations (such as NCC) having a large number of routine matters to approve often save time by using a consent agenda or unanimous consent agenda in the meetings. This is a portion of the printed agenda listing matters that are expected to be noncontroversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* without discussion, saving time that would be required for individual votes.

SUBJECT 10: NOMINATIONS AND ELECTIONS

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Nominations	Unless the bylaws provide otherwise, nominations from the floor are always permitted even if the initial nominations are made by a nominating committee.	Nomination of an unqualified member must be ruled out of order. Nominations do not require seconds.	The assembly should recognize that relying solely on nominations from the floor is usually not the most satisfactory method for securing the best candidates. The lack of time for considering qualifications, lack of ability to settle delicate and troublesome questions, and the tendency of nominees to decline nominations from the floor have been cited as major reasons.
Voting for candidates not nominated	Members may vote for anyone who is eligible, regardless of whether the person has been nominated. Any member receiving the necessary vote is elected, whether nominated or not.		The member, who is elected but was not nominated, does, of course, have the right to decline the office.
Selecting a nominating committee	The nominating committee should be a representative committee.	Many organizations provide, for example, that if the nominating committee consists of five members, three of the members are elected by the membership, and the chairman and the fifth member are appointed by the governing board.	The nominating committee may invite suggestions but should not be limited by them. Duties of the committee include interviewing prospective nominees personally, by telephone or by mail, and securing their consent to serve if elected.
Nominating committee and candidates	For a large organization, members who are likely to become candidates should not serve on a nominating committee.		A member of a nominating committee who becomes a candidate should resign from the committee immediately
Changing vote	When a vote is taken by a show of hands, members may change their votes up to the time the result of the vote is finally announced		
Determining legality of ballots	One of many rules is if there are minor errors which could not change the result of the		

Parliamentary Procedure

	election; a vote needed not be retaken.		
Election by plurality	A candidate who receives a plurality of the legal votes cast (more votes than any other candidate), but not a majority, is not elected unless there is a provision in the bylaws for election by plurality.		While election by plurality is simpler and quicker, it usually is not advisable. Because the person elected do not have the majority support.
When elections become effective	Unless some other time is specified in the bylaws, an officer assumes office when declared elected, and no formal installation is necessary.	An election becomes effective immediately if the candidate is present and does not decline.	Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified
Elected officers	The elected officers do not forfeit any rights of membership by reason of holding office, and may propose and discuss and vote on all measures (except the presiding officer as noted above)		

SUBJECT 11: COMMITTEES AND BOARDS

Major purposes of transferring a motion that is pending before the assembly to a committee include:

1. To investigate or study the proposal, make recommendation on it, and return it to the assembly,
2. To conserve the time of the assembly by delegating the duty of deciding the proposal, and sometimes of carrying out the decision, to a smaller group,
3. To ensure privacy in considering a delicate matter,
4. To provide a hearing on the proposal, and
5. To defer a decision on the proposal until a more favorable time.

Note: When the assembly has voted that a committee be appointed, without further provisions (such as the number of members and how they are to be selected), the presiding officer may appoint and announce the committee members at once or may take a reasonable time to consider the appointments and announce them later at the meeting.

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Ad hoc committee	It is establish to perform some specific task and automatically ceases to exist when its final report is issued		If the organization votes to delegate additional work to an ad hoc committee, it continues until the new assignment is completed and another report is submitted
Appointment of an Ad hoc committee	The assembly may appoint ad hoc committees or the board of directors and the chairman of the organization have the inherent power to appoint ad hoc committee to assist them at any time and to delegate investigative, planning, or routine administrative duties to them		The ad hoc committee reports only to the authority that appointed them
Presiding officer of an ad hoc committee	Unlike the presiding officer of an assembly, the chairman of an ad hoc committee takes an active part in its discussion and deliberations. He should be chosen for the ability to plan and direct the work of the committee and to function well with its members		
Power, rights and duties of committees	The powers, rights, and duties of any ad hoc committee should be provided for in the motion		

Parliamentary Procedure

	creating them or in the instructions given to them		
Committee meetings and minutes	All meetings of boards and committees are limited strictly to members of the committee. No officer, member, employee, or outside person has the right to attend any meeting of a board or committee except by invitation of the committee	Business transacted at or meeting minutes of a board/committee meeting should not be discussed except with other board/committee member, unless and until the information has been issued to all members or to the congregation by the proper authority	The privacy of a committee must be protected since committees and boards of directors often consider business of a confidential nature.
Committee member	All members of a committee share in a joint and collective authority which exist and can be exercised only when the group is in session.		Members of a board or committee are no greater authority than any other member of the organization except when the board or committee is meeting.
Executive Committee of the Board	This committee, usually made up of the president and two or three other officers, is delegated the power to act for the board, with limitations, when the board is not meeting.		
Auditor	The auditor should be selected by vote of the governing board or membership. The Treasurer and staff members concerned with finance should have no voice or part in selecting the auditor or the type of audit		
Committee report (recommendations)	Recommendations from the committee should be attached to the report but should not be included in it.	Each recommendation should be in the form of a motion or resolution to be presented, discussed, and acted on as a separate motion by the voting body. NCC agenda should allocate time for the discussion and voting for the committee's proposal right after the committee report.	If opinions and recommendations are included in a report, and the report is approved, they are binding on the organization. Such a blanket commitment is dangerous.
Committee report (amendments)	After being presented to an assembly, the report is open for comment, question, or criticism.		After the report is presented, the assembly

	However, the report cannot be amended except by the committee		may dispose of it in any of the following ways: 1) filed, 2) referred back to the committee for further study of certain issues, 3) postponed definitely to a more convenient time, and 4) adopted.
--	---	--	--

SUBJECT 12: MEETING MINUTES

Accurate, concise, and complete minutes are of vital importance to an organization. They are the official history and legal record of the proposals, reports, and decisions of the members.

ITEM	RULES	IMPACTS TO NCC	COMMENTS
Revision of minutes	After the minutes have been approved, they may be changed only by a motion to amend an adopted motion (motion #9 in Appendix C.1).		
Responsibility for minutes	The secretary of an organization (i.e. the General Affairs) is responsible for the completeness and accuracy of the minutes. This responsibility can not be delegated.		The members of an organization or board are responsible for pointing out errors and approving the minutes. The correction and final approval of the minutes are the duty of the assembly
Correction of minutes	If there is disagreement on a proposed correction, the presiding officer, without waiting for a motion, may take a vote to decide whether the correction should be made.	After the minutes have been entered in the minute book, no corrections except in spelling or punctuation may be made unless they have been approved by the assembly	If an error in the minutes is discovered at a later time, the error may be corrected by the assembly regardless of the lapse of time.

APPENDIX C.1

PRINCIPAL RULES GOVERNING MOTIONS

Order of Precedence	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?	Applies to What Other Motions?	Can Have What Other Motions Applied to It?
I. Privileged Motions							
1. Adjourn	No	Yes	No	No	Majority	None	None
2. Recess	No	Yes	Yes (restricted)	Yes (restricted)	Majority	None	Amend (restricted)
3. Question of Privilege#	Yes	No	No	No	None	None	None
II. Subsidiary Motions							
4. Postpone Temporarily	No	Yes	No	No	Majority*	Main motion	None
5. Close Debate	No	Yes	No	No	2/3**	Debatable motions	None
6. Limit Debate	No	Yes	Yes (restricted)	Yes (restricted)	2/3**	Debatable motions	Amend (restricted)
7. Postpone Definitely	No	Yes	Yes (restricted)	Yes (restricted)	Majority	Main motion	Amend (R), close debate, limit debate
8. Refer to Committee	No	Yes	Yes (restricted)	Yes (restricted)	Majority	Main motion	Amend (R), close debate, limit debate
9. Amend	No	Yes	Yes	Yes	Majority	Rewordable motions	Close debate, limit debate
III. Main Motions							
10. a. The Main Motion	No	Yes	Yes	Yes	Majority	None	Specific main, subsidiary
b. Specific Main Motion							
Reconsider	Yes	Yes	Yes (restricted)	No	Majority##	Main motion	Close debate, limit debate
Rescind	No	Yes	Yes	No	Majority	Main motion	Close debate, limit debate
Resume Consideration	No	Yes	No	No	Majority	Main motion	None

@ Motions are in order only if no motion higher on the list is pending. Thus, if a motion to close debate is pending, a motion to amend would be out of order; but a motion to recess would be in order, since it outranks the pending motion.

- # Question of privilege requires no second because it is a request. It is not debatable because it is decided by the chair; therefore, it requires no vote.
- ## The motion to reconsider requires only a majority vote, even if the motion to be reconsidered required a different vote.
- * Requires two-thirds vote when it would suppress a motion with debate.
- ** Such motion requires a two-thirds vote because it limits freedom of debate or sets aside already adopted limitations on debate.

APPENDIX C.2

PRINCIPAL RULES GOVERNING INCIDENTAL MOTIONS

No Order of Precedence@	Can Interrupt?	Requires Second?	Debatable ?	Amendable ?	Vote Required?	Applies to What Other Motions?	Can Have What Other Motions Applied to It?
I. Motions							
Appeal	Yes	Yes	Yes	No	Majority	Decision of chair	Close debate, limit debate
Suspend rules	No	Yes	No	No	2/3*	None	None
Consider informally	No	Yes	No	No	Majority	Main motion	None
II. Requests#							
Point of order	Yes	No	No	No	None	Any error	None
Parliamentary inquiry**	Yes	No	No	No	None	All motions	None
Withdraw a motion	Yes	No	No	No	None	All motions	None
Division of question	No	No	No	No	None	Main motions	None
Division of assembly	Yes	No	No	No	None	Indecisive vote	None

@ These motions have no order of precedence. Can be presented anytime.

These requests require no second because they are requests to the presiding officer. It is not debatable because it is decided by the chair (they are not motions), therefore, they require no second and no vote.

* Requires two-thirds vote because it would suspend a rule or rules.

** This enables any member at any time to ask the presiding officer 1) a question related to procedure in connection with the pending motion, 2) information on the meaning or effect of the pending question, or 3) to ask the speaker or the proposer of the motion a question about the pending motion.

APPENDIX C.3

THE CHIEF PURPOSES OF MOTIONS

PURPOSE	APPLICABLE MOTIONS
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone definitely Postpone temporarily Recess
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion
Change an action already taken	Reconsider Rescind Amend by a new motion
Terminating a meeting	Adjourn Recess