Parliamentary Procedure

Robert’s Rules of Order

11th Edition
Main Motion

• Any subject

• No priority over other motions

• Ex: “I move that we send a letter to the MSU police regarding parking ticket policies”
Subsidiary Motions

• Assist in dispensing of the main motion

• Must be decided before the main motion

• Ex:
  – Lay on the Table
  – Limit Debate
  – Refer to Committee
  – Amend
  – Postpone Definitely
Incidental Motions

• Arise from main motion

• Take priority over main motion

• Ex:
  – Point of Order
  – Suspension of the Rules
  – Division of the Question
  – Parliamentary Inquiry
  – Request for Info
Privileged Motions

• Do NOT relate to main motion

• Take priority over ALL other business

• Ex:
  – Adjourn
  – Recess
  – Question of Privilege
  – Call for Orders of the Day
Steps in Making a Main Motion

1. Person is recognized by the Chair & makes motion. “I MOVE…”

2. Another member seconds motion. “SECOND”

3. Chair restates the motion. “It has been moved and seconded that…”
Steps in Making a Main Motion

4. Chair asks for discussion. Debate motion

5. Vote. “The question is on the adoption of the motion that… “
Those in favor of motion raise your hand...
Those opposed raise your hand...

6. Chair announces the result
Amending Motions

- Adding Words
- Striking Words
- Striking & Inserting Words
- Substituting/Replacing
- Dividing Motion
Question #1

• What motion do you make if you want to separate a main motion into 2 parts?

• When can it be raised?
Answer #1

• Division of the Question

• Before Main Motion
Question #2

• What motion do you make if you want to consider a main motion later in the same meeting or other specified time?

• What type of motion is it?
Answer #2

- Postpone Definitely, or to a certain time
- Subsidiary Motion
Question #3

• How do you add “by November 15th” to the following motion:

  “I move that we review the conference budget”

• How many amendments may be on the floor at one time?
Answer #3

• Motion 1:
  – “I move that we amend the motion by adding by November 15th after budget.”

(If approved then make amended main motion)

• Motion 2:
  – “I move that we review the conference budget by November 15.”

• 2 related motions