

MT Council on Developmental Disabilities
 Policy #6.2
 Adopted June 19, 2008

**MINIMUM GUIDELINES FOR FOLLOWING PARLIMENTARY
 PROCEDURE IN COUNCIL MEETINGS**

In order to conduct orderly meetings, the Council Chair and/or appointed parliamentarian should assure that certain minimum procedures are observed as the following chart outlines.

To do this:	You Say this:	May You Interrupt Speaker?	Must You be Sec-onded?	Is the Mo-tion De-batable?	Is the Mo-tion Amend-able?	What vote is Required?
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote re-quired
Amend a motion	"I move that this motion be amend-ed by..."	No	Yes	Yes	Yes	Majority vote re-quired
End debate	"I move to end debate ..."	No	Yes	Yes	Yes	Majority vote re-quired
Suspend fur-ther consid-eration of something	"I move we ta-ble it."	No	Yes	No	No	Majority vote re-quired
Ask for a vote by actu-al count to verify a voice count	"I call for a vote count"	No	No	No	No	No vote re-quired un-less some-one objects
Adjourn the meeting (be-fore all busi-ness is com-plete)	"I move that we ad-journ."	No	Yes	No	No	Majority vote re-quired

The following chart outlines other procedures, which a member may choose to use:

To Do This:	You Say:	May You Interrupt Speaker?	Must You be Sec-onded?	Is the Motion Debat-able?	Is the Mo-tion Amend-able?	What Vote is Re-quired?
Recess the meeting	"I move that we recess un-til..."	No	Yes	No	Yes	Majority vote re-quired
Complain about noise, room tem-perature, lack of order etc.	"Point of privilege"	Yes	No	No	No	No vote re-quired
Postpone considera-tion of some-thing	"I move we post-pone this matter until..."	No	Yes	Yes	Yes	Two-thirds vote re-quired
Have some-thing studied further	"I move we refer this mat-ter to a commit-tee."	No	Yes	Yes	Yes	Majority vote re-quired
Object to procedure or to a personal affront	"Point of order."	Yes	No	No	No	No vote needed, chair de-cides
Request in-formation	"Point of informa-tion."	Yes, if urgent	No	No	No	No vote re-quired
Object to considering some undiplomatic or improper matter	"I object to consid-eration of this ques-tion."	Yes	No	No	No	Majority vote re-quired
Take up a matter previ-	"I move we take	No	Yes	No	No	Majority Vote

ously tabled	from the table..."					Required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Yes, if original motion is debatable	No	Majority Vote required