

# PARLIAMENTARY PROCEDURES

## “How to Make A Motion”

This article is not a complete set of rules, it is only meant to be used as a guide to cover the points most often encountered by our chapters. For a complete set of rules, you may refer to Robert’s Rules of Order Newly Revised.

### HOW TO MAKE A MOTION

Obtain the floor: Address and be recognized by the presiding officer before presenting a motion.

State the motion: This is usually done by saying, “I move that...”

The motion must be seconded: A motion cannot be discussed unless it is seconded. Also, unless it receives a second, it is lost. Any eligible voter other than the one making the motion may second it. Simply say “second.”

The presiding officer must repeat the motion in full and call for any discussion.

The motion is then open for discussion. This is done by members who obtain the floor by addressing and being recognized by the presiding officer. The person who made the motion is usually given the opportunity to open and close the discussion.

Call for the previous question. In order to close discussion, a member must call for the previous question. This is done by being recognized by the presiding officer and saying “Call for the previous question,” or “Move to close debate.” If there is a second, the members will vote to close discussion. If it passes, discussion is closed and a vote will be taken on the motion on the floor. If then it fails, discussion remains open.

Voting: A vote is taken by one of the following ways: raising hand, roll call, ballot. In larger groups, a vote may be taken by saying “aye” / “no” and the presiding officer determines if which way a majority voted. If it sounds close, a member has the right to call for a division. This is done by simply saying “Division” and does not need the recognition of the presiding officer. If a division is called, the vote will then be taken by raising hands and counting.

Note: secret ballot votes are required for selecting pledges. Ballots may also be used for other confidential matters such as individual trials and can be very helpful for the minutes, since members have appeal rights in trials. Officer elections are another example when ballots may be most effective and avoid any personal offenses that could be interpreted if voting was verbal or visible.

# A QUICK LOOK AT PARLIAMENTARY PROCEDURE

(Robert's Rules of Order)

Motions	You say...	Seconded ?	Debatable ?	Amendable ?	Vote Required	Reconsidered ?
Make a Motion	"I move that..."	Yes	Yes	Yes	Majority	Yes
To Amend a Motion	"I move to amend the motion by..."	Yes	Yes	Yes	Majority	Yes
To Vote On a Motion	"I move we vote to approve..."	Yes	Yes	Yes	Majority	Yes
Reconsider	"I move to reconsider the vote to..."	Yes	No	No	Majority	No
Postpone Discussion	"I move to postpone the discussion until..."	Yes	Yes	Yes	Majority	Yes
End Debate and Amendments	"I move the previous question..."	Yes	No	No	2/3	No
Look Into a Motion Further	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority	Yes
To Postpone a Motion	"I move to table the motion."	Yes	No	No	Majority	No
To Reconsider a Postponed Motion	"I move to take from the table the motion relating to..."	Yes	No	No	Majority	No
To Adjourn a Meeting	"I move that we adjourn."	Yes	No	No	Majority	No
To Nominate	"I nominate..."	No	Yes	No	Majority	No
To Close Nominations	"I move that nominations be closed."	Yes	No	Yes	2/3	No
Call an Intermission	"I move that we recess for..."	Yes	No	Yes	Majority	No
Request Information	"Point of information."	No	No	No	None	No
Complain About Noise, Heat, Room, etc.	"I rise to a question of privilege..."	No	No	No	None	No
Protest Breach of Rules or Conduct	"I rise to a point of order."	No	No	No	None	No
To Be Excused	"I move that I be excused from..."	Yes	Yes	Yes	Majority	Negative Vote Only

## **Q. PROVINCIAL COUNCILS**

### **Policy 1. Standing Rules—**

#### Delegates and Credentials:

1. A collegiate or alumni chapter delegate will be the chapter president or an alternate delegate selected by the chapters as prescribed in Article VII, Section 3; Article X, Section 6; and Article XI, Section 7 of the Bylaws.
2. Provincial Vice Presidents and Regional Vice Presidents may not appoint an alternate for themselves.
3. In accordance with the Bylaws, naming an alternate delegate during a Provincial Council Meeting is not permitted.

### **B. Meetings and Agenda:**

#### 1. Regular Meetings

- a) Regular annual meetings of the Provincial Council will be held during Provincial Conferences.
- b) The Provincial Vice President, or his or her designee, must prepare a preliminary agenda for each regular meeting and distribute it to all Council members for review and comment at least 30 days prior to the meeting. The final agenda will be distributed at the meeting and approved at the meeting.

#### 2. Special Meetings

- a) The Provincial Vice President will call special meetings on behalf of the Provincial Council as prescribed in Article VII, Section 2 of the Bylaws.
- b) The Provincial Vice President will select the date(s), time, location, and specific site of special meetings and provide each Council member ten days notice thereof.
- c) The agenda for any special meeting must be included in the call for the meeting.

### **C. Special Rules of Order:**

1. No secondary amendments will be allowable except those that create or fill a blank.
2. Debate on any main motion (including debate on all subsidiary, incidental, and privileged motions, except Points of Order and appeals there from, associated with the main motion) will not exceed 15 minutes.

Debate may be extended for one additional 15-minute period by a two-thirds vote.

3. A roll call vote will not be in order under any circumstances.
4. A Council action becomes effective upon the adjournment of the meeting at which it was adopted unless a different time therefore is specified.
5. Voting by proxy is not allowed, as per Bylaws Article II, Section 7.
6. A “tie” vote (equal votes “For” and “Against”) results in a motion failing.

**D. Actions Between Meetings:**

1. "Conference call" means communication among Council members present by telephone or other, similar electronic medium and that each member present can hear each and every other member simultaneously.
2. "E-Mail/electronic communication" means communication among all Council members via the Internet to previously provided e-mail addresses. No verification of receipt is required and votes received via e-mail will be assumed to be legitimate.
3. Anything in the parliamentary authority to the contrary notwithstanding, at the discretion of the chairman or upon written request of a majority of the Council, the Council may act by mail, e-mail or by conference call between regular meetings. Such action will be considered an act of the Council.
4. The Central Office will prepare, distribute, receive, and tabulate all ballots for a mail or e-mail vote.
5. The Central Office will transmit the ballots to all members with communication indicating:
  - a) The date by which all ballots must be received by the Central Office. Such date will not be less than seven days nor more than 14 days from the date of the communication. The Provincial Vice President may require a longer or shorter balloting period; and
  - b) If a secret ballot has been authorized (notice will only be provided in those instances where such authorization has been made).
6. Amendments to proposals being considered by email voting are not allowed.
7. The action, if passed, will become effective at the end of the announced voting period, unless a different time is specified by the action. The Central Office will notify the Provincial Vice President of the results of the vote within 14 days.
8. If any requirement of this Rule is not met, then the action will not be considered an act of the Council unless ratified as such at the next regular Council meeting.
9. The Past Grand President will arbitrate any unsolved issues or disputes regarding actions between meetings.

**Policy 2. Council Meeting Agenda**—The agenda of the Annual Provincial Council Meeting must include the following, with additional items at the discretion of the Provincial Vice President.

- a. Opening Ritual.
- b. Call the meeting to order.
- c. Roll call of delegates.
- d. Adopt agenda.
- e. Approve the minutes of the previous Council meeting.
- f. Review votes taken since the last meeting.
- g. Receive the report of the Provincial Vice President, including an update on National Fraternity and Leadership Foundation issues.
- h. Receive or distribute the reports of the Regional Vice Presidents.
- i. Receive or distribute a Provincial Financial Report.
- j. Receive or distribute the reports of the provincial committees.
- k. Old business.
- l. New business.
- m. Legislative review (for Grand Chapter Congress).
- n. Determine the date and location of future Annual Meetings.
- o. General announcements.
- p. Closing Ritual.
- q. Adjournment

The order of the Annual Meeting agenda may be proposed by the Provincial Vice President, but must be adopted by the Council at the beginning of the meeting in accordance with the standing rules.

The agenda of any other Provincial Council Meeting will be proposed by the Provincial Vice President and adopted by the Council at the beginning of such meeting.

**Policy 3. Transaction of Business**—The Provincial Vice President presides at the Provincial Council Meeting. All business is transacted as prescribed in the Bylaws and Policies of Delta Sigma Pi.

**Policy 4. Appointment of Chancellor**—For each Provincial Council Meeting the Provincial Vice President may appoint a Chancellor whose duty is to preside as chair over the meeting (without a vote) during old and new business and any other portion of the meeting as determined by the Provincial Vice President. Any collegiate or alumni member, who is not a delegate, is eligible for appointment as Chancellor.

**Policy 5. Appointment of Recording Secretary and Council Meeting Minutes**—For each Provincial Council meeting the Provincial Vice President must appoint a secretary whose duty is to record minutes of the meeting. Council meeting minutes must be signed by the Provincial Vice President and the Recording Secretary and forwarded to the Central Office as soon as possible, but within 30 days of the adjournment of the meeting. The Central Office will forward copies of the minutes to the Board of Directors and all Council delegates as soon as possible, but within 30 days of receipt.

**Policy 6. Duties of Provincial Council Delegates**—Official delegates have the following duties:

- a. To report to the official credentials desk at the Provincial Council prior to the opening business session.
- b. Seriously consider all issues brought before them and vote in the best interests of the Fraternity.
- c. To report back to the chapter all business conducted at the Provincial Council.

**Policy 7. Determination of Good Standing**—For Provincial Council voting representation by a delegate, collegiate and alumni chapters must be chartered and in good standing.

In order to achieve a status of good standing, any monies received by the Fraternity for payment on a chapter's account within 14 days prior to the first day of a Provincial Council meeting will be paid in the form of cashier's check, money order, certified check, cash, or credit card payment. Payments other than those specified will be accepted, but the chapter will not receive a status of good standing for the event and a delegate will not be seated.

- A. **Collegiate Chapters:** Per Bylaws Article X, Section 3, collegiate chapters on university probation, Fraternity probation, or that are indebted to the National Fraternity for any sum of money past due, are not in good standing and are ineligible for voting representation on the Provincial Council. "Past due" for purposes of Provincial Council representation and voting privileges, is defined as "any balance over 30 days."
- B. **Alumni Chapters:** Per Bylaws Article XI, Section 4, alumni chapters on Fraternity probation or that are indebted to the National Fraternity for any sum of money past due, are not in good standing and are ineligible for voting representation on the Provincial Council. "Past due" for purposes of Provincial Council representation and voting privileges, is defined as "any balance over 30 days." All franchising fees must also be paid to achieve good standing status.

In order to seat a delegate at a Provincial Council meeting, existing or newly formed alumni chapters must be chartered or refranchised and in good standing by June 30<sup>th</sup> or at least 90 days prior to that Provincial Council meeting.

- C. **Interim Voting:** When the Provincial Conference is not in session and a vote is called by the Provincial Council delegates, good standing for voting privileges will be determined on the date the vote is due. The Provincial Vice President, in conjunction with the Central Office, will verify good standing status for the purposes of interim voting. Credentials will be verified by:
  1. The list of current chapter presidents and Form PCA's (Provincial Council Alternate listing).

2. A review of the Accounts Receivable Report.
3. A review of chapters on probation.

**Policy 8. Credentialing Process**—Provincial Council voting credentials at physical meetings will be issued as follows:

- a. Each delegate will report to a designated credentials area at the meeting site for determination of voting eligibility.
- b. The Provincial Vice President or his/her appointee, verifies the chapter has no balance 30 days past due and is not on probation or receivership. The Central Office will provide the Provincial Vice President with an Accounts Receivable Report for chapters in their province.
- c. The Provincial Vice President will be provided with a list of current chapter presidents. If the chapter president is not representing his/her chapter, the alumni chapter or collegiate chapter VPCO must send a Form PCA (Provincial Council Alternate) designating the chapter's delegate to the Provincial Vice President within 48 hours of the election, as required by Bylaws Article X, Section 6 and Article XI, Section 7.
- d. Delegates must provide photo identification and proof of meeting registration (if any) to receive voting credentials.

**Policy 9. Annual Meeting Selection**—Provincial Councils will provide the Executive Director a list of two or three cities and at least three dates for consideration for the Provincial Conference no later than 18 months prior to the event date. Cities are limited to those located within the geographic boundaries of the Province, unless a joint meeting of two or more Provinces is being proposed. The list of cities and dates is determined by a majority vote of the Provincial Council.

The Executive Director will use every good faith effort to secure favorable accommodations according to the priorities listed. No more than one Provincial Conference/Provincial Council Annual Meeting may be held on the same dates, unless approved by the Board. Under any circumstance, no more than two Provincial Council Annual Meetings may be held on the same dates.

**Policy 10. Provincial Assessment**—Each Provincial Council may assess each collegiate and alumni chapter, in its respective Province, a yearly amount not to exceed \$100.00 per chapter. The funds will be added to the Provincial budget and allocated by the Provincial Council in accordance with current practice. The vote to assess requires a 2/3 majority of the Provincial Council for passage.

**Policy 11. Provincial Fund Raising**—Provincial Councils are permitted to conduct fund raising activities. The funds will be added to the Provincial budget and allocated by the Provincial Council in accordance with current practice. A vote to pursue fund raising activities requires a simple majority of the Provincial Council for passage. The funds will be deposited with the Central Office and dispersed in accordance with the appropriate policies of Delta Sigma Pi.

**Policy 12. Regions and Boundaries**—Per Bylaws Article II, Section 12, Provincial Councils establish the Regions and their boundaries within their respective Province. Any newly created region will be established on July 1 following the vote. During years in which a Congress convenes following July 1, the Provincial Vice President will assume jurisdiction and leadership of the new region until a Regional Vice President is elected at Congress (or after). During years in which there is no Congress, a Regional Vice President election will be held to fill the vacancy. No newly created Region will be given the same name as an existing Province of Delta Sigma Pi; nor may any existing Region be renamed using the name of an existing Province of Delta Sigma Pi. Additionally, each Region name must be unique; therefore, no two Regions may have the same name at any time. Recorded in the policy, for official reference, are the current Regions and boundaries as determined by the Provincial Councils.

The Provincial Vice President must notify the Executive Director within 14 days of any changes to the Regions or boundaries.