



## Senate Agenda

Monday, July 25, 2016, 2:15 PM

College Center Building 10, College Heights Conference Room (Room 468)

*The public is invited and encouraged to attend all ASCSM Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.*

**I. Call to Order**

**II. Swearing In**

**III. Roll Call**

**IV. Approval of the Agenda**

**V. Approval of the Minutes of Prior Meeting(s)**

**VI. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

*At this time, members of the public may address the Senate on non-Agenda items.*

**VII. Reports**

**a. Officers**

i. President	James Roe
ii. Vice President	Katarina Stein
iii. Finance Director	Sennai Kaffl
iv. Vice Chair	<i>vacant</i>
v. Secretary	Samantha Trump

**b. Senators**

*Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and reports from other boards, committees, or organizations.*

**c. Advisors**

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

**VIII. Unfinished Action, Discussion, and Information Items**

**a. Appointments – President Roe**

*The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.*

**b. Legislative Bills – Advocacy Board Chair**

*The Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation that may have an impact on students; possible action to take place.*

**IX. New Business, Discussion, and Information Items**

- a. Approval of ASCSM Budget for 2016/17 Stage 1.0 – Finance Director Kaffl and Advisor Hamadeh**  
*The Senate shall discuss and consider approving the approved Stage 1.0 Budget for the 2016/17 academic year; possible action to take place.*
- b. Leaves of Absence for Summer 2016 – Advisor Schaefer**  
*The Senate shall discuss and consider the request from Senators for leaves of absence during the summer 2016 session; possible action to take place.*
- c. ASCSM Summer Outreach Event Funding – Senator Chin**  
*The Senate shall discuss and consider approving retroactive funding for the annual ASCSM Summer Outreach Event; possible action to take place.*
- d. ASCSM Promotional Items – Advisors Schaefer and Hamadeh**  
*The Senate shall discuss and consider approving retroactive funding for the purchase of ASCSM promotional items; possible action to take place.*
- e. ASCSM Summer Leadership Retreat – Advisors Schaefer & Hamadeh**  
*The Senate shall review, discuss and consider information about the upcoming ASCSM Summer Leadership Retreat; no action to take place.*
- f. Review of the Ralph M. Brown Act & Parliamentary Procedure – Advisors Schaefer & Hamadeh**  
*The Senate shall review, discuss and consider information regarding the Ralph M. Brown Act (California Government Code Section 54950, et seq.) and Robert’s Rules of Order/parliamentary procedure; no action to take place.*

**X. Future Agenda Items**

*At this time, members of the Senate may suggest agenda items for consideration for future meetings.*

**XI. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

*At this time, members of the Senate and members of the public may voice any concluding comments.*

**XII. Adjournment**



Associated Students of College of San Mateo

## Senate Minutes (Unapproved)

Monday, July 11, 2016; 2:15 p.m.

College Heights Conference Room, College Center Building 10 (Room 468)

The meeting was called to order at 2:24 p.m.

Members Present	President James Roe; Vice President Katarina Stein; Senators Luke Awwad, Ben Chettipally, Laurie Chin, Natalia Gomez, Stephen McReynolds, Katrina Relos, and Gabriela Topete Eng Goon
Others Present	Jennifer Hughes, CSM Vice President of Student Services
Advisors Present	Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant
Members Absent	Finance Director Sennai Kaffl, Secretary Samantha Trump (ex officio), Student Trustee Dennis Zheng (ex officio); Senators Simon Chan, Alicia Chiang, Nabila Hamzah, Amir Farhan Mat Kamal, Maria (Lupe) Ramirez Serratos, Yaxuan (Mandy) Wang, Chak Haang (Vina) Wong, Jingwei (Andy) Zhang, and Jingwen (Allison) Zhao

Advisor Schaefer explained that there was a lack of quorum and therefore the Senate could not meet. Mr. Schaefer further explained that there must be a minimum of 50 percent plus 1 of the current members of the Senate present in order to hold a meeting. Mr. Schaefer announced that members of the Senate could request a key and locker by contacting Mr. Hamadeh. Mr. Schaefer also stated that Senator Chin is working on plans for an event for summer students and that members should look for an email announcement shortly. Finally, Mr. Schaefer stated that the college's annual Welcome Day event would take place on Friday, Aug. 5. This event is an opportunity for members of the Senate to connect with new CSM students. Welcome Day is going to be expanded this year to include Year One, the college's first year experience program, various learning communities, and other departments.

CSM Vice President of Student Services Jennifer Hughes introduced herself to the Senate and stated that she is looking forward with the group over the next year. Vice President Hughes recognized the important contributions that students make to the college's participatory governance process by serving on various institutional committees. She stated that she plans to attend more of the Senate's meetings this year to keep up to date on what students are planning.

### Adjournment

Motion to adjourn at 2:48 p.m. by Senator Chin; seconded by Senator Awwad. Hearing no objections, the motion carries.

Submitted by,

Fauzi Hamadeh  
Student Life and Leadership Assistant

## **ASCSM Oath of Office**

I, <<state your name>>, do solemnly swear to uphold the Constitution of the Associated Students of College of San Mateo. I commit myself to making fair, ethical and informed decisions about issues that affect students while keeping their best interests at heart. I will ensure an open, supportive, and welcoming environment for our students and surrounding community. Finally, I will strive to be a positive role model who leads by example, both in academic and extra-curricular programs.

## **Appointments**

There is no printed material related to this item.

## **Legislative Bills**

There is no printed material related to this item.

# ASCSM Senate Budget 2016/17

## Proposed Stage 1.0 Budget

<b>Income</b>		
<b>Account #</b>	<b>Description</b>	<b>Stage 1.0</b>
4020	ATM	\$ 1,000.00
4070	Space Rental - Vendor	\$ 1,250.00
4080	Student Body Fee/Card	\$ 125,000.00
	Carryover from 2015/2016	\$ 25,000.00
	Transfer in from ASCSM Reserves	\$ 5,000.00
<b>Total Estimated Income</b>		<b>\$ 157,250.00</b>
<b>Expenses</b>		
<b>Account #</b>	<b>Description</b>	<b>Stage 1.0</b>
<b>Non-Discretionary</b>		
5140	Office Supplies	\$ 3,000.00
5145	Operation	\$ 5,500.00
5182	Student Activity Card	\$ 2,500.00
5183	Student Assistant - Salary	\$ 30,000.00
5184	Student Assistant - Benefits	
<b>Discretionary</b>		
5010	Awards & Scholarships	\$ 1,500.00
5030	Ceremonies	\$ 3,000.00
5031	Club Assistance/ICC	\$ 29,000.00
5032	College Program Assistance	\$ 18,250.00
5033	Conference	\$ 13,000.00
5050	Ethnic and Cultural Affairs	\$ 7,000.00
5080	Hospitality	\$ 1,500.00
5147	Printing	\$ 1,000.00
5150	Programs	\$ 30,000.00
5151	Publicity	\$ 10,000.00
5171	Repair & Maintenance	\$ 1,000.00
5181	Furniture, Fixtures & Equipment	\$ 1,000.00
<b>Total Estimated Expenses</b>		<b>\$ 157,250.00</b>

**New Business, Discussion, and Information Items, Item B**

TO: ASCSM Senate  
FROM: Aaron Schaefer, Student Life and Leadership Manager  
PREPARED BY: Fauzi Hamadeh, Student Life and Leadership Assistant

**APPROVAL OF LEAVES OF ABSENCE FOR OFFICERS AND SENATORS FOR SUMMER 2016**

The ASCSM Constitution allows the Senate to grant leaves of absence for Officers and Senators during a summer session (Article III, Section 1.6.1). Leaves of absence may only be granted during the summer for “extenuating circumstances,” which has been interpreted to mean international travel and/or unavoidable class scheduling conflicts.

For the Summer 2016 session, the following Senators are requesting leaves of absence for the indicated reasons:

Name	Reason
Amir Farhan Mat Kamal	International travel
Chak Haan (Vina) Wong	International travel
Nabila (Bella) Hamzah	International travel
Sennai Kaffl	Class conflict
Simon Chang	International travel
Yaxuan (Mandy) Wang	International travel

**RECOMMENDATION**

It is recommended that the Senate approve the leaves of absence for the above indicated Officers and Senators for the Summer 2016 session.



**New Business, Discussion, and Information Items, Item B**

TO: ASCSM Senate  
FROM: Aaron Schaefer, Student Life and Leadership Manager  
PREPARED BY: Fauzi Hamadeh, Student Life and Leadership Assistant

**APPROVAL OF ADDITIONAL LEAVES OF ABSENCE FOR OFFICERS AND SENATORS FOR SUMMER 2016**

The ASCSM Constitution allows the Senate to grant leaves of absence for Officers and Senators during a summer session (Article III, Section 1.6.1). Leaves of absence may only be granted during the summer for “extenuating circumstances,” which has been interpreted to mean international travel and/or unavoidable class scheduling conflicts.

For the Summer 2016 session, the following Senators are requesting leaves of absence for the indicated reasons:

<b>Name</b>	<b>Reason</b>
Jingwei (Andy) Zhang	Internship
Maria (Lupe) Ramirez Serratos	Internship

**RECOMMENDATION**

It is recommended that the Senate approve the leaves of absence for the above indicated Officers and Senators for the Summer 2016 session.



# ASCSM Senate/ICC Proposal Form

**Instructions** This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, July 11, 2016

Title of Proposal Event for Summer Students

Being Proposed by ASCSM Senate Lead Coordinator Laurie Chin

Event Date(s) if applicable Tuesday, July 19 and Wednesday, July 20, 10:30 AM to 1 PM

Forwarded to the Student Senate by:

- Executive Cabinet  
  Advocacy  
  Cultural Awareness  
  Programming  
  ICC  
  Other

ASCSM Account Number/Name 5150 Programs

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Every summer, ASCSM organizes an event for students enrolled in classes during the summer session. We will be offering free pastries (i.e. cookies, croissants, donuts/bagels), fresh fruit, as well as weather-appropriate beverages. This is an early opportunity to promote and educate the student body about ASCSM and our goals for the upcoming year.

Tuesday, July 19 – Noah’s Bagels and everything else

Wednesday, July 20 – Krispy Kreme donuts and everything else

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Cookies, Croissants, and Fruit (Safeway)</u>	<u>\$100.00</u>
2. <u>Noah’s Bagels (50) and Cream Cheese Spread [\$14.99/dozen]</u>	<u>\$60.00</u>
3. <u>Krispy Kreme Donuts (60) [\$7.99/dozen]</u>	<u>\$40.00</u>
4. <u>Beverages (Tea, Hot Water, Orange Juice)</u>	<u>\$20.00</u>
5. _____	
<b>Total Costs</b>	<b><u>\$220.00</u></b>

**For ASCSM Secretary Use Only**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote   In Favor \_\_\_\_\_   Opposed \_\_\_\_\_   Abstained \_\_\_\_\_   Passed \_\_\_\_\_   Failed \_\_\_\_\_



# ASCSM Senate/ICC Proposal Form

**Instructions** This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, July 11, 2016

Title of Proposal Purchase of ASCSM Promotional Items

Being Proposed by Advisors Schaefer & Hamadeh <sup>Lead</sup> Programming Board Chair & Center for Student Life  
Coordinator

Event Date(s) if applicable n/a

Forwarded to the Student Senate by:

- Executive Cabinet  
  Advocacy  
  Cultural Awareness  
  Programming  
  ICC  
  Other

ASCSM Account Number/Name 5151 Publicity

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each year, in preparation for the Welcome Day and the fall Welcome Week event, we purchase ASCSM promotional items. Examples of past items include backpacks, water bottles, pens, highlighters, etc.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>ASCSM Promotional Items</u>	<u>\$6,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$6,000.00</u></b>

**For ASCSM Secretary Use Only**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_  
 Result of Vote   In Favor \_\_\_\_\_   Opposed \_\_\_\_\_   Abstained \_\_\_\_\_   Passed \_\_\_\_\_   Failed \_\_\_\_\_

## **ASCSM Summer Leadership Retreat**

There is no printed material related to this item.

# Ralph M. Brown Act

## California Government Code §§ 54950-54960.5

### The Basics

Meetings of public bodies must be “open and public, “actions may not be secret, and action taken in violation of open meetings laws may be voided. (§§ 54953(a), 54953(c), 54960.1(d))

### Who’s Covered

- Local agencies, including counties, cities, school and special districts. (§ 54951)
- “Legislative bodies” of each agency, the agency’s governing body, plus “covered boards,” that is, any board, commission, committee, task force or other advisory body created by the agency, whether permanent or temporary. (§ 54952(b))
- Any standing committee of a covered board, regardless of number of members. (§ 54952(b))

**How it applies to the Associated Students:** Because the ASCSM Student Senate and its constituent bodies are comprised of elected officials and chartered under the authority of the Board of Trustees, the Brown Act applies.

### Who’s Not Covered

- Ad hoc advisory committees consisting of less than a quorum of the covered board (§ 54952(b))
- All other government agencies. State governmental agencies are covered by the Bagley-Keene Open Meeting Act. (Govt. Code §§ 11120-11132)

### What’s Covered

- A “meeting” is any gathering of a majority of the members of a covered board to hear, discuss, or deliberate on matters within the agency’s or board’s jurisdiction. (§ 54952.2(a))
- No vote or action is required for the gathering to be a meeting, nor must the members meet face to face. (§ 54952.2)

### What Must Happen

In general, agencies must:

- Post agendas for any regular meeting must at least three days (72 hours) in advance, (§§ 54954(a), 54954.2(a));
- Post notice of continued meetings, (§54955.1);
- Hold meetings in the jurisdiction of the agency except in limited circumstances, (§§ 54954(b)-(e)), and in places accessible to all, with no fee. (§ 54961(a))
  - The jurisdiction of the ASCSM is the San Mateo County Community College District (SMCCCD)
- Not require a “sign in” for anyone. (§54953.3)
- Allow non-disruptive recording and broadcast of meetings, (§54953.5(a)), and let the public inspect any recording made by the agency of its open meetings. (§54953.5(b)) The agency may destroy recordings it made after 30 days. (§54954.3(b))
- Allow the public to address the covered board at regular or committee meetings on any item in the agency’s jurisdiction not addressed by the agency at an open earlier meeting. (§54954.3(a))

- Conduct only public votes, with no secret ballots. (§54953(c))
- Treat documents as public “without delay,” if distributed to all or a majority of members of a board before or at the meeting, unless they are also exempt under the Public Records Act. (§54957.5)

### Special Meetings

In the event a special meeting is called as outlined in the agency’s governing documents, an agency must:

- Post notice and an agenda of special meetings at least one day (24 hours) in advance
- Mail, deliver, or inform by other means in writing all members of the body and (if requested) the local press and any others requesting notification. (§ 54956);

### Emergency Meetings

- Due to the limited scope of student government, there is almost no reason why the Student Senate would need to hold an emergency meeting.
- Emergency meetings may only be called when there is an emergency situation. An “emergency situation” is defined as “an emergency situation involving matters which require prompt action” including
  - A work stoppage or other activity which a majority of the legislative body determines severely impairs public health and/or safety
  - A crippling disaster which a majority of the legislative body determines severely impairs the public health and/or safety

### Closed Meetings

Closed meetings are the exception and permitted only if they meet defined purposes and follow special requirements (§§ 54953(a), 54954.5, 54962).

***How it applies to the Associated Students:*** Under extremely rare circumstances, the Student Senate may need to hold a closed meeting.

Closed Meetings May Be Held For:

- Personnel (however, personnel **DOES NOT** apply to the performance of any elected official or member of the board)
- Pending Litigation
- Labor Negotiations
- Property Negotiations

# THE BASICS OF PARLIAMENTARY PROCEDURE

Parliamentary procedure is simple in principle. It is based largely on common sense and courtesy. It just seems technical due to the special vocabulary used. If the vocabulary is understood, the rules are easy.

## The Basic Principles of Parliamentary Procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights that are equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the organizational unit.

## MOTIONS

The proper way for an individual to propose that the group take a certain action is by making a motion.

**Main Motions** have for their object the bringing of questions, or propositions before the assembly for consideration. **Only one main motion can be considered at a given time by the assembly.**

**Subsidiary Motions** have for their object the modification or disposition of the main motion being considered. It is in order to propose them while a main motion is still before the assembly, and to vote upon them before voting upon the main motion.

**Privileged Motions** have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. The main business before the house may be temporarily set aside to address a privileged motion.

**Incidental Motions** arise "incidentally" out of the business of the assembly, and have very common characteristics.

## PROCESS FOR HANDLING A MOTION

**1. A member rises and addresses the presiding officer.** The officer should be addressed as Mr. President or Mr. or Madame Chairman.

**2. The member is recognized by the presiding officer.** When a member has been recognized, the member is the only member entitled to present or discuss a motion.

**3. The member proposes a motion.** The motion should begin "I move that" followed by a statement of proposal. It is not permissible to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.

**4. Another member seconds the motion.** The member simply states "I second the motion"  
If nobody seconds the motion, the presiding officer may ask "Is there a second to the motion?"  
If there is none, he may declare "The motion is lost for want of a second"

**5. The Presiding officer states the motion to the assembly.** When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly. It may then be spoken of as a "question", a "proposition", or a "measure."

**6. The assembly discusses or debates the motion.** To speak, a member must obtain the floor in the same manner as when presenting a motion.

- a. The presiding officer should show preference to the proposer of the motion.
- b. A member who has not spoken has prior claim over one who has already spoken.
- c. The presiding officer should alternate between proponents and opponents of the motion.
- d. The presiding officer should recognize a member who seldom speaks in preference to one who frequently speaks.

**DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE ASSEMBLY".**

**7. The presiding officer takes the vote on the motion.** Before taking the vote, the chairman ask, "Is there further discussion?" or "Are you ready for the question?" The chairman proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION) say 'aye'. The chairman then says "Those opposed say 'No'."

**8. The presiding officer announces the results of the vote.** The chairman announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." or if the vote is in the negative, the chairman states "The motion is lost."

**9. Another motion is then in order.**

## **AMENDING A MOTION**

The purpose of the motion-to-amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members. The following are common methods of amending:

1. **By addition or insertion** to add something to the motion which it did not contain.
2. **By eliminating or striking out** to subtract or eliminate something from the original motion.
3. **By substitution** to eliminate something from the original motion and substitute something else in its place.

**AN AMENDMENT MAY BE HOSTILE, BUT IT MUST BE GERMANE.**

A hostile amendment is opposed to the spirit of the motion to which it is applied. To be germane, an amendment must have direct bearing on the subject of the motion to which it is applied. An amendment may nullify the original motion, but if it relates to the same subject matter, it is germane.

### **TYPES OF AMENDMENTS:**

1. Amendment of the First Rank - An amendment to the motion.
2. Amendment of the Second Rank - An amendment to an amendment, that modifies and relates directly to the amendment, and NOT to the original motion.

**NO AMENDMENT BEYOND THE SECOND RANK IS POSSIBLE.**

If it is desired to amend two separate and unrelated parts of a motion, then it must be done with two amendments of the first rank. Until an amendment of the second rank is voted on no other amendment of the second rank is in order. Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed.

### **ORDER OF VOTING ON AMENDMENTS:**

Amendments are voted upon in inverse order of proposal.

1. Discussion is held and the vote is taken upon the amendment to the amendment.
2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.



## ORDER OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

Purpose of Motion	Interrupt Speaker?	Second Required?	Debatable?	Vote Required?	Motions That Apply
<b>Privileged Motions</b>					
to fix time to adjourn	no	yes	limited	maj.	amend, reconsider
to adjourn (unqualified)	no	yes	no	maj.	none
to take a recess	no	yes	limited	maj.	amend
to rise to a question of privilege	yes	no	no	rules	all
to call for the orders of the day	yes	no	no	none	none
<b>Subsidiary Motions</b>					
to lay on the table	no	yes	no	maj.	none
to call for the previous question	no	yes	no	2/3	reconsider
to limit, or extend limits of debate	no	yes	limited	2/3	amend, reconsider
to postpone definitely	no	yes	limited	maj.	amend, reconsider, previous question
to refer to a committee	no	yes	limited	maj.	amend, reconsider, previous question
to amend	no	yes	yes	maj.	amend, reconsider, previous question
to postpone indefinitely	no	yes	yes	maj.	limit debate, reconsider, previous question
<b>Main Motions</b>					
general main motions	no	yes	yes	maj.	all
to take from the table	no	yes	yes	maj.	none
to reconsider	yes	yes	yes	maj.	limit debate, table, previous question, postpone definitely
to reconsider and enter in minutes	yes	yes	no	none	none
to rescind	no	yes	yes	2/3	all
to expunge	no	yes	yes	2/3	all
to adopt a resolution	no	yes	yes	maj.	all
to adjourn (qualified)	no	yes	limited	maj.	all
to create orders of the day (special)	no	yes	yes	2/3	all
to amend constitution etc.	no	yes	yes	2/3	all
<b>Incidental Motions</b>					
to suspend rules	no	yes	no	2/3	none
to withdraw a motion	no	no	no	maj.	reconsider
to read papers	no	yes	no	maj.	reconsider
to object to consideration	yes	no	no	2/3	reconsider
to rise to a point of order	yes	no	no	rules	none
to rise to parliamentary inquiry	yes	no	no	none	none
to appeal from the decision of chair	yes	yes	limited	maj.	all except amend
to call for a division of the house	yes	no	no	maj.	none
to call for a division of a question	no	yes	no	maj.	amend

## ACTION FOR SPECIAL PURPOSES

Kind of Motion	Objective	Effect
to lay on the table	clears the floor for more urgent business	delays action
to call for the previous question	secures immediate vote on pending question	ends debate
to limit or extend time for debate	provides more or less time for discussion	shortens discussion
to postpone definitely	gives more time for information discussion	delays action
to commit or refer	to enable more careful consideration	delays action
to amend	to improve the motion	changes the motion
to postpone indefinitely	to prevent a vote on the question	suppresses the question
to raise a point of order	to call attention to violation of the rules	keeps group using parliamentary procedure
to appeal from decision of chair	to determine the attitude of the group	secures group ruling
to suspend the rules	to permit action not possible under the rules	secures action prevented by the rules
to object to the consideration of a question	to prevent wasting time	suppresses the motion
to divide the question	to secure more careful consideration	secures action
to call for a division	to determine the accuracy of a voice vote	secures an accurate check of the vote
to nominate	to suggest names for office	places names for consideration
to make a request growing out of pending business	to secure information or ask to be excused from duty	provides information
to fix the time to adjourn	to have legal continuation of the meeting	sets continuation time
to adjourn	to end the meeting	adjourns the meeting
to take a recess	to secure an intermission of the meeting	delays action
to raise a question of privilege	to correct undesirable conditions	corrects undesirable conditions
to call for the order of the day	to secure adherence to order of business	same as the objective
to take from the table	to continue the consideration of question	continues consideration
to reconsider	to reconsider the question	secures further consideration and another vote
to reconsider and have entered in the minutes	to reconsider the question at the next meeting	secures further consideration and another vote
to rescind	to repeal action previously taken	same as objective
to ratify	to approve previous action taken	same as objective

# GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE

**Agenda (or Order of Business)** - The regular program of procedure of an organization.

**Amend** - To alter a motion by addition, deletion, or in any other way.

**Chair** - The Chairman or presiding officer. "**Addressing the Chair**" means speaking to the presiding officer. Being "Recognized by the Chair" means being given permission to speak further.

**Power of Chair - The Chairman has the following authority:**

- a. to decide in what order speakers shall be recognized
- b. to refuse to recognize members offering dilatory, absurd, or frivolous motions
- c. to restrain speakers within the limits of the rules
- d. to enforce good decorum
- e. to appoint committees
- f. to decide points of order
- g. to vote in cases where the vote would make or break a tie
- h. The chair should avoid influencing a vote by his own comment on a motion.

Actions of the chair are subject to appeal.

**Commit** - To refer to a committee

**Committee of the Whole** - The meeting, on a motion duly made, may "resolve itself into a committee of the whole." This means that the meeting is officially discontinued while everyone remains and becomes a member of a large special committee, which includes everyone present. A special chairman is appointed to preside over the committee.

**Division** - When all those voting stand in separate "for" and "against" groups.

**Division of Question** - To separate a motion into different parts that are considered individually.

**Floor** - The privilege of speaking before the assembly.

**Indefinite Postponement** - The object is not merely to "postpone" but in effect to *reject* the motion.

**Informal Consideration** - When a member moves for "informal consideration," and the motion is adopted, the meeting lays aside formal rules, and allows each committee member to speak on the subject under consideration.

**Motion** - A formal proposal to a meeting that it take certain action.

**Order** - An expression of the will of the assembly, in the form of a *command*.

**Order of the Day** - A motion to drop the present discussion, and that the chairman announce the next matter to be taken up in accordance with the organization's customary business routine.

**Parliamentary Inquiry** - An investigation to determine the proper course of procedure.

**Privilege** - The privileges and rights of the meeting in connection with matters of physical comfort or ineligibility or misconduct of a member in the meeting.

**Question** - The question is a proposition or motion that has been placed before the meeting for action by the chairman. To "**move the question**" is to demand that the chairman take a vote on the current motion.

**Resolution** - An act of the assembly that declares *facts*, expresses *opinion*, but does not command.

**Suspension of Rules** - To allow something to be done that would otherwise violate the meeting rules, but is not in conflict with the constitution or by-laws, or with the fundamental principles of parliamentary law.

**Table** - To delay action on a motion.