

DIOCESAN CONVENTION

PARLIAMENTARY PROCEDURE - BASICS

Parliamentary practices are built on two principles: **Let people speak, Make clear decisions**

- 1) Members have **equal opportunity** to voice opinions (*minority voice*), and;
- 2) **Efficiency** is necessary to the process (*majority vote*).

The Bishop, as Convention President, is responsible to see these principles are observed.

DECORUM (or how to act)

Good Decorum

- Wait for the President to call on you before speaking.
- Identify yourself by name and congregation.
- Speak only when adding something substantially new to the discussion.
- Address comments to the President.
- Applaud in recognition of accomplishments.
- Speak no more than twice on a matter, and as briefly as possible.
- Make comments related directly to the matter at hand.
- Make notes of what you plan to say.

Poor Decorum

- Speaking before the President has called on you.
- Interrupting or speaking over the President or another delegate.
- Making comments not directly related to the matter at hand.
- Repeating comments already voiced by others.
- Applauding, or making other sounds, for comments of another delegate or after a vote.
- Addressing your comments directly to another delegate or someone who is not the President.
- Trying to speak more than twice on a matter.
- Making comments longer than the time allowed, especially if the President gives you a time signal.
- Not organizing your thoughts before you speak.

HANDLING BUSINESS

A motion is any proposal requiring action made by a delegate. It may be about process ("I move we end debate") or content ("I move we amend the resolution by ...").

A delegate may ask questions about procedure by being recognized and saying "Point of Information" or "I have a question about what we're doing". If you believe something is procedurally incorrect, you may also make a "Point of Order".

1. **MOVE** "I move that..." with requested action. If motion is about content, write it down BEFORE making it and give the Secretary a copy.
2. **SECOND** "I second the motion" or "Second". This means you agree the motion should be heard. Committee reports come with an automatic second.
3. **STATE** "It has been moved and seconded that..." with President repeating the the motion. Standing Rule *Class C(10)* allows the maker to "withdraw a motion at any time before decision or amendment."

4. **DISCUSS** “Are there any delegates who wish to address the motion?”
If speaking, state if you are in favor or opposed to the motion. Limit comments to the matter at hand. The President tries to alternate speakers between in favor and opposed. Some motions (like amend) are in order while a main motion is discussed. Speak no more than twice on the same question unless the convention permits it. Don’t speak a second time until everyone else has spoken once.
5. **PRESENT** “Seeing no further discussion, the question before us is...” When debate concludes, the President repeats the motion so it is clear what is being voted on. The President then announces a vote will be taken how it will be taken.
6. **VOTE** “We will now vote on the motion. All in favor say aye...opposed no.”
Standing Rule *Class C(12)* requires every member present to vote. A voice vote usually determines the outcome. If unclear, the President may ask delegates to raise a green or red card. If that is unclear, the President may take a counted vote.
7. **RESULT** “The ayes (nos) have it and the motion carries (fails).”
Most votes need a majority (more than half the votes cast). Some need a two-thirds vote (at least two thirds of those present and voting) if it will diminish the rights of the delegates (like closing debate).

Simplified Chart of Motions

(motions higher in the table must be determined before those lower on the table)

<i>Is debatable</i>	<i>Is amendable</i>	<i>Needs 2/3 vote</i>	<i>Motion</i>
			Adjourn
			Point of Information (ask about process or content)
		X	End Debate (also called Previous Question).
		X	Limit or Extend Discussion (set different time limits or # of times to speak)
X	X		Postpone to a Certain Time (set aside until a specific time)
X	X		Refer to Committee or other body (ask small group to consider and report back)
X	X		Amend the Amendment (or secondary amendment, must decide before deciding amendment)
X	X		Amend (or primary amendment, must decide before deciding main motion)
X	X		Main Motion (proposal for action to be taken)