

## PNSN Meeting Rules of Parliamentary Procedure

### Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (a motion) can be discussed at a time.
- The meeting should follow a pre-published agenda. New agenda items can be handled at the end of the meeting if time allows or members have voted to extend • the meeting time.
- For our planning meetings, a quorum consists of whoever is present.

Action	Condition	Limits	
“I move that we...”	<p>To <b>call for a vote</b> or decision</p> <p>Or a member can move to <b>substitute</b> or <b>amend</b> a motion with additional wording.</p> <p>A motion must be <b>moved, seconded, and re-stated by the chair</b> before it can be discussed.</p>	<p>If a substitute or amendment is considered, the chair will discuss both at once to see which one that the group prefers.</p> <p>Every member has a right to speak during a discussion. However, each person should only speak once, unless the chair states otherwise.</p>	<p>Requires a <b>second</b> to be considered</p> <p>Chair asks if there is any discussion and then proceeds with a vote.</p> <p>The possible choices are <b>vote</b> (pass fail), <b>table</b> until next time, <b>refer</b> to committee, or <b>postpone</b> indefinitely.</p> <p>A tie is a lost vote.</p>
“I move we adopt...”	<p>If the motion is not controversial, a member may move that a motion be adopted without a vote.</p>	<p>At the chair’s discretion.</p>	<p>The chair can declare a motion “approved” “not approved”, or “unanimous”.</p> <p>Any member can ask for a vote count by stating “<b>Division</b>”.</p>
“I call the question”	<p>To interrupt proceedings to call for a vote.</p>	<p>The chair can hold an immediate vote or decide to extend the discussion for a limited amount of time</p>	<p>This move should not be used to prevent anyone from speaking.</p> <p><b>Requires 2/3 vote.</b></p>
“Point of order”	<p>This is used to bring a discussion back to the agenda.</p>	<p>Discussion is interrupted and the chair returns the meeting to the agenda</p>	<p>Another way to say this is “<b>Call for order of the day</b>”, meaning “let’s get back to the agenda”.</p>

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<p>“Point of clarification”</p> <p>“Point of information”</p>	This is used to ask for further information about the motion on the floor.	Any member can ask for more information or clarification. The chair decides how much information to provide in the moment.	If a member feels that more information is needed, the member can move that the motion be referred to committee or tabled until more information can be provided.
<p>“I move the motion be tabled until...”</p> <p>“I move the motion be postponed”</p>	This is used to put off a vote	The member needs to state a reason for tabling and state when the motion should be reconsidered	<p>The motion is tabled until the next meeting.</p> <p>However, postponing delays the motion indefinitely.</p> <p>A distinction should be made and recorded between the two actions.</p>
“I move the motion be recalled”	This is used if a member feels a motion <b>already voted upon</b> should be reconsidered.	The chair can put the decision back into play and call for a vote.	The chairman should restate the motion so that what is being reconsidered is clear to everyone.
“I move we adjourn”	End the meeting	This move must be <b>seconded</b> .	The chair shouldn't end a meeting without getting the group's permission .
“I move we suspend the rules”	To do away with protocol and consider an issue being discussed	This should be used to get closure on an important issue, not a trivial interruption.	<b>Requires 2/3 vote.</b>

The following are principles normally upheld in parliamentary procedure.

- Majority rule.
- Minority rights.
- Member rights.
- One question at a time.
- One person, one vote.
- Only members present can vote.
- Changing action previously decided on.
- Following own specific rules.