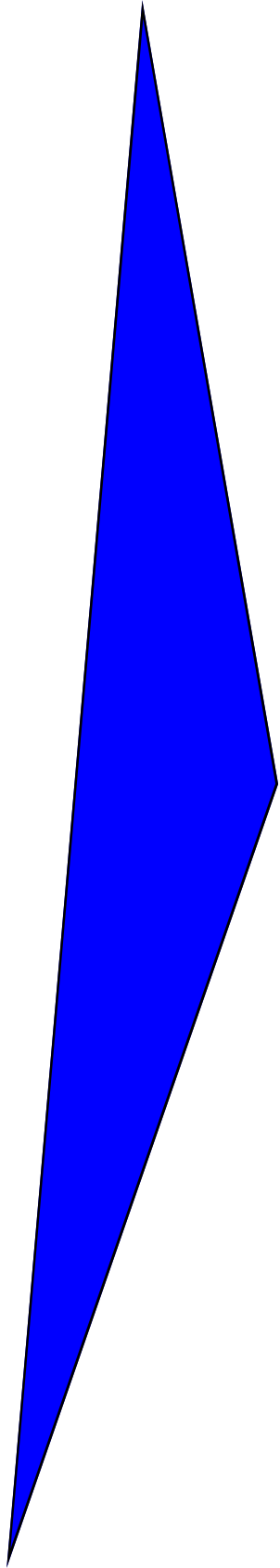




POINTS FOR MEETINGS

- ∅ THE MOTION
- Ù THE AMENDMENT
- Ú AMENDING THE AMENDMENT
- Û SUBSTITUTE MOTION
- Ü SPEAKING ON MOTIONS
OR AMENDMENTS
- Ý HOW TO END DEBATE
- Ɔ HOW TO TABLE
- Ɓ POINT OF INFORMATION
- à POINT OF ORDER
- á APPEAL FROM THE CHAIR



PROBABLY not more
than once
in 20 years
will any situation
arise at a meeting
which will not be covered
by the 10 easily-understood
rules explained here.

Using these,
**anyone can participate
intelligently in
local union meetings.**

It is customary in union meetings, when recognized by the chair, to preface your remarks to the chair with "Brother" or "Sister" . . . followed by the reason you requested the floor.

1 the motion

You make a motion by raising your hand to get the chair's attention.

After he or she has recognized you, you rise and say to the chair, "I move that we . . .," and state your motion.



You may make a **MOTION** when you want the group to take some **action**:

to send a letter, . . . to instruct a local bargaining committee to seek a wage increase, . . . to accept a report, . . . to spend money to improve the local union hall, . . . to hold a special meeting, . . . to spend money for some special purpose, etc.

2 the AMENDMENT

Amendments are offered in the same way as motions, and are introduced to assist in changing, modifying, or completing a motion to make it more acceptable to the assembly.

You may offer such an amendment when. . .

you agree substantially with the motion that has been made but want to make some change before it is adopted.

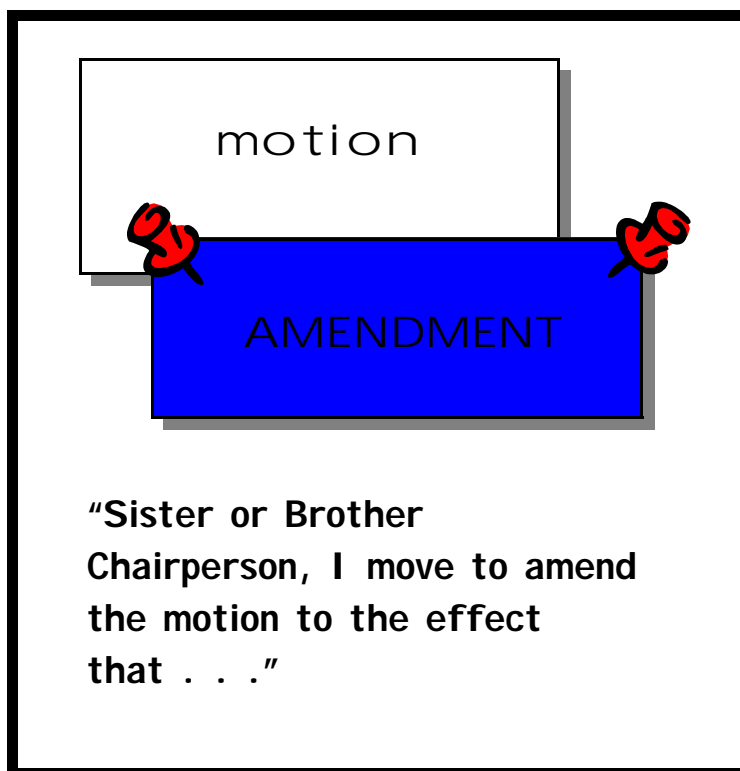
For example, a motion has been made to hold a special local union meeting, but no date has been specified. You want to be sure the meeting will be held at a time when all members can attend. The amendment cannot be such that it changes the original intent of the main motion.

OR

you disagree with the motion, but think it may pass, you may want to amend the motion to make it somewhat acceptable.

For example, a motion has been made to purchase union jackets. You may want to amend the motion to limit the amount of the total expenditure. In such an instance, you would vote for the amendment and vote against the motion as amended.

After being recognized by the chair you may then **amend the motion** by saying: "I move to amend the motion to the effect that the special meeting shall be held two weeks from next Monday (or any other day and time) at 7:30 P.M." Or you may want to limit the amount of money when an expenditure is being authorized, etc. In all such cases you may amend a motion.



3 AMENDING the AMENDMENT



**“Brother or Sister Chairperson,
I move to amend the
amendment to the effect
that”**

Just as a motion may be amended, an amendment may also be changed in the same way.

As with the first amendment, any or all amendments must relate to the motion. The amendment(s) **is in order only when it does.**

The main motion can only have one (1) amendment at a time. Likewise, the amendment can only have one (1) amendment (amendment to the amendment). Once the amendment to the amendment has been voted on, another amendment to the amendment would be in order.

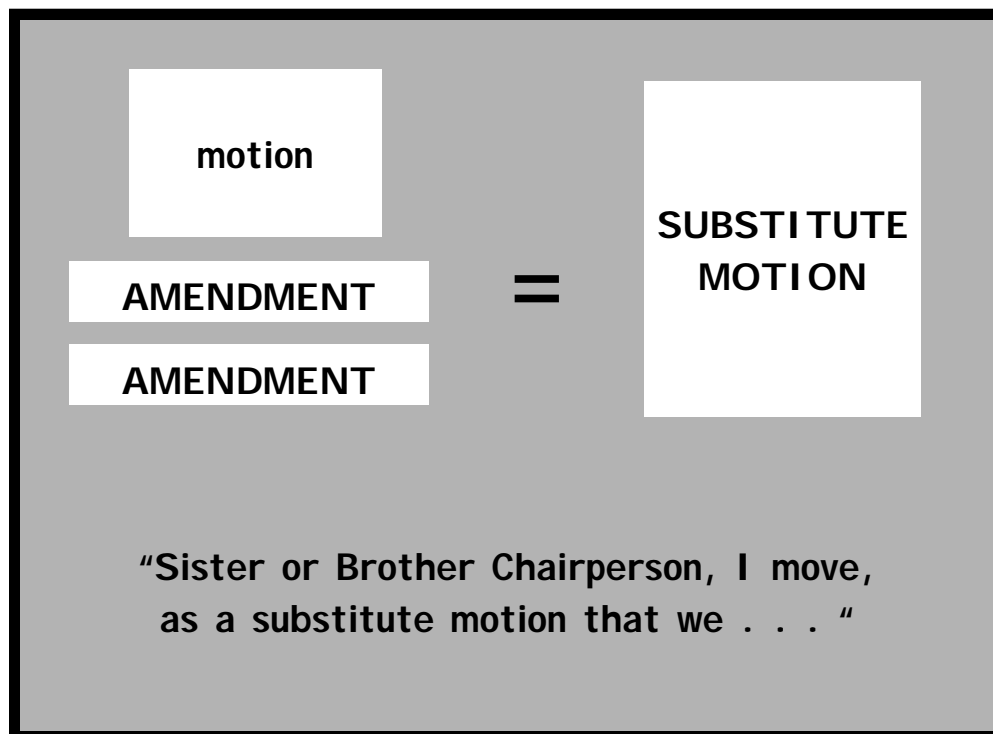
4 SUBSTITUTE MOTION

The substitute motion is sometimes used when there is a motion and a multiplicity of amendments on the floor that confuses a motion so badly, that neither the proposer nor the meeting can make heads or tails of it.

If there seems to be substantial confusion with the motion and amendments offered, a substitute motion embodying all or some of the ideas brought out in the discussion may be made and accepted by the chair.



If the substitute motion is defeated, new motions calling for different action may be made and considered.



5 SPEAKING ON MOTIONS OR AMENDMENTS



When you want to speak at a meeting, you raise your hand, asking the chair for recognition.

As soon as you are recognized by the chair you may proceed to speak either for or against the motion or amendments that are being considered.

Motions or amendments are proper only after they have been offered to and accepted by the chair, and have been supported (seconded) by someone in the group.



6 HOW TO END DEBATE

If you think there has been too much discussion of any issue being considered by your local union meeting, you may try to close the discussion.

- You do this by getting recognition from the chair after which you say "Brother or Sister Chairperson, I call for the previous question."

If seconded, the chair must put this to a vote of the body. Two-thirds of the members present and voting can vote to end debate. (Some locals have special rules which permit a majority of those present and voting to end debate.)

If enough votes are cast for the previous question, debate on the issue ends and the chair must call for an immediate vote.

Voting takes place in reverse order. For example, the amendment to the amendment is voted on first. If carried, the amendment as amended is then voted on. Finally, the motion as amended is voted on. If any, or all, are defeated, it is like they never existed.

"Sister or Brother
Chairperson,
I call for the
previous question."



7 HOW TO table



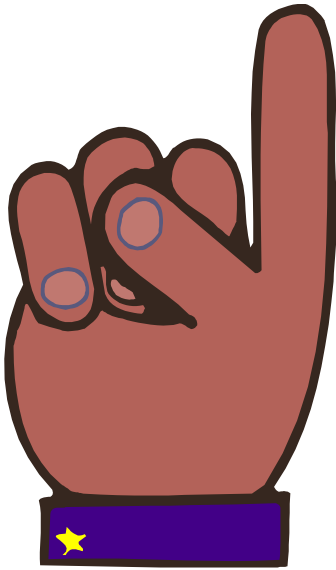
**“Brother or Sister
Chairperson, I move that
we table the motion.”**

If you feel that the motion before the meeting should be delayed so that more information can be made available, you may move a motion to table.

If seconded and the **MOTION TO TABLE** passes, the main motion is put aside. No action is taken, and the meeting goes on to other business. If the motion to table is defeated, discussion on the main motion continues.

A motion to table **IS NOT DEBATABLE** or amendable; and should be put to an immediate vote by the chair.

8 point of information



If at any time during the meeting you are **confused about the business being discussed**, or if you want the motion that is being considered **more clearly explained**, you may rise to ask the chair for a POINT OF INFORMATION. However, you may not interrupt a speaker who has the floor.

After you are recognized, ask for the explanation you desire.

(With only a few limitations, a point of information is in order at almost any time during a meeting. This priority motion is to receive information. Not give information.)

**“Sister or Brother Chairperson,
I rise for information.”**

9 point of ORDER



**“Brother or Sister Chairperson,
I rise to a point of order.”**

If you disagree with any of the chair’s rulings or if you believe that the person who is speaking is **not talking about the business being considered**, you may raise a POINT OF ORDER and state your objection to the chair.

The chair then is required to rule one way or another on your point of order.

10 appeal from the chair

If you disagree with a ruling of the chair on a point of order, you may APPEAL FROM THE DECISION OF THE CHAIR.

After you make such an appeal, it must be supported by at least one other member.

The chair must be turned over to the next highest ranking officer.

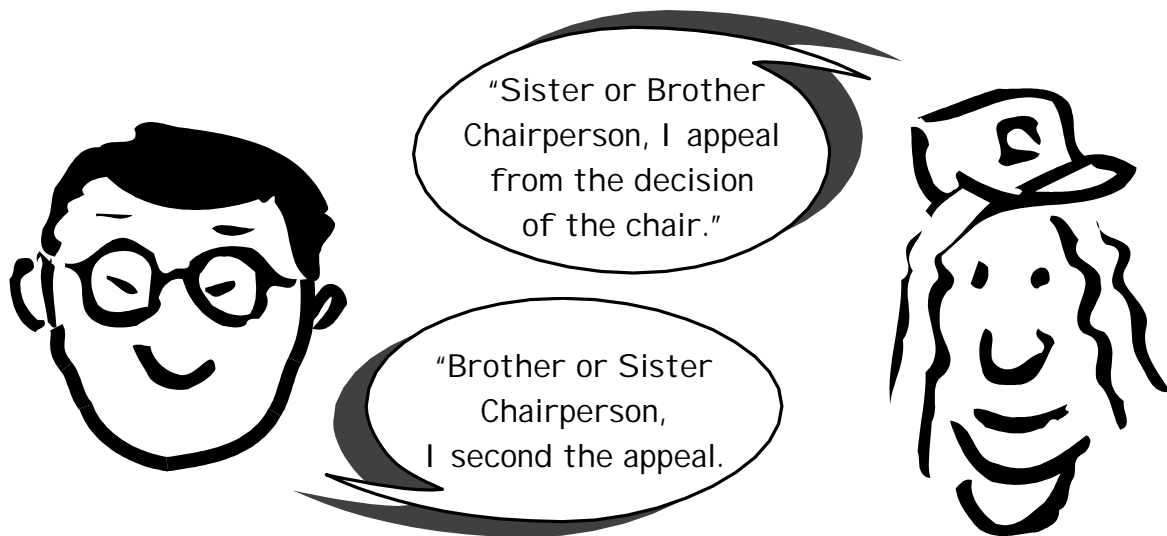
You will then be given an opportunity to state your reasons for believing the chair should be overruled,

after which the chair who made the ruling will also have an opportunity to give his/her reasons for the ruling.

No one else may participate in this discussion.

The acting chair will then place your appeal before the group for a vote.

The group will then, by majority vote, overrule your appeal and uphold the chair, or support your opinion by overruling the chair.



(Since appeals from the decision of the chair tend to delay meetings, they are used only when the rulings of the chair are of such very great importance that the member cannot in good conscience allow them to stand.)

TEST YOURSELF ON PARLIAMENTARY PROCEDURE



the right answer
TRUE or FALSE

1. An amendment to a motion does not have to relate to the motion. T F
2. If you want to speak on a motion, you must be recognized by the chair. T F
3. The chair decides when debate should end. T F
4. A point of order can be raised even when someone else is talking. T F
5. The chair is never required to relinquish the chair under any circumstances. T F
6. A point of information is used to give information. T F

7. If the chair doesn't see your hand when you raise it to get his or her attention, there's nothing you can do to get the floor. T F
8. Several people call for the previous question and debate continues. That's what the previous question is for — to continue debate. T F
9. No more than two amendments may be made to one motion. T F
10. Your bylaws usually spell out how many people constitute a "quorum". T F

Answers: 1-F, 2-T, 3-F, 4-T,
5-F, 6-F, 7-F, 8-F, 9-F, 10-T.

Here is how you can easily find any point:

- ◆ Cut out the dotted area on the cover
- ◆ Check the number of the point you want on the cover.
- ◆ Flip to it — instant information.



To Keep Your Union Strong

Attend your union meetings

Speak up in union meetings

Take part in union activities

You Are the Union

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