



SEIC Parliamentary Procedure Overview

This serves as a brief overview on proper procedures during an SEIC or Discipline Committee meeting. These highlights are meant to help everyone understand the proper process by which an idea gets from a motion to discussion to voting.

To Make a Motion:

- A motion is made by an individual or committee, then the motion is discussed.
- If a motion is made from an individual member, it must come forth during the new business portion of the SEIC meeting. A motion made by an individual, must be seconded before being discussed.
- A motion brought forth by a committee does not need to be seconded before being discussed.
- A motion must be written down, preferably on the SEIC Policy Recommendation Form, and given to the SEIC Secretary prior to the meeting. This way, the exact wording of a motion can be correctly stated to the group and recorded.

When a Second is Required:

- Another member of the SEIC must second the motion. This does not mean that they are necessarily in favor of it simply that they feel that the motion should be discussed by all.
- If a motion does not receive a second, then it can not be discussed and the Chair then moves on to the next item of business on the agenda.

Discussion of a Motion:

These guidelines will help facilitate discussion of a motion.

- The person, or chair of the committee, making the motion has the right to speak to the motion first.
- Try to make all remarks to the chair.
- Avoid mentioning other member's names if possible.
- If time is an issue, then a member may speak a maximum of two times on a motion.
- Start off your statement by saying "I speak for" or "I speak against this motion", then state your reasons. This will help others know your position.
- Discussion continues until the Chair realizes the members are ready to vote.

Amendments:

Four ways to amend a motion, the amendment must directly pertain to the motion:

- Insert Words within a motion
- Add words at the end of a motion
- Strike out words
- Strike out and insert words

*If a member makes a ‘Friendly Amendment’, and the maker of the motion agrees, then the amended motion is then on the table for discussion. If an amendment to a motion is made, and the maker of the motion does not recognize it as a ‘Friendly Amendment’, then the amendment must be discussed and voted upon first, then the motion itself (either amended or the original version) must then be voted upon.

**Please not: This part slightly deviates from Robert’s Rules of Order and goes with the traditional way that the SEIC and ACA Board of Directors has functioned.*

Motion to Close the Current Debate (or Call to Question):

- If a motion to close the current debate (Call to Question) is made, then the chair temporarily stops discussion and this motion is voted upon.
- It takes a 2/3 vote to pass the motion to close debate.
- If the motion carries then a vote is taken immediately, without further discussion, on the current motion being discussed.

Taking the Vote:

- A Quorum for an SEIC meeting is 30% of the SEIC. (SEIC bylaws)
- The presiding officer calls for a vote, either ‘Aye’ or ‘No’.
- A majority voice vote of those votes cast, provided a quorum is present, adopts a motion. This means that half plus one of the votes cast is required to adopt a motion. Abstentions do not count in figuring the majority of votes cast.
- An abstention means “not to vote”, and you do not count a non-vote in discerning a majority of votes cast on a motion..
- A 2/3 vote is required for a Call to Question motion.
- A 2/3 vote is required for business, not on a meeting agenda, to be acted upon. (SEIC bylaws)
- SEIC Policies may be approved and altered by a majority vote of a quorum. (SEIC bylaws)
- If the results of a voice vote are unclear, the presiding officer may redo the vote by requesting a show of hands.
- A tie vote:
 - The Chair, provided they have not already voted on the motion, can vote to break the tie.
 - If there is no way to break a tie vote, then the motion is lost.

Point of Order:

- The purpose of a 'Point of Order' is to correct a breach in the rules.
- It can be made by any member at the time of the perceived infraction.
- It does not need a second and is not debatable.
- The presiding officer then rules on the point.
- An appeal process is available.

Information and excerpts taken from:

Webster's New World Roberts Rules of Order Simplified and Applied Second Edition © 2001

a/o 1-10-2018