



HOD PARLIAMENTARY PROCEDURE

The OSMA House of Delegates uses parliamentary procedure to conduct its business and to accomplish its goals by working together cooperatively and harmoniously.

The OSMA Bylaws direct that the current edition of the **Standard Code of Parliamentary Procedure** as revised by the American Institute of Parliamentarians governs the conduct of HOD business. These procedures recognize equal rights, privileges and obligations for every member, decision by majority vote, protection of the right of the minority of members to respectful consideration as afforded those in the majority, full consideration of matters presented for decision, the right to know the meaning of a question before the body and its effect, and that meetings are conducted in good faith and fairness.

The following is a basic introduction to the parliamentary procedures that are most frequently used by the OSMA House of Delegates.

The Standard Code recognizes five groups or classes of motions based upon their purposes:

1. **Main motions**
2. **Specific Main Motions**
3. **Subsidiary Motions**
4. **Privileged Motions**
5. **Incidental Motions**

MAIN MOTION: Most often a main motion brings a new item of business before the House for consideration. A main motion requires a second and can be modified by a subsidiary motion.

SPECIFIC MAIN MOTIONS: There are six frequently used main motions that do not bring a new proposal to the House for consideration, but concern actions taken by the House previously. They are: adopt in-lieu-of, amend a previous action, ratify, recall from committee, reconsider, rescind.

SUBSIDIARY MOTIONS: These modify or apply to the main motion. They are also ranked in a specific order. A subsidiary motion is outranked by any motion above it and outranks those below it. In order of importance they are:

Table - It is the highest ranking subsidiary motion. It is used to set aside the present business before the House. It allows for other business to take place or more time to gather information. To return to the motion as an order of business, a motion to resume consideration is made.

Close Debate and Vote Immediately ("Call the Question") - This is used to stop debate and bring the question before the House to a vote. It requires a second and an immediate vote with a two-thirds majority for it to be carried. The motion(s) before the House when debate was terminated are then voted on immediately.

Limit or Extend Debate - Used to either limit or extend debate. This is usually done by limiting the time allocated for discussion of the motion, time allocated to each speaker or the number of speakers on each side of the motion. Like the motion to Vote Immediately, it affects the rights of individuals and requires a second and a two-thirds vote in order to be passed.

Postpone To A Certain Time - This is used to postpone a discussion or a vote until a later time. It differs from "Postpone Temporarily" in that a specific time is designated at which it is automatically brought back to the House for further action.

Refer to a Committee – These actions deal with transferring a main motion from the House to the OSMA Council. Referral can be made so that a report is to come back to the House with or without recommendations or it may be referred to the Council for action.

Amend - This motion is used to change the wording or mechanism of a main motion. There are four ways one can amend:

- a. Strike out (delete)- The portions to be struck out must be specified if not clear and words to be struck out must be in consecutive order.
- b. Insert (add) - One can amend by inserting consecutive words or by adding words at the end. The exact place words are to be inserted must be specified.
- c. Strike Out and Insert - Apply guidelines for striking and inserting as described above. These actions are accomplished simultaneously.
- d. Adopt in lieu of – This one offers a single substitute for multiple resolutions.

PRIVILEGED MOTIONS: These motions are usually urgent and require immediate attention by the House and therefore outrank all other motions. They are in order of rank:

1. **Adjourn**
2. **Recess**
3. **Question of Privilege**

INCIDENTAL MOTIONS: These do not relate directly to the main motion but are involved in conducting business. They have no rank or order of precedence and can be offered at any time the need arises. Examples of these types of motions are described below.

1. **Parliamentary Inquiry** - This allows one to ask the Speaker as to procedure.
2. **Point of Order** - This calls attention to an error in procedure and asks for a ruling by the Speaker.
3. **Division of Assembly** - This allows a member of the House to request verification of a vote if the voice vote was indecisive. This may be accomplished by requiring the voting members to rise and, if necessary be counted.
4. **Division of Question** - Any time a main motion has two or more parts to it, they may be considered individually. The Speaker decides on the request.
5. **Withdrawal of Motion** - Enables a member to remove from consideration a motion which he or she has proposed.
6. **Appeal** - This motion allows a ruling by the Speaker to be subject to examination by the House. The House may overrule a ruling by the Speaker by a negative majority vote.
7. **Suspend Rules** - This allows the House to take some action which would otherwise be prevented by the rules of parliamentary procedure or by the rules of the association. Rules may be suspended only for a specific purpose and only for the time necessary to complete the action.

8. **Consider Informally** - The purpose of this motion is to allow the House to discuss an issue without the restrictions of parliamentary rules.

RANKING OF MOTIONS

The rank of a motion determines its priority when it is proposed and the sequence in which it must be considered and disposed of. From the highest ranking to the lowest ranking, the order of the rank of motions is:

Privileged Motions

1. Adjourn
2. Recess
3. Question of privilege

Subsidiary Motions

4. Table
5. Close debate
6. Limit or extend debate
7. Postpone to a certain time
8. Refer to committee
9. Amend

Main Motions

10. The main motion and specific main motion

PROPOSING A MOTION: The preferred form for stating a motion is as follows:

“James Sudimack, speaking for District Six (or speaking for myself),
I move [that the House of Delegates adjourn the meeting]”.