**Parliamentary Procedure**

**“So, what is all this?”**

The Basics

* Senate President must acknowledge you before you speak
* Only the Vice-President and Senators can vote, second, and make motions
  + This means no one else on Exec nor Committee Chairs are allowed to vote
* We will let you know if a motion is to be voted on. If it can be voted on, then it can also be amended or tabled.
* Please disagree. Represent your constituents. Think critically. Add your opinions. Vote no if you think it’s necessary. Table it if you don’t feel like you have enough info. It’s okay if you don’t understand, but please ask questions if this is the case.

**“I’m ready to vote, let’s do this!”**

In order to move to vote on the proposal at hand

* Be acknowledged by Senate President
* State, “I move to close debate and vote.”
* Allow time for discussion and questions before calling this.
* President will state, “This requires 2/3 of the Senators to second. Are there any seconds?”
  + If not enough seconds, then the President will state “Debate will remain open.”
  + If enough seconds, then the President will state, “Debate has now closed and voting will begin. Will the Secretary please read the proposal?” The Secretary will read the proposal (with any amendments). **Then voting begins:**

**VOTING:**

* The President will ask “All those in favor?”
  + If you are in favor of the proposal at hand, then raise your hand and keep it up in order to be counted
* The President will ask “All those opposed?”
  + If you are against the proposal at hand, then raise your hand and keep it up in order to be counted
* The President will ask “Any abstentions?”
  + If you are not voting on the proposal at hand, then raise your hand and keep it up in order to be counted
* Votes will be counted and the results will be announced by the Secretary
* **After a vote has been made and you are unsure the votes have been counted correctly, then audibly and clearly state, “Division”**

**“I have a better idea...”**

In order to amend the proposal at hand

* Be acknowledged by Senate President
* State, “I move to amend” and how you are going to amend
* President will state, “This requires a second. Is there a second?”
  + If there is not a second, then the President states, “Discussion will resume on the main proposal”
  + If there is a second, then the President states, “Discussion will now begin on the amendment.”
* To end discussion of the amendment, then the procedure above must be followed for “I’m ready to vote, let’s do this!”

**“More time please!”**

In order to move voting of a proposal to the next meeting

* Be acknowledged by Senate President
* State, “I move to table the motion”
* President will state, “This requires a second. Is there a second?”
  + If there is not a second, then the President states, “Discussion will resume on the proposal”
  + If there is a second, then the President states, “We will now vote on whether or not to move this proposal to the next meeting.”
    - Voting will then follow as outlined above

**“I need a break”**

In order to take a break

* Be acknowledged by Senate President
* State, “I move to recess for \_\_\_ minutes”
* President will state, “This requires a second. Is there a second?”
  + If there is not a second, then the President states, “Discussion will resume on the proposal”
  + If there is a second, then the President states, “We will now vote on whether or not to move this proposal to the next meeting.”
    - Voting will then follow as outlined above

**“Oh God, we are about to vote and I don’t know what to do!”**

Emergency question

* Audibly, clearly state “Point of Information”
* Senate President will state, “On your point?”
* Whoever stated “Point of information” will then ask “Will \_\_\_\_\_ yield to questions?”
* Senate President will allow or otherwise. If allowed, then you may ask your question and have it answered by the speaker.
  + If you would like to follow-up, ask “Follow-up?” and the Senate President will allow or otherwise
  + Others are also allowed to ask questions at this time if so desired.
    - When no one else needs to ask questions, then business of the meeting will continue where it left off.

**“To Leave or Not to Leave”**

* The President will say, “I move to adjourn by acclamation. Are there any objections?”
  + If you want to get out of there and have nothing more to say about anything, then don’t say anything. The President will then say, “Hearing no objections, the meeting is adjourned.”
  + If you have any more business, then audibly and clearly state, “I object.” The President will then say, “What is your reason for objection?”
    - At that time, then you will present your reason for objecting
    - One reason to object is to reconsider a proposal, as described below

**“What have we done? Let’s look at that again.”**

In order to reconsider a motion that has been voted upon

* State, “I move to reconsider \_\_\_”
* President will state, “This requires a second. Is there a second?”
  + If there is not a second, then the President states, “This motion does not pass.”
  + If there is a second, then the President states, “We will now vote on whether to reconsider this motion.”
    - Voting will then follow as outlined above