

## Conference Rules

No one shall speak more than twice on the same question. The first speech shall be limited to three minutes and the second to two minutes. This shall not include the explanation of a report or a paper called for by the Moderator.

All appeals from the rulings of the Moderator shall be decided by the voting body.

**Robert's Rules of Order shall be the standard for any point not covered by these rules.**

### Parliamentary Procedures in Brief

In order that the delegate body may participate readily in the parliamentary aspects of the business sessions, the following summary of the more common kinds of action may be helpful.

- I. When you want to bring before the Conference for its consideration a particular subject or item of business:
  - a. The proper motion is: MAIN MOTION – A main motion requires a second, is debatable, is amendable, and requires a majority vote to pass (or two-thirds vote if previously agreed on by Conference action.)
  - b. FORM: "I move that..." Or "I move the adoption (acceptance, approval) of this report."
  
- II. When you want to modify or in some way appropriately dispose of a matter of business, you may (motions listed in ascending order of precedence):
  - a. *MOVE TO LAY ON THE TABLE, OR TAKE FROM THE TABLE* (Second, not debatable, not amendable, simple majority)  
OBJECT: to lay aside business in such a manner that its consideration may be renewed later.  
FORM: "I move that this matter be laid on the table" or "I move to take from the table..."
  - b. *MOVE THE PREVIOUS QUESTION*  
(Second, not debatable, not amendable, two-thirds vote required.)  
OBJECT: to stop debate on the immediately pending question.  
FORM: "I move the previous question." Please note that merely calling "question" from the floor is not the same as a motion for the previous question and does not obligate the moderator take a vote.
  - c. *MOVE TO POSTPONE TO SET TIME*  
(Second, debatable, amendable, simple majority)  
OBEJECT: unlike tabling, the business is considered at a later time without needing to be "taken from the table."  
FORM: "I move that this matter be postponed to..."  

*MOVE TO COMMIT, REFER, OR RECOMMIT*  
(Second, debatable, amendable, simple majority)  
OBJECT: to place the business in the hands of a few for later reporting to the Conference (for major changes)

FORM: "I move that this matter be referred to a committee of ...to be names by... with instruction..."

d. *MOVE TO AMEND*

(Second, debatable, amendable, simple majority)

FORM: "I move to amend the motion by striking out...."

"I move to amend the motion by inserting...between...and..."

"I move to amend the motion by adding....after...."

"I move to amend the motion by striking out....and inserting...."

"I move to amend by striking out... and substituting this (read or state the substitute.)"

III. When you want to take an action governing the conduct of business, you may introduce:

a. *PRIVILEGED AND INCIDENTAL MOTIONS*

**Motions that take precedence over any pending question although not related to that question. Not debatable.**

i. Move to adjourn or recess

OBJECT: to dismiss a meeting or to provide for an intermission

FORM: "I move that we adjourn...(recess while...or until...)"

ii. Raise a question of privilege

OBJECT: to get the attention of the moderator at once, to ask a question, or to attend to some matter that cannot wait.

FORM: "I rise to a question of privilege."

iii. Rise to a point of order

OBJECT: to raise the question as to whether there has been a breach of order.

FORM: "I rise to a point of order."