

Parliamentary Procedure

When any member desires to speak, he shall raise his hand, wait to be called upon, and address himself to "Mr. Speaker" in the House and to "Mr. President" in the Senate. Then the member shall speak and give his name and university.

When two or more members raise their hand at the same time, the presiding officer shall decide who is to speak first. The mover of any proposition or patron (author) of a bill shall have the right to open and close the debate.

No member shall speak more than twice on the same subject without the suspension of the rules. In addition, he may answer questions addressed to him.

When a member obtains the floor on recognition from the presiding officer, he must confine his remarks to the subject under debate.

INCIDENTAL MOTIONS

A. Suspension of the Rules This is a motion to suspend the operations of the rules of order that the particular body has adopted in order to permit the consideration of some pressing matter out of its usual place.

B. Point of Order The Chairman is of course in constant charge of the meeting, enforcing the rules of the order and principles of Parliamentary Law and calling to order members whose language is unduly violent or discourteous. A point of order may be called to the attention of the chairman at any time by raising the hand and stating "point of order."

C. Appeal The appeal from a ruling of the Presiding officer may be made by any member. The questions are put in the form: "Shall the decision of the chair be sustained?" The "Ayes" therefore, vote for the chair and the "Nays" in favor of appeal. A tie vote sustains the chair.

D. The Previous Question Any member can call for the previous question by addressing the Presiding officer in the membership. The motion for the previous question may be adopted by a majority vote of the membership.

The adoption of such that a motion has the effect of cutting off all debate and further amendments which might be offered, and brings the membership to a direct vote upon the immediate question. The motion is usually made upon a bill or an amendment to a bill. After the adoption of the previous question, the patron of the bill shall have the right to close the debate. The debate is then on the previous question.

HOW TO AMEND A BILL

The amendment must be written in legible writing and presented to the clerk of the House/Senate. The amendment must clearly state which section it is to amend to be effective. An amendment may be offered by any member at the time the bill is before the membership for consideration. An amendment may be offered by any member at the time the bill is before the membership for consideration. An amendment is adopted by a majority vote.