

“CORNHUSKER” GIRLS STATE - 2019

PARLIAMENTARY PROCEDURE GUIDELINES

MAKING A MOTION

A. Purpose of a Motion

Motions are the main means to get things done using parliamentary procedure. Informal discussion helps develop opinions, but to get action, a motion must be:

1. Introduced.
2. Seconded by another member.
3. Restated by the Chair.

B. Procedure for Making a Motion

1. Member rises, addresses the Chair, and waits for recognition by the Chair before proceeding.
“Madame Chairperson.”
2. The Chair recognizes the member. *“The Chair recognizes (name/title).”*
3. Member states her proposal. *“Madame Chairperson, I move that...”*

NOTE: The member should state the motion clearly and simply, and give a written copy of the motion to the Secretary. Forms for filing motions are available during party conventions and from the Pages during Legislative Sessions.

4. The Chair calls for a second. *“Is there a second for the motion?”*
5. Member seconds the motion. *“I second the motion.”*
6. **If no second** for the motion, Chair states: *“The motion is lost for want of a second.”*
7. **If seconded**, Chair re-states the motion. *“It has been moved and seconded that...”*
8. Discussion and Amendments.
9. Vote.

DEBATING A MOTION

A. Rules of Debate

1. No member can speak without recognition from the Chair.
2. The original mover of the motion has the right to speak first.
3. The Chair should alternate speakers, pro/con, if possible.
4. No member shall speak a second time until those who wish to speak a first time are given the opportunity.

B. Terminating the Debate/Voting.

1. The Chair can terminate the debate. *“Is the membership ready to act on the question/motion?”*

NOTE: The Chair cannot proceed until she feels the question has been debated adequately, unless she is working with a time constraint. If there seems to be opposition to taking a vote, the Chair may call for a voice vote to see if the membership would like to move to the question at hand.

2. A member may move to close the debate. *“I move the previous question.”*

NOTE: This motion, if recognized by the Chair, cannot be debated and must be voted on immediately. It requires a 2/3 vote.

3. Chair calls for a vote to move the question. *“All in favor of bringing the motion to a vote, say ‘aye’, all opposed say ‘nay’.”*
4. Chair brings the main motion to a vote. *“All in favor of the motion to (restate the motion) say ‘aye’; all opposed say ‘nay’.”*
5. The Chair calls the outcome of the vote. *“The ‘ayes’ have it, the motion is carried” or “The ‘nays’ have it, the motion is defeated.”*

NOTE: Most votes at Girls State will be viva voce (voice vote), in the interest of saving time. The Chair has the ultimate decision in which side wins the vote, however, a member may (after the Chair has announced the result, but before she pounds the gavel) call “Division”. If the Chair entertains the request for Division, votes must be counted by hand. This is a rather time-consuming process.

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AMENDING A MOTION

A. TYPES OF AMENDMENTS

1. Amendment by Addition (insertion).

Example of Motion: “*I move that Cornhusker Girls State send Senators to Girls Nation to represent Nebraska.*”

The procedure to amend this motion would be:

Proposer: “I move to amend the motion by *inserting* the word *two* before the word *Senators*.”

Presiding Officer (after hearing a second): “It has been moved and seconded to amend the motion by *inserting* the word *two* before the word *Senators*.”

Presiding Officer: “Is there any discussion on the amendment?” (*When appropriate, calls for a vote*). “Is there any discussion on the amendment as amended?”

2. Amendment by Deletion (striking out).

Proposer: “I move to amend the motion by deleting the words *to represent Nebraska*.”

Presiding Officer (after hearing a second): “It has been moved and seconded to amend the motion by *deleting* the words *to represent Nebraska* from the main motion. The motion, if amended, would read: *that Cornhusker Girls State send Senators to Girls Nation*. Is there any discussion on the amendment?”

3. Amendment by Striking Out and Inserting.

Proposer: “I move to amend the motion by *striking out* the word *Senators* and *inserting* in its place the words *its Executive Committee*.”

Presiding Officer (after hearing a second): “It has been moved and seconded to amend the motion by *striking out* the word *Senators* and *inserting* the words *its Executive Committee* in its place. The motion, if amended, would read: *that Cornhusker Girls State send the Executive Committee to Girls Nation*. Is there any discussion on the amendment?”

4. Amendment by Substitution.

Proposer: “I move to amend the motion by *substituting* for it the following motion: *I move that Cornhusker Girls State send two Senators to Girls Nation in order to represent the issues presented at the Girls State session in Nebraska*.”

Presiding Officer (after hearing a second): “It has been moved and seconded to *substitute* the motion at hand with the motion: *that Cornhusker Girls State send two Senators to Girls Nation in order to represent the issues presented at the Girls State session in Nebraska*. Is there any discussion on the amendment?”

B. PROCEDURE FOR MOTION TO AMEND

1. Member rises and addresses the Chair. “*Madame Chairperson*.”
2. Chair recognizes member. “*The Chair recognizes (name/title)*.”
3. Member states motion to amend. “*I move to amend the main motion by (inserting) (adding) (striking out and inserting) (substituting)...*”

NOTE: See specific examples of how to word amendments. All amendments should be stated clearly and written out for the Secretary on the forms available.

4. Member seconds the motion to amend. “I second the motion.”
5. Chair restates the amendment and motion as amended. “*It has been moved and seconded to amend the motion by... The motion, if amended, would read...*”
6. Chair calls for discussion on the amendment. “*Is there any discussion on the amendment?*”

NOTE: At this time, the decorum for debate is followed. Amendments may be amended at this time, but no amendment may be amended to a third degree. Keep in mind, though, that “*amendments to an amendment*” are very time-consuming and should be avoided if possible.

7. Chair or member terminates the debate on the amendment.
 - a. CHAIR: “*Is the membership prepared to vote on the amendment?*”
 - b. MEMBER: “*I move the previous question*.”
8. Chair puts the amendment to a vote. “*All those in favor of the amendment to (state change) say ‘aye’; all those opposed say ‘nay’.*”