



**MODULE B - PROCESS**

**SUBMODULES**

- B1. Organizational Structure*
- B2. Standards Development: Roles and Responsibilities*
- B3. Conformity Assessment: Roles and Responsibilities*
- B4. Initiating Standards Projects*
- B5. Consensus Process for Standards Development*
-  *B6. The Basics of Parliamentary Procedure*
- B7. The Appeals Process*
- B8. International Standards Development*
- B9. ASME Conformity Assessment Programs*
- B10. Performance Based Standards*


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**Module B - Process**

<b>REVISIONS</b>		
<b>DATE</b>	<b>SLIDE</b>	<b>CHANGE</b>
8/25/06		This submodule was reviewed, but no revisions have been made.

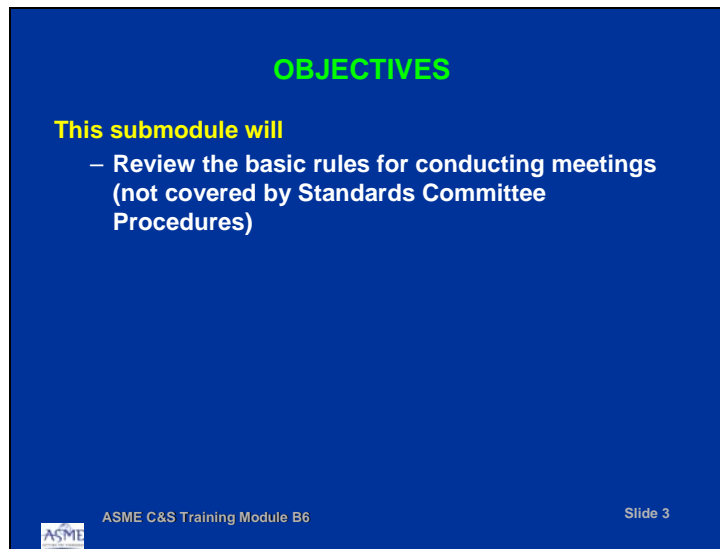
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*B6. The Basics of  
Parliamentary Procedure*



**B6. The Basics of Parliamentary Procedure**



**OBJECTIVES**

**This submodule will**

- Review the basic rules for conducting meetings (not covered by Standards Committee Procedures)

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**Objectives**

The objective of this submodule is to familiarize participants with the basic rules for conducting meetings. These rules are generally not covered in Standards Committee Procedures.

**AGENDA**

- I. Introduction**
- II. Types of Motions**
- III. Procedures for Handling Motions**
- IV. Modifying Motions**

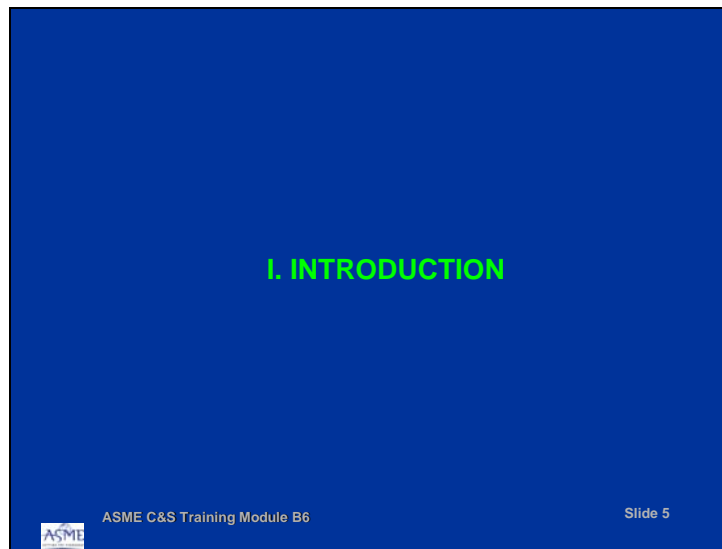
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Slide 4

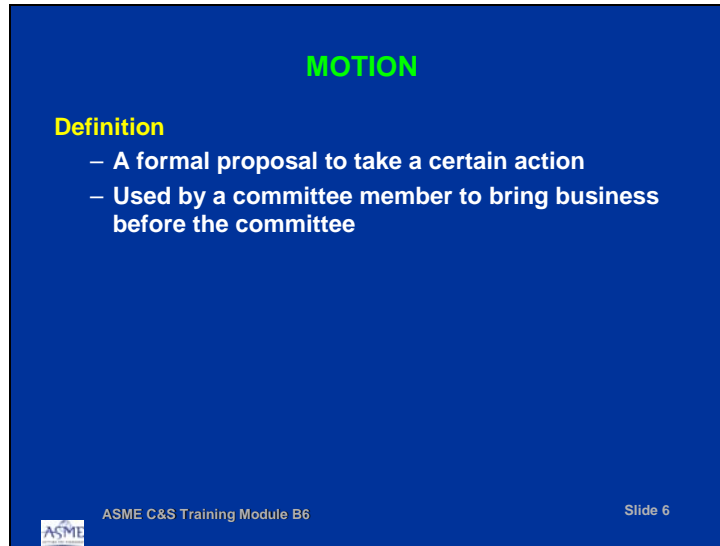
**Agenda**

The basic rules for conducting meetings are really the rules for introducing and acting on motions. This submodule will therefore follow the above agenda.



**Part I – Introduction**

Let's begin by explaining what a motion is and where these rules for using motions come from.



**MOTION**

**Definition**

- A formal proposal to take a certain action
- Used by a committee member to bring business before the committee

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**Motion**

Definition:

A motion is a formal proposal to a committee or other body to take a certain action. Motions are used by individual committee members to bring business before the committee.

**ROBERT'S RULES OF ORDER**

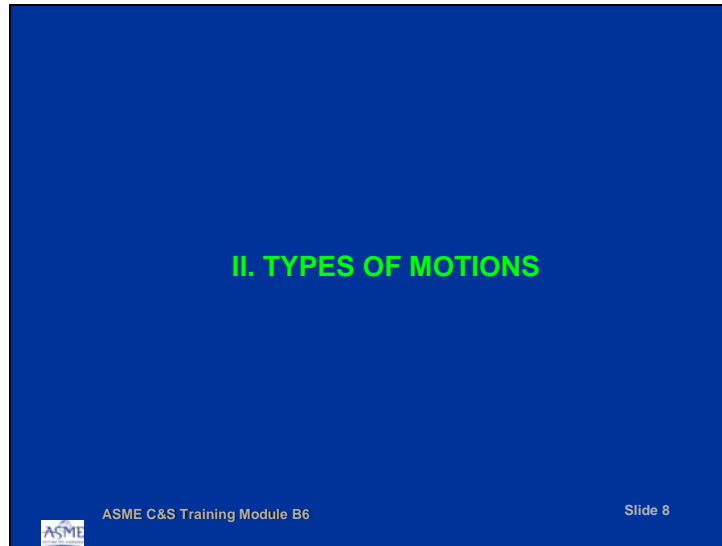
- **Use**
  - Generally accepted manual of parliamentary procedure
  - Standards Committee Procedures take precedence
  - Robert's Rules used when parliamentary issue not addressed by Standards Committee procedures

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### **Robert's Rules of Order**

The rules for making and considering motions come from Robert's Rules of Order. Robert's Rules of Order is the generally accepted manual of basic parliamentary procedure. Standards Committee Procedures take precedence over Robert's Rules of Order in the conduct of committee business, but do not address the basic procedures we will cover here.





**Part II - Types of Motions**

Let's begin by looking at the various types of motions and how they are used.

**MOTIONS**

- **Types**
  - ➔ – Main Motion
  - Secondary Motion
    - Privileged Motion
    - Incidental Motion
    - Subsidiary Motion
  - Motion that Brings a Question Again Before the Committee

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## **Motion**

Types:

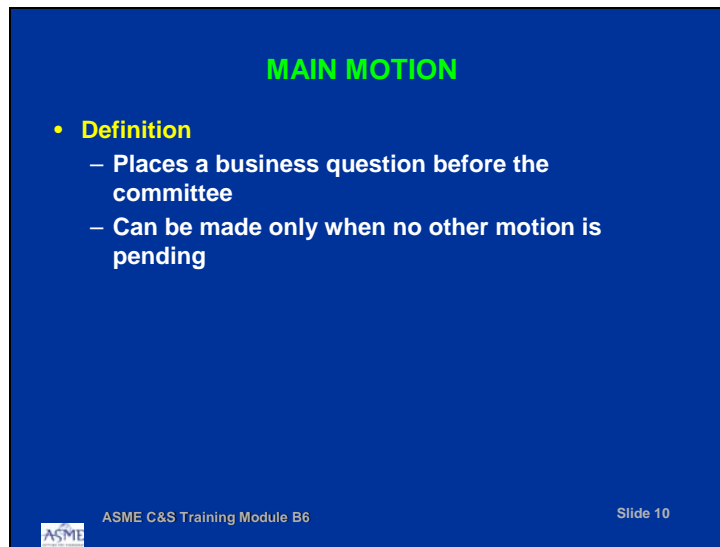
There are three general categories of motions, which will be defined in the next few slides:

A Main Motion

A Secondary Motion. There are three types of Secondary Motions: Privileged, Incidental and Subsidiary.

Lastly, there is the motion to Reintroduce a Previous Question, officially known as a Motion that Brings a Question Again Before the Committee.

Let's take a closer look at each of these, starting with Main Motion.



The image shows a blue rectangular slide with the title "MAIN MOTION" in green text at the top center. Below the title is a bulleted list with a yellow bullet point for "Definition" and two white hyphenated items. At the bottom left is the ASME logo, and at the bottom center and right are the text "ASME C&S Training Module B6" and "Slide 10" respectively.

**MAIN MOTION**

- **Definition**
  - Places a business question before the committee
  - Can be made only when no other motion is pending

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Slide 10

## **Main Motion**

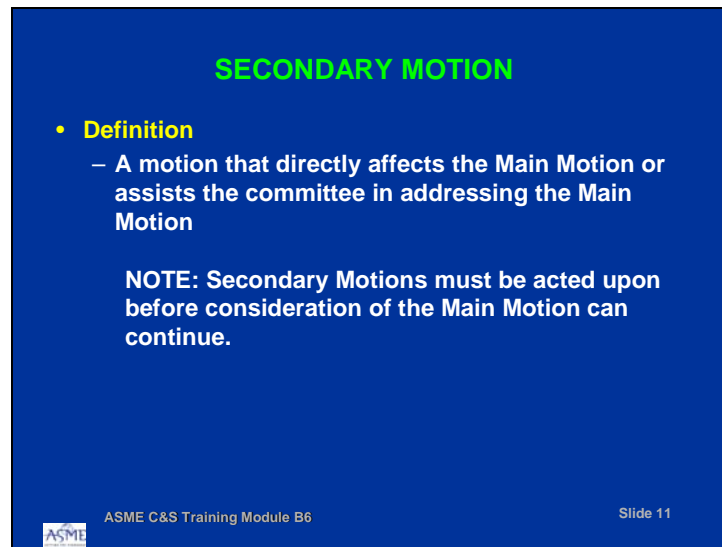
### **Definition:**

The Main Motion is the most important form of motion as it places a business question (e.g., a revision or appointment) before the committee.

The Main Motion sets a pattern from which all other types of motions are derived.

A Main Motion can only be made while no other motion is pending. In other words, only one Main Motion can be considered at a time.

When put to a vote, the Main Motion is referred to as “the question.”



**SECONDARY MOTION**

- **Definition**
  - A motion that directly affects the Main Motion or assists the committee in addressing the Main Motion

**NOTE: Secondary Motions must be acted upon before consideration of the Main Motion can continue.**

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## Secondary Motion

### Definition:

A Secondary Motion is a motion that directly affects the Main Motion or assists the committee in addressing the Main Motion. Its relationship to the main question is such that it can be considered while a Main Motion is pending without violating the principle of taking up only one question at a time.

**NOTE:** Whenever a Secondary Motion is made and admitted by the Chair, it must be acted upon or disposed of before direct consideration of the Main Question (Motion) can continue.

The slide features a dark blue background with the title "SECONDARY MOTIONS" in green. Below the title is a bulleted list: "Types and hierarchy" followed by three sub-points: "Privileged Motion" (in orange), "Incidental Motion", and "Subsidiary Motion". To the right of the list is a diagram showing "HIGH" above "LOW" with a downward-pointing yellow arrow. At the bottom left is the ASME logo, and at the bottom center is the text "ASME C&S Training Module B6". At the bottom right is the text "Slide 12".

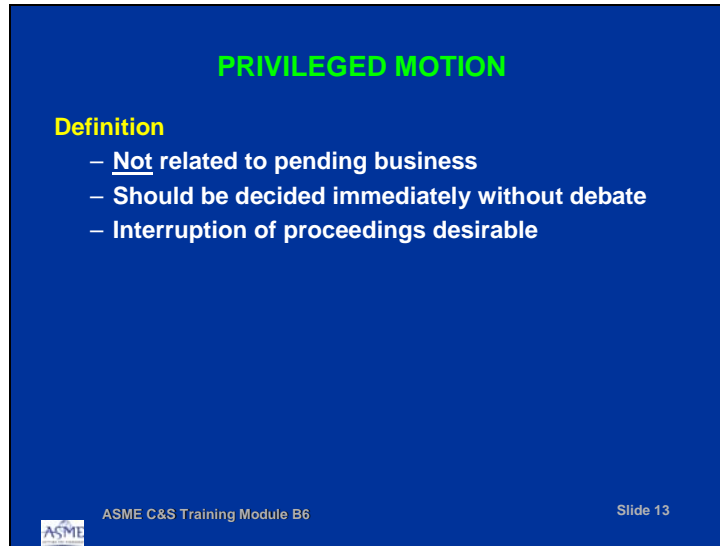
### Secondary Motions

Types and hierarchy:

There are three types of Secondary Motions: Privileged Motion, Incidental Motion and Subsidiary Motion.

Just as a Secondary Motion must be addressed before the group continues with the Main Motion, certain types of Secondary Motions must be addressed before others. A Privileged Motion takes precedence over an Incidental Motion which takes precedence over a Subsidiary Motion.

We will address them in descending order of precedence, starting with **Privileged Motion**.



**PRIVILEGED MOTION**

**Definition**

- Not related to pending business
- Should be decided immediately without debate
- Interruption of proceedings desirable

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### **Privileged Motion**

Definition:

Privileged Motions do not relate to pending business, but do concern special matters which should be decided immediately and without debate.

**PRIVILEGED MOTIONS**

- **Common Privileged Motions**
  - **Question of Privilege**
  - **Recess**
  - **Fixing a Time to Adjourn**

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### **Privileged Motions**

Common Privileged Motions:

Raising a **Question of Privilege** asks that a question regarding the rights or comforts of the committee or one of its members be considered immediately, e.g., issues related to heating, lighting, or sound; or to the conduct of a visitor.

A motion to **Recess** is a motion to take a break in the proceedings but not close the meeting.

A motion to **Adjourn** is a motion to close the meeting.

**SECONDARY MOTIONS**

- **Types and hierarchy**
  - Privileged Motion
  - **Incidental Motion**
  - Subsidiary Motion

HIGH  
↓  
LOW

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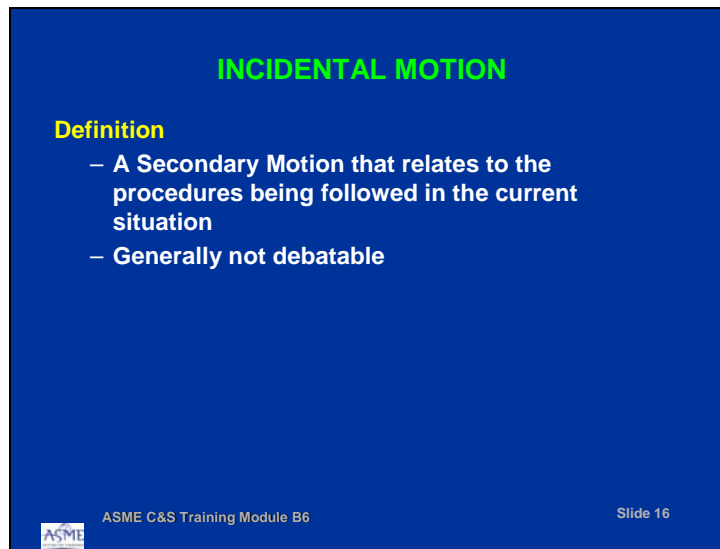
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Slide 15

### Secondary Motions—Incidental Motions

We will now discuss **Incidental Motions**, which have the second highest precedence among Secondary Motions.





**INCIDENTAL MOTION**

**Definition**

- A Secondary Motion that relates to the procedures being followed in the current situation
- Generally not debatable

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### **Incidental Motion**

**Definition:**

An Incidental Motion relates to the procedures being followed in the current situation. An Incidental Motion is only applicable to its own special circumstance whereas Subsidiary Motions are applicable to any Main Motion over the entire time the motion is pending. Most Incidental Motions are not debatable.

**INCIDENTAL MOTIONS**

- **Common Incidental Motions**
  - **Point of Order**
  - **Appeal**
  - **Suspend the Rules**
  - **Division (by question or by assembly)**

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### **Incidental motions**

These are some commonly used Incidental Motions. No precedence is indicated by their order.

A **Point of Order** motion is a motion made when a member believes that the rules of the Committee are being violated. The Chair must rule if there is a point of order and enforce the rules in effect.

A motion to **Appeal** is a motion questioning a ruling by the Chair. This motion must be seconded and, once seconded, voted on by the Committee, that is, the Committee must decide whether the Chair has ruled in the appropriate manner.


A motion to **Suspend the Rules** is a motion that is made when the committee wishes to do something that it cannot do without violating one or more of its regular rules. When business is pending, this motion takes precedence over any motion if it is for a purpose connected with that motion. This motion is not debatable.

A motion for **Division of a Question** is a motion to divide the current question (motion) into parts (topics, paragraphs, etc.) and act on each as separate Main Motions.

A motion for **Division of Assembly** is a motion to take a more detailed recount of a voice vote.

**POP QUIZ #1**

**A committee member believes that the committee is not following the proper procedure.**



1. What motion should he make? \_\_\_\_\_
2. Will the committee vote on his motion? \_\_\_\_\_

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**Pop Quiz #1**

Answers:

Point of Order

No. The committee Chair will make a ruling.

**POP QUIZ #2**  
**(Extra Credit)**



The committee member in the previous question is not satisfied with the Chair's ruling on his Point of Order.

1. What motion should he make? \_\_\_\_\_
2. Will the committee vote on his motion? \_\_\_\_\_

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**Pop Quiz #2 (Extra Credit)**

Answers:

Appeal

Yes

**POP QUIZ #3**  
**(Tie Breaker)**



The Main Motion has many parts and the committee is having difficulty focusing on any one part long enough to discuss it thoroughly.

What motion might you make to allow this committee to deal with this complex Main Motion more effectively? \_\_\_\_\_

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**Pop Quiz #3 (Tie Breaker)**

Answer:

You might move to Divide the Question. This would force the committee to debate each part separately.

**SECONDARY MOTIONS**

- **Types and hierarchy**
  - Privileged Motion
  - Incidental Motion
  - Subsidiary Motion

HIGH  
↓  
LOW

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### Secondary Motions—Subsidiary Motions

We will now discuss **Subsidiary Motions**, which have the lowest precedence among the Secondary Motions.

**SUBSIDIARY MOTION**

- **Definition**
  - A Secondary Motion that proposes an action that assists the committee in treating and disposing of the Main Motion

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### **Subsidiary Motion**

Definition:

A Subsidiary Motion proposes an action that assists the committee in treating and disposing of the Main Motion

**SUBSIDIARY MOTIONS**

- **Common Subsidiary Motions**
  - Lay on the Table (or “Table”)
  - Previous Question (or “Call the Question”)
  - Limit or Extend limits of debate
  - Postpone to a Certain Time
  - Refer (to another committee)
  - Amend
  - Postpone indefinitely

HIGH  
↓  
LOW

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### Subsidiary Motions

The following are some commonly used Subsidiary Motions. They are listed in order of precedence, high to low.

A motion to **Lay on the Table** is a motion to lay the pending question aside temporarily when something else of an immediate urgency has arisen. (NOTE: This motion is often incorrectly used in place of the motion to **Postpone to a Certain Time**, which is used to defer judgment to a certain time when no more pressing issue exists.)

A motion to **Previous Question** is a motion to bring the Committee to an immediate vote on one or more pending questions. This motion immediately closes debate and the making of any additional Subsidiary Motions except for the motion to Lay on the Table. The motion is typically requested by a “call for the question”.

A motion to **Limit or Extend limits of debate** is a motion to reduce or increase the number or length of speeches permitted; or to specify a length of time after which debate shall be closed and the question put to vote. This motion cannot immediately close debate.

A motion to **Postpone to a Certain Time** is a motion to put off action on the Main Motion to a definite day, hour, or after a certain event. This motion can be moved regardless of how much debate there has been on the motion it proposes to postpone.

A motion to **Refer** is a motion to send the question (motion) to a small group of selected persons, such as a sub-committee, so that the question may be carefully investigated and placed into better condition for the committee to consider.


A motion to **Amend** is a motion to modify Main Motion wording before it has been acted upon.

A motion to **Postpone indefinitely** is a motion to decline taking a position on the Main Motion. Its approval kills the Main Motion and avoids a direct vote on the question. It is useful in disposing of a badly chosen Main Motion that cannot be either adopted or rejected without possibly undesirable consequences.



**POP QUIZ #4**

**What type of motion should a committee member make?**



1. To force an immediate vote on the Main Motion? \_\_\_\_\_
2. To put the current Main Motion aside so that another motion can be considered? \_\_\_\_\_
3. To kill the Main Motion? \_\_\_\_\_
4. To get further information from a subcommittee before voting on the Main Motion? \_\_\_\_\_

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**Pop Quiz #4**

Answers:


Move to Call the Question (or Previous Question)

Move to Table (or Lay on the Table)

Move to Postpone Indefinitely

Move to Refer

**POP QUIZ #5**  
**(Extra Credit)**



**A committee has decided that it would be better to wait until a key regulatory body has issued its expected guidelines before acting on a motion to revise its standard. What motion(s) should be made?**

- a. A motion to “Refer”
- b. A motion to “Table”
- c. A motion to “Postpone Indefinitely”
- d. A motion to “Postpone to a Certain Time”
- e. A motion to “Extend Debate”

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**Pop Quiz #5 (Extra Credit)**

Answer:

d. A Motion to Postpone to a Certain Time

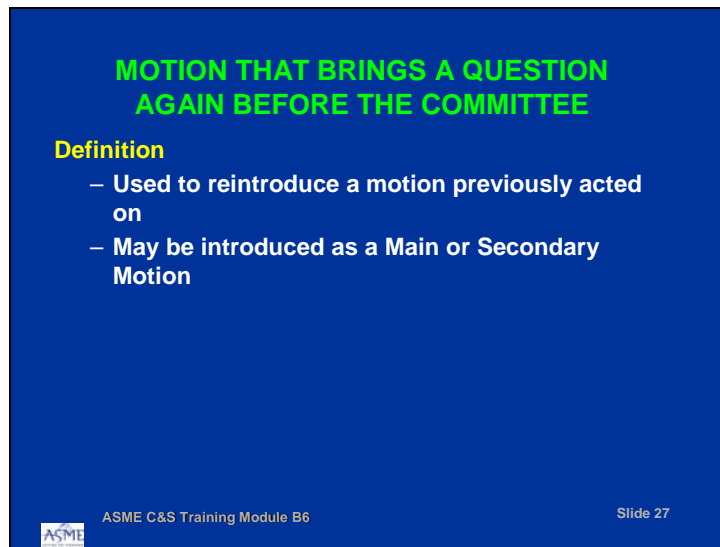
**MOTIONS**

- **Types**
  - Main Motion
  - Secondary Motion
    - Privileged Motion
    - Incidental Motion
    - Subsidiary Motion
  - – Motion that Brings a Question Again Before the Committee

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### **Motion—Last Type**

We have just reviewed all the subtypes of Secondary Motions. We will now discuss the last type of motion, namely, the **Motion that Brings a Question Again Before the Committee**.



**MOTION THAT BRINGS A QUESTION AGAIN BEFORE THE COMMITTEE**

**Definition**

- Used to reintroduce a motion previously acted on
- May be introduced as a Main or Secondary Motion

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**Motion that Brings a Question Again Before the Committee**

Definition:

These motions:

Are used to reintroduce an item which was acted on previously

May be introduced as either a Main Motion or Secondary Motion, as appropriate

**MOTION THAT BRINGS A QUESTION AGAIN BEFORE THE COMMITTEE**

- **Commonly used motions**
  - **Take from the Table**
  - **Reconsider**
  - **Rescind**
  - **Amend (something previously approved)**

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### **Motion that Brings a Question Again Before the Committee (cont'd)**

Here are some common types:

A motion to **Take from the Table** is a motion to make pending again a motion that was previously laid on the table.

A motion to **Reconsider** is a motion to allow further consideration of a motion which has already been voted on. It is used to correct hasty, ill-advised or erroneous actions, or to take into account new information or a change in situation that has developed since the taking of the vote.

NOTE: This motion can only be made by an individual who voted on the prevailing side of the original motion.

A motion to **Rescind** is a motion to cancel or countermand a previous action. The effect of a rescind motion is to strike out an entire Main Motion, resolution, paragraph or rule (etc...) that has been adopted at some previous time.

The motion to **Amend (something previously approved)** is used if it is desired to change only a part of the text, or to substitute a different version.


**POP QUIZ #6**

A committee member makes a motion to  
"Call the Question." (a)

Immediately another member makes a  
motion to "Recess." (b)

A third then raises a "Point of Order." (c)

In what order should the Chair consider these three  
motions? \_\_\_\_\_



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**Pop Quiz #6**

Answer:


The motions should be considered in this order:

- b. Recess (a Privileged Motion)
- c. Point of Order (an Incidental Motion)
- a. Call the Question (a Subsidiary Motion)

**POP QUIZ #7**  
**(Extra Credit)**

The committee has just voted on the Main Motion and approved it. One of the dissenting members of the committee makes a motion to "Reconsider."

Can she do this? \_\_\_\_\_

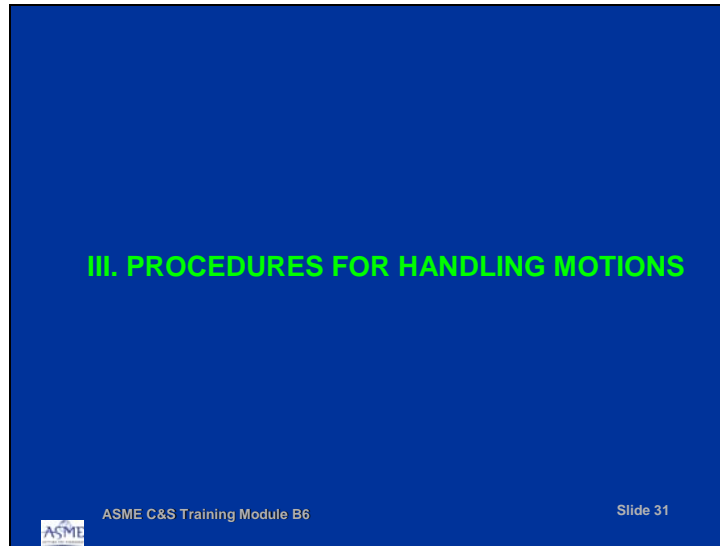


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**Pop Quiz #7 (Extra Credit)**

Answer:

No. Only members who voted in favor of the motion can move to Reconsider.



**Part III - Procedures for Handling Motions**

In this next part, we'll review the procedures for introducing and acting on a motion.



**STEPS FOR HANDLING A MOTION**

- **Motion brought before committee**
  1. Speaker is recognized and makes a motion.
  2. Motion is seconded.
  3. Chair restates the motion to the Committee.
- **Motion considered**
  4. Committee debates the motion.
  5. The vote is taken.
  6. Chair announces whether the motion was adopted or not.

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### **Steps for Handling a Motion**

The procedures for handling motions may vary slightly depending on the type of motion but, generally speaking, there are six essential steps in the handling of a motion.

These steps can be divided into two groups:

The steps by which a motion is brought before and accepted by the committee

The steps by which the motion is considered and voted on

Let's begin with the first group.

**STEPS FOR HANDLING A MOTION**

- **Motion brought before committee**
  1. Speaker is recognized and makes a motion.

Exceptions: Recognition by chair not required for:

- Question of Privilege
- Point of Order
- Appeal
- Point of Information
- Division (recount)

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### Steps for Handling a Motion (cont'd)

#### Step 1 - Speaker is recognized and makes a motion

The process begins with the speaker (the person who wants to make the motion) being recognized by the Chair and allowed to state his or her motion.

Exceptions: Some motions are so important that the maker can interrupt the current speaker and not even wait to be recognized by the chair. These motions include:


Question of Privilege

Point of Order

Appeal

Point of Information

Division (recount if vote is close)



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**STEPS FOR HANDLING A MOTION**

- **Motion brought before committee**
  1. Speaker is recognized and makes a motion.
  2. Motion is seconded.


**Exception: Motions which allow you to interrupt a speaker (except Appeal) do not require a second.**

### **Steps for Handling a Motion (cont'd)**

#### **Step 2 - Motion is seconded**

A motion must next be seconded. If there is no second, the Chair must note that the item is not to be before the Committee.

Some motions do not require a second. Generally, if Robert's Rules of Order allow you to interrupt a speaker, you do not need a second. The exception to this is the motion to Appeal (a Chair's ruling) which requires a second.



**STEPS FOR HANDLING A MOTION**

- **Motion brought before committee**
  1. Speaker is recognized and makes a motion.
  2. Motion is seconded.
  3. **Chair restates the motion to the Committee.**
    - Maker may withdraw or modify without consent before restatement.
    - Once restated, the motion becomes “Pending.”

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### **Steps for Handling a Motion (cont'd)**

#### **Step 3 - Chair restates the motion to the committee**

The Chair next restates the motion to the committee to ensure that it is clearly understood by all.

Until the Chair restates the motion, the maker has a right to withdraw or modify the motion without the Committee's consent.

After the Chair restates the motion, it is considered pending and is now open to debate. Any changes to the motion must be with the consent of the Committee.



**STEPS FOR HANDLING A MOTION**

- **Motion considered**
  4. The Committee debates the motion.
    - Chair must recognize speakers
    - Debate confined to pending question
    - Chair must not take a position
    - Chair cannot interrupt without cause

Exceptions: Motion is not debated if debate would defeat purpose of motion. Examples:

Recess	Lay on the Table
Previous Question	Division
Limit or Close Debate	

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### Steps for Handling a Motion (cont'd)

#### Step 4 - The committee debates the motion

Individuals must be recognized by the Chair before speaking. All individuals requesting to speak on the issue must be acknowledged prior to allowing an individual to make a second speech on the debate.

The debate must be confined to the merits of the pending question.

The Chair should not enter into the discussion of the merits of the pending question. If he/she wishes to enter the debate, he/she should leave the chair—by appointment of the Vice Chair—until the pending business is disposed of.

The Chair cannot interrupt the person who has the floor so long as that person does not violate any rules and no disorder arises.

Exceptions: Some motions may not be debated because the debate would defeat the purpose of the motion. These motions include:

Recess

Lay on the Table

Limit or Close Debate

Previous question (to call the question)

Division

**STEPS FOR HANDLING A MOTION**

- **Motion considered**
  4. The Committee debates the motion.
  5. The vote is taken.

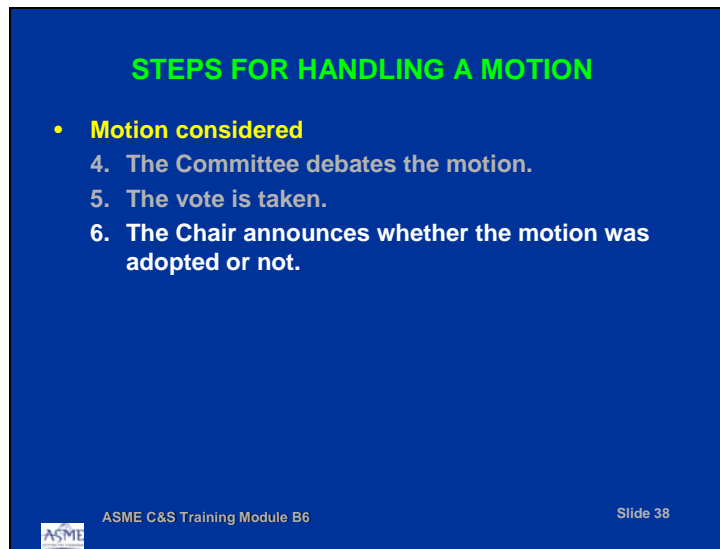
Exceptions: No vote required on:  
Question of Privilege  
Point of Order  
Division of the Assembly

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### **Steps for Handling a Motion (cont'd)**

#### **Step 5 - The vote is taken**

The Chair asks for the affirmative votes first, then the negative votes.  
Some motions are made and passed without voting. These include:  
Question of Privilege  
Point of Order  
Division of the Assembly



**STEPS FOR HANDLING A MOTION**

- **Motion considered**
  4. The Committee debates the motion.
  5. The vote is taken.
  6. **The Chair announces whether the motion was adopted or not.**

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**Steps for Handling a Motion (cont'd)**

**Step 6 - The Chair announces whether the motion was adopted or not**

Finally, the Chair announces whether the motion was adopted or not.

**STEPS FOR HANDLING A MOTION  
(Summary)**

- **Motion brought before committee**
  1. Speaker is recognized and makes a motion.
  2. Motion is seconded.
  3. Chair restates the motion to the Committee.
- **Motion considered**
  4. The Committee debates the motion.
  5. The vote is taken.
  6. The chair announces whether the motion was adopted or not.

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### **Steps for Handling a Motion - Summary**

This completes our review of the six steps for handling a motion.

Although, as we've seen, there are cases where some of these steps do not apply, all steps typically apply to Main Motions.

There are some additional cases where the steps would not apply. Let's look at these.



**UNANIMOUS CONSENT**

- **Procedure**
  - Chair says “If there is no objection...” and states proposed action
  - Motion adopted if no objection
- **Use**
  - Approval of minutes, appointments, etc.

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### **Unanimous Consent**

If the Chair believes that everyone is in agreement with the proposed motion, the Chair can propose to adopt the motion by unanimous consent. It is done in this way.

#### **Procedure:**

The Chair says “If there is no objection...” and states the action.

If no one objects, the six steps are skipped and the motion is considered adopted by unanimous consensus.

If someone objects, the Chair reverts to the normal six-step process.

#### **Use:**

This option is ideal for the approval of minutes of meetings, uncontested appointments, or friendly amendments.

**OUT-OF-ORDER MOTIONS**

- **Always out-of-order**
  - Motions which conflict with laws, constitution, or rules of the organization
  - Motions which present something already rejected during the same session
  - Motions which conflict with or present substantially the same question as one which has been temporarily disposed of
  - Motions which propose actions beyond the scope of the organization's bylaws.

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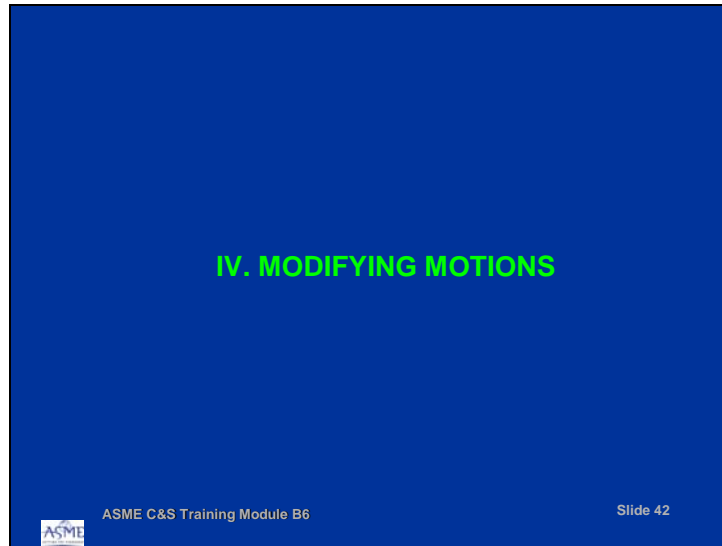
### **Out-of-Order Motions**

The following motions should always be ruled “out of order” and not accepted for further action:  
Motions which conflict with laws (federal, state, or local), or with bylaws, constitution, or rules of the organization;

Motions which present something already rejected during the same session, or conflict with a motion already adopted;

Motions which conflict with or present substantially the same question as one which has been temporarily disposed of (meaning, Postponed, Laid on Table, Referred to Committee, or Being Reconsidered);

Motions which propose actions beyond the scope of the organization's bylaws.



### **Part IV - Modifying Motions**

Motions—as originally stated—are rarely perfect for everyone. We'll end this submodule by examining the ways in which a motion can be modified.

**MODIFYING A MOTION**

- **Before restatement**
  - By informal suggestion to maker
  
- **After restatement, prior to vote**
  - By maker's request for unanimous consent
  - By motion to **Amend**
  - By motion to **Substitute**

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## Modifying a Motion

How one modifies a motion depends on whether or not the Chair has restated the motion. Before restatement, the motion is still the property of the maker. During this period, members can offer modifying suggestions and the maker can modify the motion without committee approval.

After restatement, the motion belongs to the committee as a whole and modifications must be made as follows:

The maker of the motion may request unanimous consent from the members to a certain modification. Before the motion is voted on, any member can make a motion to Amend the motion in a specified way. These proposed changes must be seconded and may be further amended and/or debated. Motions may be amended by inserting new words or paragraphs, striking out words or paragraphs or both. Sometimes a motion is so complex that the only way to revise it is to reject it completely and substitute a more appropriate version. Any member may do this by urging that the original motion be rejected and offering to propose a simpler version. If the complex motion is defeated, then any member may make a motion to substitute.

NOTE: If a committee feels that further study is required before changes can be made, the members may vote to **Refer** the Main Motion to a Sub-Committee. A sub-committee typically proposes amendments when it returns a referred motion to a Standards Committee.

**MODIFYING A MOTION**

- **Exceptions**
  - Urgent motions can not be amended.
  - **Examples:**
    - Question of Privilege
    - Lay on or Take from Table
    - Point of Order
    - Appeal
    - Reconsider

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### **Modifying a Motion – Exceptions**

The more urgent motions can not be amended. These include:

- Question of Privilege
- Lay on/Take from the Table
- Point of Order
- Appeal
- Reconsider

**SOME CONCLUDING POINTS**

- **Keys to effective meetings**
  - A Chair who can focus the group on the issues, encourage meaningful debate, and facilitate the formation of clear actions
  - A competent committee membership
  - Adherence to appropriate procedures

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### **Some Concluding Points**

The keys to running an effective meeting are:

A Chair who can focus the group on the issues, encourage meaningful debate and facilitate the formation of clear actions

A competent committee membership

Adherence to appropriate procedures

**SUMMARY**

- I. Introduction**
- II. Types of Motions**
- III. Procedures for Handling Motions**
- IV. Modifying Motions**

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**Summary**

**REFERENCES**

- Robert’s Rules of Order Newly Revised, 10<sup>th</sup> Edition
  - [www.robertsrules.com](http://www.robertsrules.com)
- Robert’s Rules of Order, The Modern Edition – A Simplified, Updated Version of the Classic Manual of Parliamentary Procedure, Completely Revised by Darwin Patnode, Ph.D.

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**References**