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# RULES OF ORDER

FOR

SOCIETIES, CONVENTIONS,  
PUBLIC MEETINGS,  
AND LEGISLATIVE BODIES

BY

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## PREFACE.

Rules of order are not made by somebody and then applied; but they are laws established by long continued usage. In the absence of a rule to fit a case, the presiding officer must make a ruling, which, if followed for a long time, may become a rule of order. Also, every society may adopt a set of rules of its own, which in fact become by-laws, and if reasonable and legal, will govern that society where they conflict with other rules of order.

In parliamentary law, there is a want of uniformity growing out of the legislation of societies and the necessities of occasions. However, the tendency in this country is to follow the House of Representatives of the United States Congress. The main things to attain are order and expedition of business, and the rules govern best that secure these; but, for good reasons, dilatory motions and motions that will block business, for the purpose of securing freedom of speech and protecting the rights of the minority, are to be found in the best devised system. Consequently, it is no easy task to prepare a full code of parliamentary law that will attain all the ends desired and please everybody.

In preparing this manual, I have tried to give prominence to the rank and to the use of motions. These, and clearness, are some of the special merits that I claim for my work.

CHARLES M. SCANLAN.

Milwaukee, May 10, 1906.

# SCANLAN'S RULES OF ORDER.

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Sec. 1. **Motion, Question.** A motion is a proposition submitted to "The house" (convention, assembly, meeting, committee, etc.,) for its judgment and decision. All business should be brought before the house by a motion, which is called the "principal motion," and after it has been put by the presiding officer, it is the "main question." The house has control of the question, and the mover can not withdraw it without leave. A question that has been carried is usually designated as an "order," a "rule," or an "act." A society orders some thing done, makes rules and enacts by-laws.

Motions are divided (1) as to RANK, and (2) as to PRINCIPAL, SUBSIDIARY, PRIVILEGED, and INCIDENTAL.

Sec. 2. **Rank of Motions.** The rank of a motion is determined by the cause or neces-



sity giving rise to it. The word "rank" is used in its sense of relative grade, as the rank of an officer. While a question is before the house, a motion of equal or lower rank can not be made, unless otherwise specified; but one of higher rank may be made. Those motions having " $\frac{2}{3}$ " after them, require an affirmative (except "consideration of the question" requires a negative) vote of two-thirds, and all other motions require only a majority vote to pass them, unless the society has adopted some other rule.

Motions in bold-faced type are debatable. Those in capitals, become debatable when debatable motions are applied to them. For example, questions of privilege of the house or of a member, may have any motion below them, applied to them. To postpone to a certain time, is debatable on the question of postponement only. The following are "main" questions: To fix a time to which to adjourn, when no other question is before the house; To dissolve (adjourn *sine die*); To receive, adopt, reject, or re-refer, the report of a committee; To rescind; To reconsider a debatable question when no other question is before the house.

## Motions Rank as Follows:

1. Point of order.
2. Appeal from ruling on disorder.
3. Entry of motion to reconsider.
4. To fix a time to which to adjourn when another question is pending.  
To adjourn when time is fixed.  
To take recess when time is fixed.
5. QUESTION OF PRIVILEGE OF THE HOUSE  
Q. OF PRIVILEGE OF A MEMBER.  
Reading of Papers.  
Withdrawal of a question.  
To suspend a rule,  $\frac{2}{3}$ .
6. Orders of the day.  
To take up a question out of order,  $\frac{2}{3}$ .  
To make a special order of the day,  $\frac{2}{3}$   
To limit a debate,  $\frac{2}{3}$ .  
Consideration of the question,  $\frac{2}{3}$  noes.
7. To lay on the table.
8. The previous question,  $\frac{2}{3}$ .
9. **Appeals from the chair, except "2".**
10. **To postpone to time certain (\*).**  
**To commit (\*).**
11. **To amend (\*).**
12. **To postpone indefinitely (\*).**
13. **The principal motion.**

(\*) May be amended.

Sec. III. **SUBSIDIARY MOTIONS** are those which may be made concerning a question, to-wit:

**To Suppress Action:**

1. Point of order.
6. Objection to consideration,  $\frac{2}{3}$  yeas.
5. To withdraw a question.

**To Defer Action:**

7. To lay on the table.
10. To postpone to a future time.
10. To commit.

**To Expedite Business:**

5. To suspend a rule.  $\frac{2}{3}$ .
6. To take up out of order.  $\frac{2}{3}$ .
8. The previous question.  $\frac{2}{3}$ .
6. To limit debate.  $\frac{2}{3}$ .

**When the Form of the question is Bad:**

11. To divide the question.
10. To commit or recommit.

**When the question is unsatisfactory:**

11. To amend.

**To Avoid direct vote:**

12. To postpone indefinitely.

**When Reversal of Action is Desired:**

13. Reconsideration of question, "3".
13. To repeal.
13. To expunge from the record.

Sec. 4.     **Privileged Questions.**     Questions that effect the order, integrity or general welfare of the house, are privileged: that is a matter of business must give way to them. A speaker who has the floor may be interrupted a sufficient time to dispose of a "privileged question" that relates to order, or a "question of privilege," or the orders of the day. The other privileged questions can not be considered while a member has the floor or during the taking of a vote, and depend wholly on their rank. The following motions raise privileged questions:

To fix a time to which to adjourn when another question is before the house.

To take a recess, when time is fixed.

To adjourn, when time is fixed.

Question of order.

Question of privilege of the house.

Question of privilege of a member.

Orders of the day.

Sec. 5.     **Incidental Questions.**     Incidents occur in the transactions of a meeting, that require immediate action. Any question may raise one not forming an essential part of

it. Such questions are disposed of on their appearance. Here are the principal ones:

Appeal from the decision of the chair.

Entry of motion to reconsider.

To suspend a rule.

To obtain leave to read a paper.

To have a paper read.

**Sec 6. How To Make A Motion.** A member who desires to make a motion should stand and address the presiding officer, as "Mr. Chairman," ("Grand Knight," "Worthy Chief," or by whatever name the presiding officer is designated). Unless a member observes this rule, he is not entitled to notice, and he is out of order if he interrupts the meeting by talking or even standing. The presiding officer will recognize him by mentioning his name, as "Mr. Brown." If the chairman does not know his name, he will designate the member who is entitled to the floor by any applicable designation that will make known to the house who is recognized, as "the gentleman on my right," "the gentleman from Fox County," etc. Then the member will make his motion and immediately be seated. The ward-heelers' circumlocution, such as, "I move you, now, sir," "I

move this honorable body." "I move this house." "I beg leave to move the members," etc., are bad forms. Meetings are held to do business, and plain, respectful, direct motions are by far the best forms.

Sec. 7. **Seconding Motions.** A member need not wait to be recognized to second a motion. In fact he need not even rise for that purpose, but it is better to do so. This is a very important distinction between making and seconding motions. The following motions do not require a second:

A question of order.

Objection to consideration of a question.

A call for the orders of the day.

Sec. 8. **Routine Work.** The presiding officer usually does not wait for a motion to be made in unimportant matters or routine work, when a vote is required; but assumes that a motion has been made, and says: "It has been moved and seconded that," etc. If any one should raise the point of order that there is no motion before the house, there should be no vote taken unless a motion will be made and seconded. A good presiding officer expedites work under this rule.

Sec. 9. **Putting The Question.** The chairman should put the question so as to convey the intent of the mover in good form and language, and the secretary should so take it down. The chairman is not obliged to state the motion in a bungling form as presented by the mover. If the mover is not satisfied with the way the chairman puts the motion, he should rise to a question of privilege and state the motion in the form that he wants it, or ask leave to withdraw it, or ask leave to put it in writing.

As soon as the chairman states the motion, it is before the house. If it is a debatable question, it is ready for discussion. If it is not debatable, the chairman immediately puts it to a vote. No debate is proper before the question has been stated by the chairman.

The chairman puts the question in substantially the following forms: "Those in favor of the motion will signify the same by saying aye," or simply, "Those in favor of the motion, say aye." And then after waiting long enough for all to vote, he says: "Those opposed to the motion, signify the same by saying no," or simply, "Those opposed, say no."

If the vote is close the chairman says, "The

ayes (or noes) appear to have it." If a division of the house is called for or a standing vote asked for, it should be granted. If no such request is asked, the chairman announces that "The ayes have it," or "The noes have it," as the case may be. Up to the time that the negative is put, debatable questions are open for debate. Also, until the chairman has announced the vote, a member may change his vote.

**Sec. 10. Debating A Question.** Unless some other rule has been adopted, every member of a meeting has a right to be heard on a debatable question, not to exceed ten minutes. No member has a right to speak until he has been recognized by the presiding officer, nor has he the right to speak a second time until every other member who wants to speak, shall have been heard. The person making the motion should be allowed to speak on the question first. The presiding officer should then recognize alternately those for and against the motion. Also, every thing else being equal, he should recognize the most distant as frequently as the nearest, and the young as often as the old. Whenever there is a question before the



house that the presiding officer desires to support or oppose, he should first call some one to preside in his stead.

Sec. 11. **Floor.** When a member has the floor, the only purposes for which he may be interrupted, are:

A call to order.

A call for the orders of the day.

Objection to the consideration of the question.

A question of privilege.

Sec. 12. **Secretary.** The secretary should write a note of every motion and its mover's name, and when the motion is not in writing, he should take it down fully as stated by the chairman. All minutes should be written first on waste sheets that should be preserved until after the minutes are adopted and subsequently transcribed into the book kept for that purpose. All documents belonging to the files and records should be kept by the secretary, and when required to be read, be read by him.

Sec. 13. **Treasurer.** The treasurer should receive no money without a written entry of the amount, the name of giver, and the purpose for which it was given; and he should pay

out no money only as appropriated, and then he must take and keep a voucher (receipt or order) therefor. This rule cannot be violated without great danger of the treasurer's being accused of dishonesty, although his only fault may be incompetency.

Sec. 14. **Member's Duty.** Every member is in law and honor bound to observe order and be respectful to the presiding officer and the other members. No personal matters that occurred outside of the meeting can be discussed; nor can personalities be used in the meeting. A member who violates this rule is "out of order," and any member can call him to order through the chairman. When a member is called to order, he should instantly quit talking until the presiding officer rules whether he was out of order or not. If the chairman rules that he was not out of order, he may continue his speech; but if the chairman rules that the member was out of order, he can not proceed to speak without the consent of the house. If the member is not satisfied with the decision of the chair, he may appeal to the house. Any one who habitually violates this rule is only fit for a mob, and sufficient force may be used to

put him out of the meeting. Also, he may be arrested for disturbing the meeting.

.Sec. 15. **Quorum.** Unless there is something in the articles of organization that provides how many shall constitute a quorum, there is no rule governing the subject. If any notice of the meeting is required, it must be given with strictness, and then those who attend the meeting constitute a quorum.

### **Explanation of Motions, alphabetically arranged.**

Sec. 16. **Adjourn.** A motion to adjourn is always in order, excepting when a member is speaking, a vote being taken or a similar motion has just been defeated. It cannot be debated, amended or reconsidered, except in the single instance when it would dissolve the meeting (see "Dissolve"). If a motion to adjourn is defeated, there must be some intervening business done before the chair will entertain another motion to adjourn. The motion should state whether the adjournment is "to the time already fixed," or "to six o'clock to-morrow," or "*sine die*," and the presiding officer should put the question in its proper form.

Form: "I move that this meeting do now adjourn."

Sec. 17. **Adopt.** A motion to adopt is applied only to a resolution after it has been read, or a report after it has been received. A common error is to use the word "accept" instead of "receive" or "adopt."

Form: "I move that the resolution be adopted."

Sec. 18. **Amendment.** This motion is subject to all the motions on a main question. If an amendment is laid on the table, it takes with it the main question. A question may be amended by "adding," "striking out," "substituting," or "dividing the question." However, the amendment must be relevant to the main question. Two independent amendments cannot be pending at one time.

Forms: "I move to amend the question by striking out the words 'when the work is finished,' where they occur in the second line."

"I move to amend by striking out the word 'six' and inserting the word 'ten,' before the word 'dollars.'"

"I move to amend the resolution by striking

out the second paragraph and substituting the following:" (give in full).

**Sec. 19. Amendment of an Amendment.**

An amendment to an amendment is subject to all the motions of the ordinary amendment, excepting that it cannot be amended. If the amendment is not satisfactory it should be voted down and then another amendment to the amendment may be made. The amendment to an amendment must be put before the amendment to the main question. If the motion is carried, the chairman then puts the amendment as amended; and if that motion is carried, he puts the question as amended.

Form: "I move to amend the amendment by striking out the words "ten dollars'."

**Sec. 20. Amendment of Rules.** This is a main question and its only peculiarity is that it requires a two-thirds vote to carry it. However, it must be borne in the mind that only the legislative body having the power to make rules, has the power to amend them. The motion should be very definite.

Form: "I move to amend Sec. 2, of Article 5, of the rules, by inserting after the period in

the fourth line, the sentence: 'All dues must be paid to the financial secretary.' "

Sec. 21. **Appeals from "The Chair"**.

An appeal may be taken from any decision (or ruling) of the chairman, to the house, and it is in order when a member has the floor. An appeal cannot be amended, and if it relates to the indecorum of a member, or the priority of business, or is taken when the previous question is pending, it is undebatable; otherwise it is a debatable question, on which one speech from each member is permissible. When debatable it is subject to the motions of the first eight ranks. On a tie vote, the decision of the chair is sustained. An appeal must be seconded.

Forms: Member: "I appeal from the decision of the chair."

Chairman: "All who are in favor of sustaining the decision of the chair, say 'aye.' (Pause.) Those opposed, 'no.'"

Sec. 22. **Commit.** This motion may be applied to any principal motion, and during its discussion the main question may be debated. It can be made when a motion to amend is before the house. Also, it can be amended. This is a "rank" exception. When it is desirable to

refer a matter to a committee, the number of the committee and by whom appointed may be included in the motion. Unless the motion provides for the appointment of a committee, or a subsequent motion does, the house has the right to name the members of the committee.

Forms: 1st member. "I move that the matter be referred to the committee on claims," or "I move that the question be referred to a committee consisting of one member from each lodge, to be appointed by the chairman."

2d member: "I move to amend by adding the words 'and that the committee be empowered to settle all claims and report thereon at our next meeting.'"

Sec. 23. **Committees.** Usually there are standing committees whose duty it is to carefully examine into and report to the meeting upon all matters referred to them. When there is a matter that does not seem to fall within the functions of one of the standing committees, a special committee is appointed to examine into and report upon the matter. All important matters ought to be reported in writing. The chairman of the committee or some member appointed for the purpose, should present the report to the meeting. When the committee

has finished its work, it is ready to report as soon as the meeting is ready to *receive* the report. Usually the chairman calls for the reports of committees. If the chairman calls for the report, there is no need for any motion to receive the report; but if the report has not been called for as soon as a committee is ready to report, a motion may be made that the report of the committee be received. A common mistake is to move that the report of the committee be "accepted." The word "accept" should not be used. After the report of the committee has been made, either orally or in writing, it has been received by the meeting and is ready for adoption or rejection as a main question, and a motion to adopt is then in order, unless there has been some other subsidiary motion made. The report cannot be debated until a debatable motion has been made concerning it. If the committee cannot agree, those who can agree upon a report should sign it. The one signed by a majority of the committee will be designated the "Majority Report," and any other reports will be minority reports. If all agree to a report it is sufficient for the chairman only to sign it.



Forms: Member: "I move that the report of the Committee on Rules be now received."

Chairman of Committee: "The Committee on Rules reports as follows:" (Report).

Member: "I move that the report of the committee be adopted."

Sec. 24. **Committee of the Whole.** When freer discussion of a question than can be had in an open meeting is required, or it seems desirable to keep no record of the proceedings in the minutes, a meeting usually resolves itself into a committee of the whole, thus preventing the committee's proceedings from becoming a part of the minutes of the meeting. The secretary of the meeting acts as secretary of the committee of the whole, and keeps minutes for the committee only, but must carefully keep any proceeding before the committee out of the minutes of the meeting. Whatever the committee of the whole reports to the house is put into the minutes of the meeting.

When a motion to refer a matter to a "committee of the whole" is carried, the chairman calls some member to the chair, who should be addressed as "chairman" during the committee proceedings, no matter by what title the regular

chairman is known. The chairman takes a place as a member of the body. The manner of business before the committee is similar to that of the meeting. When the committee is ready to report, a motion to rise is in order, and if carried, the chairman of the meeting resumes the chair and the chairman of the committee takes his former place in the meeting, and reports the proceedings of the committee to the meeting.

Forms. Member: "I move that this meeting resolve itself into a committee of the whole to consider the question."

Chairman: "It is moved that this meeting now go into a committee of the whole to consider the question before the house" (state the question if it is not pending).

Member: "I move that this committee do now rise."

Sec. 25. **Consideration of the Question.** When a main question is proposed, if there is doubt as to whether it is worth taking up the time of the meeting, or there is some other good reason why it should not be considered, any member may have the question of its consideration determined before any further action is taken on it; but not after debate has begun nor

after a subsidiary question relating to it has been considered. Motions of the first five ranks are the only ones that have precedence over it. It does not require a second, cannot be debated, and a two-thirds "no" vote is required to prevent consideration of a question.

Forms. Member: "I raise the question of the consideration of the question."

Chairman: "Will the meeting consider the question? Those in favor," etc.

Sec. 26. **Dissolve.** This motion usually is in the form to "adjourn *sine die*," although sometimes it is in the ordinary form to "adjourn." The motion is in order only when the organization has completed its work and is ready to disband not to meet again with the same members, as at the end of a session of the legislature, a political convention, or a mass-meeting. The motion to dissolve is a main question and debatable. The fact that it is made in the simple form to adjourn, does not give it privileged rank. It would be best if the chairman would put the motion in its correct form.

Forms. Member: "I move that this meeting

adjourn *sine die*," or "I move that this meeting do now dissolve."

Chairman: "It is moved that this meeting do now dissolve."

Sec. 27. **Division of the Question.** See "Amendment."

Sec. 28. **Entry of Motion.** See "Reconsideration."

Sec. 29. **Extending Limits of Debate.** This motion may be made when another question is before the house, and even when another member has the floor. It is not debatable, and requires a two-third vote to carry it.

Form: "I move that the time allowed for each speech on the pending question, be extended to 20 minutes."

Sec. 30. **Filling Blanks.** Often resolutions are introduced or motions made with blanks purposely left to be filled by the meeting, such as sums of money, dates, time, etc. Where several different amounts, or different dates, or different extents of time, are suggested, the chairman usually first puts the largest amount, the most distant date, and the longest time. There are no formal motions

made, but the members suggest what they consider appropriate. If a formal motion were to be entertained, each suggestion would have to be voted upon as made, which would defeat the object of the rule. If no motion thereto is made, the blank is filled by the assent of the meeting. A member who is not satisfied with suggestions or afraid that a wrong one may be adopted, should make a motion to cover his idea.

Forms: "I suggest \$100."

"I propose that we fix the time at one year."

**Sec. 31. Fixing the Time to which to Adjourn.** This motion has all of the characteristics of a main question, excepting that it is not debatable if made when another motion is before the meeting. It may be made at any time when there is another question before the house except one of the first three ranks. Also, it may be made while a member has the floor, but it cannot interrupt the taking of a vote. The presiding officer should see that this motion is not overlooked. When there will be several sessions of an organization, the hours of its meeting and adjourning should be fixed before taking up business.'

Form: "I move that when this meeting adjourns, it adjourn until ten o'clock to-morrow morning."

**Sec. 32. Leave to Speak after being Called to Order.** This motion is not debatable, cannot be amended, and may be made only when a debatable question is before the house. If there is no objection, a member may continue his speech; but if any one objects, the motion is necessary.

Forms. Chairman: "If there is no objection, the member may finish his speech."

Member: "I object."

Member: "I move that the gentleman be allowed to continue his speech."

**Sec. 33. Lay on the Table.** This motion is neither debatable nor amendable, and an affirmative vote cannot be reconsidered. It stands in the seventh rank before the house. The main object is to pass the matter to which the motion applies, without taking any other action thereon. Tabling the main question carries all subsidiary motions with it; also, tabling an amendment carries the main question with it.

Form: "I move that the matter be laid on the table."

Sec. 34. **Limiting Debate.** This motion requires a two-third affirmative vote and is not debatable when any debatable question is before the house. It may come up as a main question; but as it abridges free speech, the two-third rule applies to it.

Form: "I move that the discussion of the question before the house, be limited to one hour."

Sec. 35. **Objection to Consideration of a Question.** See "Consideration."

Sec. 36. **Orders of the Day.** When some matter has been set for a particular hour of the day, any member may rise when the time comes and call the matter up. It is not debatable, cannot be amended, does not require a second, and may be made when another member has the floor. The chairman may proceed with the orders of the day without motion.

Forms. Member: "I call for the orders of the day."

Chairman: "Will the meeting now proceed with the orders of the day?"

**Sec. 37. Point of Order.** This question arises from disorder in the hall or from taking up business out of its fixed order or from irregularity in the proceedings, and is not debatable nor subject to any other motion when it relates to indecorum or priority; otherwise, every member may speak on it once, and a motion to lay on the table, the previous question, or any motion of the first or second rank, applies to it. It is the duty of every member of a meeting to see that it is orderly conducted and that its business is done both according to law and the rules of the organization. A point of order must be raised immediately at the proper time or else it is waived. As every member who takes part in the proceedings is bound thereby unless he objects at the proper time, this rule should be diligently used. However, before a member rises, he should know that his point of order is good. A "riser" is one who frequently raises points of order and is not sustained half the times.

**Forms:** Member: "I rise to a point of order."

Chairman: "The gentleman will state his point of order."

Member: "The motion is contrary to Arti-



cle 2 of our constitution,” or “The gentleman used the words ‘yellow dog,’ in reference to a brother.”

Chairman: “The point of order is well taken.”

**Sec. 38. Postpone to a Certain Time.** This motion allows debate on the question to postpone, but not on the merits of the main question. It is subject to motions to amend.

Form: “I move that the matter be postponed until the next meeting.”

**Sec. 39. Postpone Indefinitely.** This motion cannot be amended, but otherwise it is subject to all the motions of a debatable question and discussion. If carried the matter to which it refers, can only be brought before the meeting after other business has been done, and on an entirely new motion. In some organizations, the matter cannot be taken up again during the session without general consent.

Form: “I move that the matter be indefinitely postponed.”

**Sec. 40. Previous Question.** This motion is intended to close debate on a debatable ques-

tion before the house, and requires a two-thirds affirmative vote. It cannot be amended nor debated. If it is carried, all discussion ceases, and the question before the house is then put to a vote.

Forms. Member: "I move the previous question," or "I move that debate be now closed."

Chairman: "It is moved that debate now close and a vote be taken on the question."

Sec. 41. **Questions of Order.** See "Point of Order."

Sec. 42. **Questions of Privilege.** Questions of privilege grow out of charges of dishonor, disorder, or dishonesty against a member or the house. In the first instance a member simply makes a statement of the matter and the chairman makes a ruling as to whether it is privileged, from which an appeal may be taken. If no motion is made concerning the matter, it is passed as a mere incident. If the chairman rules that the matter is a question of privilege, a vote of censure, a vote of confidence, or a motion to appoint a committee to investigate and report upon the matter, is in order. On any of these motions the question is debat-

able the same as the main question and is subject to subsidiary motions.

Forms. Member: "I rise to a question of privilege of the house," or "I rise to a question of personal privilege."

Chairman: "State the question."

Member: "It has been charged that bribes have been used in this house," or "I am charged," etc., or "In anger I said," etc.

Chairman: "The matter raises a question of privilege."

Sec. 43. **Reading of Papers.** It is the privilege of a member to ask that "the question" be read, or to ask that a paper be read, or to ask leave to read a paper directly concerning the matter before the house. Leave to read a paper is not debatable nor amendable.

Forms. Member: "I ask that the question be read," or "I call for the reading of the question." "I ask the privilege to read a communication from the Governor of the State."

Chairman: "If there is no objection, the gentleman may read the communication."

Member: "I object."

Member: "I move that leave be granted to Mr. Jones to read the communication."

Sec. 44. **Recess.** This motion is in the nature of a motion to adjourn when the time is fixed, and ranks with it. When the time has not been fixed for a recess, the motion must include the time and it becomes a motion of the tenth rank.

Forms: "I move that we take recess."

"I move that this meeting take a recess for one hour."

"I move that at 12 o'clock the meeting take a recess until 2 P. M."

Sec. 45. **Receive Report.** See "Committee."

Sec. 46. **Reconsider** The motion to reconsider opens the main question to debate, if it is a debatable question; otherwise, not. But it cannot be amended nor reconsidered. The motion can be made and entered in the record when another member has the floor, but cannot be discussed when there is another question before the house. It is so important and so highly privileged that a motion to reconsider a question may be entered in the minutes when a motion to adjourn is before the house. The motion must be made during the meeting at which the original vote was taken, and by some

one who voted on the prevailing side. If the motion is lost, the question to which it applied is entirely disposed of and not subject to any other or further motion.

The following four motions cannot be reconsidered:

1. To adjourn;
2. To lay on the table when decided in the affirmative;
3. To suspend rules;
4. To reconsider.

Forms. Member: "I ask to have a motion to reconsider (state what it is) entered in the record."

"I move to reconsider the question of," etc.

Sec. 47. **Remit.** The motion to remit is a main question, and applies to fines or punishment. Remission is a bad practice, unless an error has been made in the facts or the punishment is too severe for the offense. It has a tendency to destroy discipline.

Form: "I move that the fine imposed upon brother Paul Doe be remitted."

Sec. 48. **Rescind.** After a question has been carried, which for good reasons should not have been passed, and the time for making

a motion to reconsider has expired, a motion to rescind is in order if the motion does not impair the obligation of a contract. It is a main question and should require a two-thirds vote. If it impairs the obligation of a contract it can not be rescinded.

Forms: "I move that the resolution concerning the purchase of a hall be rescinded."

"I move to rescind the resolution censuring Brother Hugh Capet."

Sec. 49. **Resolutions.** In large conventions and public bodies which should act with caution and precision, all resolutions should be in writing and referred to the committee on resolutions without being read. The best talent and learning of a deliberative body should be on this committee. All resolutions should be preserved as referred to the committee and if any change is necessary the resolution should be rewritten on other paper. The committee has no right to mutilate a resolution and present it as Brother Sin's.

Forms. Member: "I desire to introduce a resolution."

Chairman: "The resolution is referred to the committee on resolutions, without reading."

Report: "The Committee on Resolutions reports as follows:

"Whereas, The public press has charged this convention with drunkenness and disorder," etc.

"Resolved, That, etc.

"Resolved, That, etc.

JOHN SMITH,

THOMAS FOX,

MATT. JONES,

*Committee."*

Member: "I move that the report of the Committee on Resolutions be adopted."

Sec. 50. **Rising of the Committee.** See "Committee of the Whole."

Sec. 51. **Rules.** See "Amendment of," "Suspension of."

Sec. 52. **Special Order.** By a two-thirds vote any matter may be made a special order for a future time, and when the time arrives any member may call the matter up, and then it will be properly before the house. The question is not debatable and is in the nature of a motion to suspend a rule.

Form: "I move that the purchase of a hall

be made a special order for nine o'clock tomorrow morning."

Sec. 53. **Suspending the Rules.** This question is not debatable, can not be amended nor reconsidered and requires a two-thirds affirmative vote. A body may suspend any rule that it has the power to make, but cannot suspend rules or by-laws unless within its power to make them or the by-laws provide for such suspension.

Form: "I move that rule 3, requiring notice, be suspended."

Sec. 54. **Take from the Table.** A motion to take a matter from the table cannot be debated nor amended, and an affirmative vote cannot be reconsidered. Its principal use is to bring before the meeting business that has been previously postponed by laying it on the table.

Form: "I move that we now take from the table the question of appropriating \$100 for periodicals."

Sec. 55. **Taking up Questions out of Order.** A motion to consider a question out of its regular order, is not debatable, cannot be amended and requires a two-thirds affirmative vote.



Form: "I move that we now take up the question of giving a picnic, which comes under the subsequent head of 'New Business.'

Sec. 56. **Withdrawal of a Motion.** After a motion has been placed before the house by the chairman, the house has control over it and it cannot be withdrawn, if there is any objection, without leave of the house. When there is objection, a motion to allow its withdrawal must be considered without debate or amendment and a majority vote is sufficient.

Form: "I move that Mr. Jones be allowed to withdraw his motion."










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