

Quick Tips

In parliamentary procedure there are several voting methods and types of votes. For more information about when to use each kind, check out Roberts Rules of Order.

Voting Methods

- Acclamation
- Show of hands
- Standing vote
- Secret ballot
- Secret roll call ballot: members sign ballots
- Roll Call: members verbally respond

Voting Types

- Majority—more than half of number of votes cast
- Two Thirds
- Tie vote—chair casts tie-breaking vote
- Plurality vote—largest number of votes cast
- Unanimous—no dissenting vote
- General consent—chair assumes has consent of members
- Vote by secretary—unanimous vote used only when one name is presented for nomination

Source: Cann, M. (1991). Robert's Rules of Order—Simplified, p. 15-16.

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

Leader Hints

Leadership Development Tips
for Student Organizations

Parliamentary Procedure



A motion is a proposal made to the members of an organization for their consideration and action. Main motions may be made only when no other motion is before the meeting. Only one main motion may be brought before the meeting at a time. It must be disposed of before any other motion may be considered. There are several other kinds of motions: subsidiary, privileged, incidental, and special. Below is information about each. For more specific information, check out [Roberts Rules of Order](#).

<p align="center"><u>SUBSIDIARY MOTIONS</u> (Rank 1 is highest)</p>	<u>RANK</u>	<u>MOTION</u>	<u>REQUIRES SECOND</u>	<u>DEBATE</u>	<u>AMEND</u>	<u>VOTE REQUIRED</u>
<ul style="list-style-type: none"> Applied to pending motions Affect another motion that has not yet been decided by members 	1 2 3 4 5 6 7	To table the motion To close debate To limit or extend time for debate To postpone to a definite time To refer to a committee To amend To postpone indefinitely	yes yes yes yes yes yes yes	no no no no no yes yes yes yes yes	majority 2/3 2/3 yes yes yes yes	majority majority majority majority majority
<p align="center"><u>PRIVILEGED MOTIONS</u> (Rank 1 is highest)</p> <ul style="list-style-type: none"> take precedence over all other motions calls for immediate decision can become main motion and debatable when no other business is on the floor 	<u>RANK</u> 1 2 3 4 5	<u>MOTION</u> To set time for the next meeting To adjourn To take a recess To call for a point of privilege Call for "orders of the day"	<u>REQUIRES SECOND</u> yes yes yes no no	<u>DEBATE</u> no no no no no	<u>AMEND</u> yes no yes no no	<u>VOTE REQUIRED</u> majority majority majority none no vote
<p align="center"><u>INCIDENTAL MOTIONS</u> (No rank)</p> <ul style="list-style-type: none"> consider procedural issues enforce correct rules of procedure arise from decision previously determined arise from rights of members yield to privileged motions yield to "table the motion" 	<u>RANK</u> 1 2 3 4 5 6 7 8 9 10	<u>MOTION</u> Appeal to chair Point of order Point of procedural inquiry Point of information Suspension of the rules Withdraw (modify) a motion Postpone reading of minutes Consideration by paragraph Division of assembly Motions relating to voting	<u>REQUIRES SECOND</u> yes no no no no no no yes no no/yes	<u>DEBATE</u> no/yes no no no yes no yes no no yes	<u>AMEND</u> no no no no no no no yes no yes	<u>VOTE REQUIRED</u> majority or tie no vote no vote no vote no vote majority majority majority no vote majority
<p align="center"><u>SPECIAL MOTIONS</u> (No rank)</p> <ul style="list-style-type: none"> sometimes called special main motions 		<u>MOTION</u> To repeal To reconsider To take from table To discharge a committee	<u>REQUIRES SECOND</u> yes yes yes yes	<u>DEBATE</u> yes yes no yes	<u>AMEND</u> no no no yes	<u>VOTE REQUIRED</u> 2/3 or majority majority majority 2/3 or majority