



NCTE Parliamentary Procedure Guide

The basic principles of parliamentary procedure allow an organization to maintain order while encouraging orderly discussions, the right to speak without interruptions, and while the usual custom is “majority rules”, the minority still can have their views heard. The NCTE Executive Council has determined that a few of the basics will help get NCTE Full Council business handled in a more efficient and respectful way. This is an attempt to help each of the members understand a few of these basic rules and procedures.

BASIC MEETING OUTLINE:

- Call to Order.
- Approval of Minutes.
- Officer, Standing, and Special Committee Reports.
- Unfinished Business.
- New Business. ***
- Announcements.
- Adjourn.

*** *INTRODUCING NEW BUSINESS: (Making a Main Motion)*

MAIN MOTIONS—Purpose is to introduce new business. (Avoid motions containing more than one issue or action and/or negative wording.)

- Are not in order when another member has the floor.
- Cannot be made when another motion is on the floor (pending.)
- Require a second.
- Can be amended or reconsidered, and are debatable.
- Require a majority vote (of those voting.)

To make a main motion: A member rises and addresses the chair: “Mr./Ms. President.”

The member must be recognized by the chair: “Ogelthorpe.”

Member then says, “I move that... “.



(Then be seated.)

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Person seconding the motion—Remains seated and says, “I second the motion.” (Or “I second it,” or “Second!”) This person does not need to be recognized by the chair.

~ ~ ~ The Council President restates the motion and asks for discussion before a vote is taken.

DEBATING THE MOTION—The individual who made the motion has the right to speak first, and cannot speak against their own motion. (That person can vote against their own motion.)

Member must rise and address the chair, be recognized by the chair before speaking, and sit after debating. All comments must be directed to the chair, and not to another member.

ALL debate MUST relate to the MAIN MOTION (must be germane). Debate alternates between pros and cons. Speaker clearly declares comments—in favor or opposed.

No member can debate more than twice on the same motion and only up to ten minutes each time.



AMENDING THE MOTION—A member rises, addresses the chair, and is recognized by the chair. Member states, “I move to amend the motion by inserting (or striking out) the words ‘ _____ ’ after ‘ _____ ’.” (Is then seated.)

Another member seconds the amendment—stays seated, and says, “I second the motion.”

~ ~ ~ The Council President states the main motion as amended, and asks for discussion before voting.

The assembly DEBATES the amendment.

A member stands, says, “Mr./Ms. President,” waits to be recognized by the chair, stands while speaking, and is seated when finished.

No member can debate the amendment more than twice with a ten-minute time limit each time.

~ ~ ~ The president states the main motion with the amendment to the NCTE Council. The Council debates the amendment, then takes a roll call vote on it, debates the main motion if needed, and finally takes a roll call vote on the Main Motion as Amended (if the amendment passed.)

In case of a tie vote, the main motion is lost (defeated.)