



City of Galena Illinois

City Council Rules of Procedures

Adopted

May 12, 1997

Most Recently Amended February 9, 2015

CITY OF GALENA
CITY COUNCIL RULES OF PROCEDURE

TABLE OF CONTENTS

SECTION 1. MEETINGS.....4

SECTION 2. PRESIDING OFFICER.....4

SECTION 3. AGENDA.....5

SECTION 4. QUORUM.....6

SECTION 5. ORDER OF BUSINESS6

SECTION 6. DUTIES6

SECTION 7. VISITORS7

SECTION 8. PRESENTATION OF NEW BUSINESS AND POSTPONEMENT7

SECTION 10. CALL OF MEMBER TO ORDER8

SECTION 11. APPEALS FROM DECISIONS OF THE PRESIDING OFFICER8

SECTION 12. QUESTION OF PERSONAL PRIVILEGE.....8

SECTION 13. VOTING8

SECTION 14. SPECIAL ORDER OF BUSINESS.....8

SECTION 15. SECONDING OF MOTIONS REQUIRED8

SECTION 16. WITHDRAWAL OF MOTIONS9

SECTION 17. DIVISION OF QUESTIONS9

SECTION 18. RECORD OF MOTIONS.....9

SECTION 19. VOTES9

SECTION 20. PRECEDENCE OF MOTIONS.....9

SECTION 21. MOTION TO CLOSE DEBATE11

SECTION 22. RECONSIDERATION12
SECTION 23. STANDING COMMITTEES12
SECTION 24. THE MINUTES OF MEETINGS12
SECTION 25. ORDINANCES13
SECTION 26. ADOPTION OF ROBERT’S RULES OF ORDER14
SECTION 27. TEMPORARY SUSPENSION OF RULES; AMENDMENT TO RULES14
SECTION 28. CENSURE OF MEMBERS; EXPULSION OF MEMBERS.....14
SECTION 29. ELECTRONIC ATTENDANCE AT MEETINGS.....14
SECTION 30. GLOSSARY OF TERMS 17

City of Galena

City Council Rules of Procedure

The following rules of order and procedure shall govern the deliberations and meetings of the City Council. Rules of order and procedure adopted by committees of the Council shall not be inconsistent with the rules set forth herein.

All words used hereafter that import the masculine gender shall extend and be applied to females as well.

Section 1. Meetings

The regular meetings of the Council shall be held the second and fourth Monday in each month of the year at the hour of 6:30 p.m. in the City Hall, unless another site shall be specified.

Any regular meeting falling on a legal holiday shall be held on the next following secular day at the same hour and place.

Special meetings may be called by the mayor or by any three members of the Council by written request or notice being filed with the clerk at least 54 hours prior to the time specified for such meeting. At least 48 hours' written notice of such special meeting shall be given by the clerk, which notice shall specify the time and purpose of such meeting and shall be delivered to each member of the Council personally if he can be found, and if he cannot be found, a copy of such notice shall be left at the home of such council member in the presence of an adult member of the Council member's family or in the absence of such person shall be left at the residence. All meetings of the Council, including special and adjourned meetings, except closed sessions thereof, shall be open to the public, as is required by statute.

In the case of an emergency, a meeting may be called upon such notice as is practicable. The meeting may be called by the mayor or by any three councilpersons. The convening authority shall notify all other members of the Council, the clerk, and members of the media who are entitled to such notice.

Section 2. Presiding Officer

The mayor shall preside at all meetings of the Council, but he shall have a vote only:

1. When the state statutes or the municipal ordinances require more than a majority vote of the corporate authorities;
2. In the event of a tie;
3. When one half of the aldermen elected have voted in favor of an ordinance, resolution, or motion, even though there is no tie vote.

During the absence or disability of the mayor, the Council shall elect one of its number president pro tem of the Council, and he shall act as presiding officer of the Council. When the absence or disability of the mayor is to be of a very short duration and no individual is required to be granted the powers of the mayor, the Council shall elect one of its members temporary chairmen. The mayor pro tem or the temporary chairman, when acting as presiding officer, shall vote on all questions on which the vote is taken by “yeas” and “nays,” his name being called last. The mayor pro tem shall have all of the powers and duties of the mayor; the temporary chairman shall have only such powers and duties as accrue to a presiding officer.

Each meeting of the Council shall convene at the time appointed for such meeting, as provided by ordinance. The clerk, or in his absence, a member of the Council or a recording secretary shall thereupon immediately call the roll of members. If no quorum is present, the Council shall not thereby stand adjourned, but the members present shall be competent, by majority vote, to adjourn or recess the council to another time or date prior to the next regularly scheduled meeting.

Section 3. Agenda

A. Agenda. The items to be considered at the Council meeting shall be those items appearing on the published agenda. The agenda will be prepared by the City Administrator and anyone desiring to be listed on the agenda should contact the City Administrator. Proposed agenda items must be submitted during regular business hours and not later than the Friday following the previous Council meeting. The City Administrator shall have the discretion to determine if a proposed agenda item will be placed on the agenda. Items that do not require Council approval and that can be addressed by City staff shall not be placed on the agenda. An opportunity will be provided at each meeting under Public Comments for members of the public to raise questions and make comments on matters of public policy.

B. Consent Agenda. Each agenda may contain one or more groupings of items referred to as a “consent agenda”. These items will be the same or similar to items previously approved by the City Council and which in the judgment of the City Administrator appear to be routine and non-controversial. Those items on the consent agenda that are voted on in one motion will be recorded individually by the clerk in the Council minutes. The Mayor will give the City Council members and the public an opportunity to request the removal of items from the consent agenda. The public may raise a request to remove an item from the Consent Agenda during the Public Comments section of the agenda at the beginning of the meeting. A request from the public to remove an item from the Consent Agenda must be supported by a member of the City Council in order to be so removed from the Consent Agenda. Once removed from the Consent Agenda, the item(s) will be treated as a separate matter immediately after approval of the consent agenda items.

Section 4. Quorum

A quorum for the transaction of business shall consist of a majority of all the Council.

Section 5. Order of Business

The order of business shall be as follows:

1. Call to order by presiding officer
2. Roll call
3. Establishment of quorum
4. Pledge of Allegiance
5. Reports of standing committees (not to exceed 3 minutes each)
6. Public comments (not to exceed 15 minutes as an item nor more than 3 minutes per speaker)
7. Consent Agenda
8. Old business
9. New business
10. Adjournment

Section 6. Duties

A. Duties of the Presiding Officer. The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members and shall decide all questions of order subject to appeal. The presiding officer may speak to matters being considered by the Council without relinquishing the chair. If the presiding officer refuses to allow a councilperson to exercise his right to appeal a decision of the presiding officer, the council may consider and pass on the matter in spite of the presiding officer's failure to grant the right to an appeal.

In case of any disturbances or disorderly conduct, the presiding officer shall have the power to require the chamber to be cleared.

B. Duties of Members. While the presiding officer is putting the question, no member may leave the Council chamber.

Every member, prior to speaking, making a motion, or seconding the same, shall address himself to the presiding officer and say "Mr. Mayor" and shall not proceed with his remarks until recognized and named by the chair. He shall confine himself to the question under debate, avoiding personalities and refraining from impugning the motives of any other member's argument or vote.

When two or more members address the Chair at the same time, the presiding officer shall name the member who is first to speak. The Council may, by two-thirds vote,

expel a councilperson for disorderly conduct. An alderman may not be expelled a second time for an offense upon which a prior expulsion was based.

Section 7. Visitors

Except during the time allotted in the Agenda for Public Comment, no person other than a member of the council shall address the Council, except with the consent of at least two of the aldermen present. If one alderman wishes to allow a visitor to speak outside the Public Comments Agenda item, the Mayor shall ask whether there is at least one more alderman who supports allowing the visitor to speak. If at least one other alderman supports allowing the visitor to speak, the Mayor shall authorized the visitor to come before the Council to speak. The Council by a majority vote may limit the time available for such comments to the Council.

Requests for services offered during the regular business hours of City Hall, such as the issuance of permits or Freedom of Information Act requests shall be considered inappropriate for discussion and action during the Council meeting. Under no circumstances shall such requests be accepted during the meeting.

Section 8. Presentation of New Business and Postponement

Upon the request of any two councilpersons present, any report of a committee of the council, new business item, or motion on a new business item shall be postponed (for final action thereon) to the next regular meeting of the Council. The motion is not debatable. The motion to postpone a report of a committee or new business item to the next regular meeting has precedence over any other motion to postpone.

A motion to postpone to a definite time or day allows the City Council to postpone consideration of an agenda item or motion to a definite time, until after some other item of business has been dealt with, or to another. The motion to postpone to a definite time is appropriate when more information is needed or the deliberations are likely to be lengthy. A motion to postpone to a definite time or day is debatable and requires a majority for approval.

A motion to postpone indefinitely prevents action on the agenda item or main motion for the duration of the current meeting. An item that has been postponed indefinitely may be returned to a future agenda by any councilperson when requested in advance of the publication of the agenda. A motion to postpone indefinitely is debatable and requires a majority for approval.

Section 9. Debate

Any alderman, once recognized by the Presiding Officer, may speak on any issue before the Council. Aldermen may speak more than once on the same question as long as time is granted to all aldermen desiring to speak to have had an opportunity to do so. The

proponent of the matter under consideration or the chairman of the committee whose report is under consideration, as the case may be, shall have the right to open and close debate, should he so desire. No alderman shall speak longer than five minutes at any one time.

While a member is speaking, no member shall hold any private discussion or pass between the speaker and the presiding officer.

Section 10. Call of Member to Order

A member, when called to order by the Presiding Officer, shall thereupon discontinue speaking and take his seat, and the order of ruling by the Presiding Officer shall be binding and conclusive, subject only to the right of appeal.

Section 11. Appeals from Decisions of the Presiding Officer

Any alderman may appeal to the Council from a ruling of the Presiding Officer and, if the appeal is seconded, the alderman making the appeal may briefly state his reason for the same, and the Presiding Officer may briefly explain his ruling; but there shall be no debate on the appeal, and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the Presiding Officer be sustained?" If a majority of the aldermen present vote "No," the decision of the Presiding Officer shall be overruled; otherwise, it shall be sustained.

Section 12. Question of Personal Privilege

The right of an alderman to address the Council on a question of personal privilege shall be limited to cases in which his integrity, character, or motives are assailed, questioned, or impugned.

Section 13. Voting

Every alderman who shall be present when a question is stated from the Presiding Officer shall vote thereon or abstain at the time that his name is first called. Any member required to abstain on a matter due to conflict of interest shall so declare.

Section 14. Special Order of Business

Any matter before the Council may be set down as a special order of business at a time certain if two-thirds of the councilpersons present vote in the affirmative, but not otherwise.

Section 15. Seconding of Motions Required

No motion shall be put or debated in the Council unless it is seconded, provided, however, that neither the maker nor seconder of a motion shall be required to vote in favor of that

motion. However, the maker shall not be allowed to speak against his motion. When a motion is seconded, it shall be stated by the Presiding Officer before debate, and every motion in the Council, except motions of procedure, shall be reduced to writing, if required by a member, and the member who proposed the motion shall be entitled to the floor. No resolution, ordinance, or minutes need be read prior to consideration, but such items may be read in response to a motion passed seeking such reading.

Section 16. Withdrawal of Motions

If the maker of the motion desires to withdraw the motion, he may do so. The seconder of the motion may renew the motion as its maker and seek a new seconder. If the seconder of a motion wishes to withdraw his second, he may do so. The maker of the motion may seek an additional seconder before the motion is ruled out of order for lack of a second. Neither the maker nor seconder of a motion may withdraw the motion, except with the consent of a majority of the Council, once discussion on the motion has ceased.

Section 17. Division of Questions

If any question under consideration contains several distinct propositions, the Council by a majority vote of the aldermen present may divide such question.

Section 18. Record of Motions

In all cases in which a resolution or motion is entered in the minutes, the name of the member moving and seconding the same shall be entered.

Section 19. Votes

The “yeas” and “nays” on any question shall be taken and entered in the minutes. When the clerk has commenced to call the roll of the Council for the taking of a vote by “yeas” and “nays”, all debate on the question before the Council shall be deemed concluded.

A “present” or “pass” vote shall be considered an abstention. An abstention shall be considered as a concurrence with the majority present and voting on the issue for which an abstention is taken, but shall not be considered an affirmative vote on such issue. In no event, however, shall any ordinance, resolution or motion requiring a super-majority vote be adopted without the affirmative votes of such super-majority of the councilpersons then holding office, including the mayor.

Section 20. Precedence of Motions

A. Precedence of Motions. The following chart sets out commonly used motions in the order of their precedence as determined by *ROBERT’S RULES OF ORDER*. The Main or Principal Motion is at the bottom in rank. The other motions may be made while the Main Motion is pending and must be dealt with before the Main Motion. They are arranged according to rank, the highest at the top of the list. Incidental motions,

however, have no rank among them yet take precedence over subsidiary motions. When any one motion is immediately pending, the motions above it on the list are in order, and those below are out of order.

1. Privileged Motions.

Undeatable: Fix Time to Adjourn
Adjourn
Take Recess
Question of Privilege

2. Incidental Motions.

Undeatable: Division of Assembly
Division of a Question
Filling Blanks
Objection
Parliamentary Inquiry
Point of Information
Point of Order
Suspend the Rules [*requires a two-thirds vote*]
Withdraw a Motion

Debatable: Appeal

3. Subsidiary Motions.

Undeatable: The Previous Question (Close Debate) [*requires a two-thirds vote*]

Limit or Extend Debate

Debatable: Postpone to a Definite Time
Refer to a Committee
Amend the Amendment
Amendment
Postpone Indefinitely
Main or Principal Motion

4. Miscellaneous Motions. After action has been taken on Main or Principal Motion:

Rescind (debatable) [*requires two-thirds vote without notice, requires majority vote with notice*]

Reconsider (debatable)

Ratify (debatable)

5. **Motion to Refer.** A motion to refer to a standing committee shall take precedence over a similar motion to refer to a special committee.
6. **Motion to Amend.** A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be entertained.

An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order.

On an amendment to “Strike out and insert” the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally, the paragraph as it will stand if so amended shall be read.

An amendment to the main question or other pending question may be referred to a committee, and neither the main question nor such other pending question shall be affected thereby.

7. **Filling of Blanks.** When a blank is to be filled and different sums or times proposed, the question shall be taken first on the least sum or the longest time.
8. **Motion to Substitute.** A substitute for any original proposition under debate or for any pending amendment to such proposition may be entertained and, if accepted by the council by vote, shall entirely supersede such original proposition or amendment, as the case may be.

Section 21. Motion to Close Debate

A Motion to Close Debate may be made by any member at any time during the debate on a matter before the Council. The motion requires a second. When such a motion is made, the movant must state whether the motion applies to the immediate pending matter before the Council, for example, an amendment to the original motion previously made, or all pending matters, for example, a pending amendment and the original motion whether or not amended. Once the motion is clearly understood and seconded, the motion is not debatable and a vote shall immediately occur.

The motion requires a two-thirds vote of alderman present, excluding the mayor, is required to bring debate to a close. If two-thirds or more of the alderman present vote to close debate, all debate ceases and the Council shall immediately proceed to vote on the pending matter(s). IF the motion does not receive the support of at least two-thirds of the alderman present, debate continues.

If the motion to close debate is adopted to cover more than the immediate pending motion, they are disposed of in reverse order one by one. For example, the first vote is on the amendment, then, if the amendment is approved, a vote is held on the original motion, as amended.

Section 22. Reconsideration

A vote may be reconsidered at any time during the same meeting or at the first regular meeting held thereafter. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed, nor shall a motion to reconsider be reconsidered. No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation. When a motion to reconsider such a motion is made at the same meeting as the passage of the original motion, it may be postponed to a later date certain.

A motion to reconsider must be made by a member who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law, provided, however, that when a motion has received a majority vote in the affirmative but is declared lost solely on the ground that a greater number of affirmative votes are required by a statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made only by those who voted in the affirmative on such question. A motion to reconsider must be seconded and approved by a majority vote.

Notwithstanding the foregoing, a motion to reconsider may be anytime if new information exists about the subject of the original question that could affect the outcome of the original vote. In such a case where new information exists, a motion for reconsideration may be made only by a member who voted on the prevailing side of the original question and must be seconded by another member who voted on the prevailing side of the original question. A motion for reconsideration on the basis of new information does not require a vote. *(Amended August 22, 2011)*

Section 23. Standing Committees

Any report of a committee shall be deferred for final action thereon to the next regular meeting after the report is made, upon the request of any two members of the council.

Section 24. The Minutes of Meetings

The clerk shall keep the minutes of the proceedings of the Council. No less than three (3) days prior to the next meeting of the Council, the clerk shall supply to each member at his residence a typewritten copy of the minutes of the previous meeting of the Council. The minutes shall be approved at the next meeting of the Council. The clerk's draft of the minutes may be amended to reflect correctly the view of the Council as to the events that

occurred. The clerk shall bind the minutes of regular and special City Council meetings in the order in which they occurred in a fashion best suited to make such minutes available to the general public at City Hall.

Section 25. Ordinances

- A. Style of Ordinances.** The style of ordinances shall be “BE IT ORDAINED by the City Council of the City of Galena” as is provided by statute.
- B. “Yea” or “Nay” Vote.** The yeas and nays shall be taken on the passage of all ordinances and on all propositions to create any liability against the city, or for the expenditures or appropriation of its money, and in all other cases at the request of any member of the Council; such vote shall be entered in the minutes, as is provided by statute.
- C. Approval or Veto.** All ordinances of whatever kind, and any resolution or motion creating any liability against a municipality, or providing for the expenditure or appropriation of its money, shall be deposited with the city clerk, and if the mayor approves thereof, he shall sign the same, and such as he shall not approve he shall return to the council with his objections thereto in writing at the next regular meeting occurring not fewer than five days after the passage thereof. Such veto may extend to any one or more items or appropriations contained in any ordinance making an appropriation or to the entire ordinance; and in case the veto only extends to a part of such ordinance, the residue thereof shall take effect and be in force. But in case the mayor shall fail to return any ordinance with his objections thereto by the time aforesaid, he shall be deemed to have approved such ordinance, and the same shall take effect accordingly.
- Upon return of any ordinance by the mayor, the vote by which the same was passed may be reconsidered by the council at its next regular meeting after the return of the veto; and if, after such reconsideration, two-thirds of all the members elected to the council shall agree, by yeas and nays, to pass the same, it shall go into effect notwithstanding that the mayor may refuse to approve thereof.
- D. Record of Ordinances.** The clerk shall keep a record in an ordinance book for such purposes of all ordinances passed.
- E. Publication.** All ordinances imposing any penalty for a violation thereof or making any appropriation shall be published as required by statute, either in a newspaper or in pamphlet form, in which case the ordinance in its pamphlet form shall be displayed for a reasonable period in a public place in the city hall. All ordinances shall be published in the website of the City of Galena in a reasonable time after approval thereof.
- F. Time of Taking Effect.** No ordinance that must be published to comply with the foregoing section shall go into effect until ten days after it is so published unless a

statement of the urgency of the ordinance is contained in it and it achieves passage by a two-thirds vote of the members of the corporate authorities then holding office. In all other cases, the ordinances shall go into effect upon the passage thereof, as provided by statute, even though the operation of the ordinance may not take effect until a later date.

Section 26. Adoption of ROBERT’S RULES OF ORDER

The rules of parliamentary practice contained in the latest published edition of ROBERT’S RULES OF ORDER shall govern the council in all cases to which they are applicable and in which they are not inconsistent with the special rules of this council or the statutes or laws of the state.

Section 27. Temporary Suspension of Rules; Amendment to Rules

These rules may be temporarily suspended, repealed, altered, or amended by a two-thirds vote of the corporate authorities then holding office.

Section 28. Censure of Members; Expulsion of Members

Any member acting or appearing in a lewd or disgraceful manner, or who uses opprobrious, obscene, or insulting language to or about any member of the council, or who does not obey the orders of the presiding officer, shall be, on motion, censured by a majority vote of the council, including the mayor, and, in addition, may be fined not to exceed \$25 for each such occurrence. With the concurrence of two-thirds of the councilpersons elected, including the mayor, the council may expel a councilperson, but not a second time for the same offense.

Section 29. Electronic Attendance at Meetings

- A. Rule Statement.** Any member may attend any open or closed meeting of the City Council via electronic means (such as by telephone, video, internet connection or other electronic tools) provided that such attendance is in compliance with this Section 28.
- B. Prerequisites.** A member may attend a meeting by electronic means if the following conditions are met:
 - (1) A quorum is physically present throughout the meeting.
 - (2) A majority of the members present votes to approve the attendance of the member at the meeting by the requested electronic means.
 - (3) The member has notified the City Clerk at least twenty-four (24) hours before the meeting, unless impractical, so that necessary communications

equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for electronic attendance at the meeting by the member.

- (4) The member has identified one of the following three reasons why he is unable to physically attend the meeting,
 - (a) The member cannot attend because of personal illness or disability;
or
 - (b) The member cannot attend because of commitments to his employer or the business of the City of Galena do not allow attendance
; or
 - (c) The member cannot attend because of a family or other emergency.
- (5) The City Clerk, after receiving the electronic attendance request, shall inform the Mayor and other members of the City Council of the request for electronic attendance.

- C. **Voting Procedures.** After a roll call establishing that a quorum is physically present, the Mayor shall call for a motion that a member may be permitted to attend the meeting electronically after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the members present.
- D. **Adequate Equipment Required.** The member participating electronically and other members must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the City shall provide equipment adequate to accomplish this objective at the meeting site.
- E. **Minutes.** Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.
- F. **Rights of Remote Member.** A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the City Clerk

and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 30. Glossary of Terms

Abstain: Refrain from voting.

Ad hoc: Formed for a temporary need (e.g., ad hoc committee).

Adjourn: End a meeting.

Adjourned meeting: A continuation of a meeting that was adjourned until a future time but is being held before the next regular session.

Adopt: To accept a motion and put it into effect.

Agenda: Specific list of items that will be considered/acted upon at a meeting. Also called **order of business**.

Amend: Change or modify a motion.

Amendment: Proposed alteration or change to a motion.

Appeal: Question or disagree a decision of the chair.

Aye: A “yes” vote is sometimes referred to in discussion as an “aye” vote.

Business: Matters or items brought before the meeting for action.

Call to order: The opening of a meeting by the chair. Also, instruction by the chair to a member who is disruptive in some way.

Chair: The presiding officer of the group or organization, usually the president but it may be any officer the president so designates.

Convene: Direction to the group to assemble (come to order to start a meeting).

Debate: Discussion of a motion prior to a vote.

Dilatory: Statement, motion, or action designed to obstruct or delay a meeting.

Division of the assembly: Retaking a vote by voice or show of hands when the count has been questioned.

Division of a motion: Breaking up a complex motion into separate, independent motions to make it easier for members to understand and vote upon. Also known as division of a question.

Executive session: A meeting or a part of a meeting in which the proceedings are kept secret.

Extend debate: To officially increase the time members may debate an issue.

Floor: The right of a member to speak, to address a meeting and have the attention of the membership, as in “obtaining the floor.”

Incidental motion: A motion that arises from another motion.

In order: Parliamentary term for “correct.”

Limit debate: To officially restrict the amount of time members may debate an issue.

Main motion: Any motion that introduces business at a meeting.

Majority: More than half of the members who are present and voting on an issue. Members who do not vote are not counted when determining majority.

Meeting: Gathering or assembly of members to conduct business.

Minutes: Official record of what transpired at a meeting as recorded by the group secretary.

Motion: Proposal for action by a group at a meeting. Also called a question.

Move: To make a motion.

Notice of meeting: Official announcement of a meeting and its particulars (date, time, place, purpose).

Order of business: Agenda. The order in which items on the agenda will be taken up by the membership.

Out of order: Statement or action that the chair declares is not appropriate or correct parliamentary practice.

Parliamentary authority: The rules of order that a group uses as its final (binding) authority on parliamentary procedure.

Parliamentary inquiry: Question by a member to the chair about correctness of parliamentary procedure.

Pending motion: Any motion that is on the floor.

Point of information: Question to the chair asking for more information (but not on parliamentary procedure).

Point of order: A question or statement by a member about a potential violation of the rules, which must be raised at the time it occurs.

Point of privilege: Request for immediate attention to a matter that affects members, such as safety or comfort.

Postpone indefinitely: To put off a motion for an indefinite period. This motion then cannot be considered at the meeting in progress.

Postpone to definite time: Put off consideration of a motion to a specific time or date.

Presiding officer: Also known as the chair.

Previous question: Motion to close debate on a main motion and put it to a vote immediately.

Privileged motion: Motion that addresses a matter of importance that affects the comfort and safety of a member. It can interrupt any business on the floor.

Pro tem: Temporary.

Quorum: The official number of members required to conduct business.

Rank of motion: One motion has more importance than another. For example, privileged motions always assume precedence over other motions because privileged motions concern conditions such as the comfort or safety of members (the meeting room is too warm, and so on).

Recess: A short break in a meeting.

Reconsider: A motion to review a previous decision and take another vote.

Refer to committee: Send a matter to a committee for study and recommendation of action.

Rescind: To nullify a vote on a matter at a previous meeting. A two-thirds majority is required.

Roll call vote: Voice vote where members respond by saying “yes” or “no” when their names are called.

Second: To confirm that another member wants a motion considered (debated). A member states, “I second the motion” or “Second.”

Special meeting: Meeting called to discuss one or more specific topics; no other topics may be discussed at this meeting.

Subsidiary motion: A motion that disposes of another motion. Also called a secondary motion.

Unfinished business: Any matters carried over from a previous meeting. Also includes any motions that have been postponed to the current meeting.

Withdraw a motion: A member takes back a motion he or she made. This can be done until the motion is stated by the chair. After that, the membership must give permission to withdraw.