

CONVENTION RULES AND PROCEDURES

SNAP recognizes the following guidelines for all Business Meetings

Rules For SNAP Business Meetings

- Rule 1** All delegates shall keep badges in evidence throughout all business sessions.
- Rule 2** All delegates shall sit in the space designated for their respective constituents. Only delegates, monitors, and SNAP staff on official business will be allowed in the delegate area.
- Rule 3** Delegates may not leave or be seated while a vote is in progress. Delegates and monitors must remain in place during a vote.
- Rule 4** An alternate may only substitute for a delegate when the delegate will be absent for the entire meeting. The alternate's name and signature must appear on the Delegate Credentials Form, and the alternate must be wearing the delegate's ribbon at the time of the substitution.
- Rule 5** All speakers shall give their name and the name of their constituent.
- Rule 6** Prior to presentation, motions must be written on the form provided and delivered to the Chair.
- Rule 7** Only delegates may propose or vote on motions.
- Rule 8** Debate on a single issue shall be limited to ten (10) minutes.
- Rule 9** When speaking to a motion, each delegate shall be limited to two (2) minutes. Members of SNAP who are not delegates shall be limited to one (1) minute.
- Rule 10** No delegate shall speak more than twice to a motion, and no delegate who has already spoken may speak again until those who desire to speak have had an opportunity to do so. Members of SNAP who are not delegates may speak once to an issue.
- Rule 11** Speakers will be recognized by the Chair in the order in which they reach the microphone, alternating between pro and con speakers as long as a normal flow of debate is maintained.
- Rule 12** Speakers must use a red card and the designated microphones to make a point of order, parliamentary inquiry, appeal the decision of the chair, or ask for division of a question. These will have precedence over all other speakers.
- Rule 13** Monitors may not pass notes among the participants.
- Rule 14** All main motions introduced to the House shall be accompanied by a rationale and estimate of cost to the Association, if appropriate.

Parliamentary Rules for SNAP Business Meetings

To participate effectively in the proceedings of the House of Delegates, each voting member needs to be familiar with fundamental rules of parliamentary procedure. These rules enable the members to transact business with the least possible friction, with expediency and efficiency, and in a manner fair to all. The minority, as well as the majority, is enabled to express its views, to make motions, and to vote.

The parliamentary rules followed by the Student Nurses' Association of Pennsylvania are *Robert's Rules of Order Newly Revised*.

Main Motions

A main motion introduces a new item of business; until this is disposed of, no other main motion may be considered, as there can be only one main motion pending at a time. The making of a motion comes first, discussion follows.

The steps relating to the handling of a main motion are:

1. The motion is introduced by a delegate.
2. Any delegate may second the motion if needed by calling out, **"I second the motion."** (*Committee motions do not require a second.*)
3. The Chair states the motion by repeating it.
4. The Chair then asks for discussion, giving the maker of the motion the first opportunity to speak (*thereafter, insofar as possible, the Chair alternates between those in favor and those against*).
5. Any SNAP member may speak; only official delegates, however, may make a motion or vote (*SNAP Bylaws, Article VI, Section 4*).
6. A delegate may, during the discussion and when recognized by the Chair, introduce a subsidiary, incidental, privileged, or certain other motion.
7. The discussion must relate to the immediately pending motion at all times.
9. After the discussion, or as it appears appropriate, the Chair asks, **"Are you ready for the question?"** or **"Is there any discussion?"**
10. The Chair repeats the immediate motion and calls for the affirmative vote, then calls for the negative vote, then abstaining vote.
11. The Chair announces the result of the vote. If the vote is on any motion made subsequent to the main motion, the discussion is directed to the next ranking motion until there has been a decision concerning the main motion.

Subsidiary Motions

Subsidiary motions are those which modify or delay action on the main motion. Such motions are in order while the main motion, or a motion of lower rank, is still pending (*in the debatable state*), and must be voted on before the main motion. Subsidiary motions have a definite order of precedence from the lowest to the highest. The lowest in rank yields to motions which are higher in rank. If several subsidiary motions are pending at one time, the vote is taken first on the motion with the highest rank, then on the motion next lower in rank, etc.

There are seven (7) subsidiary motions as follows (*listed from lowest to highest ranking*):

- 1. Postpone Indefinitely:** the purpose is to reject, or kill, the main motion. The form is, **"I move to postpone indefinitely the motion that . . ."** It requires a second, is debatable, cannot be amended, requires a majority vote; and only an affirmative vote can be reconsidered.

2. Amend: Amend is used to change the wording of a motion.

The form is, *"I move to amend the motion by . . ."* It is debatable if the motion to be amended is debatable; it requires a majority vote, and can be reconsidered.

The ways to amend are: insert, strike out, strike out and insert, add, and substitute.

An amendment to the main motion is called a **primary amendment**. An amendment to the primary amendment is called a **secondary amendment**. Only these two degrees of amendments are permitted. A primary amendment must relate to the main motion. A secondary amendment must relate to the primary amendment. Only one primary amendment at a time, or one secondary amendment at a time, can be pending. As soon as the amendments are disposed of by vote, another of the same class is in order. When there are no further amendments, the vote is taken on the main motion as amended, if vote on the amendment is affirmative.

3. Refer to Committee: The purpose of this motion is to get more information or to get the main motion into a more satisfactory form. The form is, *"I move that the motion be referred to the _____ Committee"* or, *"I move to refer the motion to a committee of ____ (number) appointed by the President to investigate and to report back at the next meeting."* It requires a second, is debatable, can be amended, requires a majority vote, cannot be reconsidered after the committee has taken up the subject.

4. Postpone Definitely: This motion is used to delay action on the pending question until a definite time, to provide more time for the members to consider the issue. The form is, *"I move that the question be postponed to _____."* In Convention, the time postponed must be within the present Convention. It requires a second, is debatable, can be amended, requires a majority vote, and can be reconsidered.

5. Limit or Extend Debate: It is sometimes desirable to limit or extend the time a question may be discussed. The purpose of this motion is to change the adopted rules of debate. The form is, *"I move that the debate on the pending motion be limited to _____"* or *"... be extended to _____."* This motion can be applied to one or more pending motions. It requires a second, cannot be debated, can be amended, requires a two-thirds vote, and can be reconsidered.

6. Previous Question: The object of this motion is to close debate on the immediately pending question at once. The form is, *"I move the previous question."* This form will apply only to the immediately pending question. This motion can be applied to one or more pending motions. When applied to more than one pending question, the form is, *"I move the previous question on all pending questions,"* or specifically state which pending questions. This motion requires a second, is not debatable, cannot be amended, requires a two-thirds vote, and cannot be reconsidered after a vote has been taken on it.

7. Lay On the Table: The object of this motion is to delay action temporarily, usually in order to attend to more urgent business. The form is, *"I move to lay the question on the table."* It requires a second, is not debatable, cannot be amended, requires a majority vote, and cannot be reconsidered.

question back before the assembly. The form is, *"I move to take from the table the question _____."* It requires a second, is not debatable, cannot be amended, requires a majority vote, and cannot be reconsidered. This motion is not in order until some business has been transacted since the question was laid on the table.

2. Reconsider: The purpose of this motion is to bring a question already acted upon before the assembly again so that the vote may be changed. The form is, *"I move to reconsider the vote on . . ."* It requires a second, is debatable (*if the motion to be reconsidered is debatable*), cannot be amended, requires a majority vote, and cannot be reconsidered. This motion must be made by one who voted with the prevailing side. It must be made the same day, or next succeeding business day, as the vote to be reconsidered was taken.

3. Rescind: When an assembly wishes to annul action previously taken and is too late to reconsider the vote, use the motion to rescind. Any delegate may make this motion. There is no time limit (*provided no subsequent action or implementation has occurred*). The form is, *"I move to rescind the action on the motion . . ."* It requires a second, is debatable, can be amended, requires a two-thirds vote (*or a majority vote if notice of rescinding was given at the previous meeting*), and an affirmative vote to rescind cannot be reconsidered.

4. Amend Something Previously Adopted: Amend something previously adopted is the motion that can be used if it is desired to change only a part of an adopted motion and not to rescind the entire motion. An action previously taken can be changed by amending, provided that none of the action involved has been carried out in a way which it is too late to undo. The form is, *"I move to amend the previously adopted motion . . . by (using any of the five ways to amend)."* It requires a second, is debatable, can be amended, requires a two-thirds vote (*a majority vote if notice of amending was given at the previous meeting*), and a negative vote can be reconsidered.

Incidental Motions

Incidental motions are pertinent to, take precedence of, and must be decided before the pending question. Some also originate out of business which has just been pending. Some of the incidental motions (*and those most used in conventions*) follow:

1. Point of Order: Point of Order is used to call attention to a breach of the rules. It does not require a second, and can even interrupt a speaker. A Point of Order must be made at the time the breach occurs. The form is, *"I rise to a Point of Order."* The Chair asks that the point be stated and the member replies. The Chair decides the point.

2. Appeal From The Decision of the Chair: An appeal can be made from any decision of the Chair but only at the time the ruling is made. A second is required. The form is, *"I appeal from the decision of the Chair."* The Chair states the point at issue. An appeal is debatable when the pending question is debatable. The Chair puts the question as, *"Shall the decision of the Chair be sustained?"* A majority vote or a tie vote sustains the Chair. There is no appeal from the decision of the assembly.

3. Division of a Question: The motion to divide a question can be applied only to main motions and amendments. If a motion has several parts, each one capable of standing alone if

Certain Other Motions

1. Take From the Table: This motion is used to bring a tabled

the others are taken away, it can be divided into two or more parts. Then each part is voted on separately. The exact method of dividing must be specified in the motion. The form is, "***I move that the question be divided into . . .***" The motion to divide requires a majority vote, and cannot be reconsidered.

4. Division of the Assembly: After the Chair has announced the results of a vote (*taken by voice or show of hands*), a member who does not agree may, without obtaining the floor, say, "***I call for a division.***" The Chair then takes the vote again, asking the affirmative and then the negative to stand. This does not require a second, cannot be debated or amended or reconsidered. A majority vote is required to order the vote to be counted or taken by ballot.

5. Parliamentary Inquiry: When a member wants to inquire about a motion to use, wants information about the law or a motion, the member says, "***I rise to a parliamentary inquiry.***" The Chair answers the inquiry. The inquiry should be pertinent to the pending business.

6. Request For Information: A request for information must be pertinent to the pending business. "***I rise for information.***" If information is desired of the speaker instead of the Chair, the form is, "***I would like to ask the speaker a simple question.***" All remarks, questions asked, and answers given, should be addressed through the Chair, as members cannot directly address each other in assembly. If the speaker consents to answer, the time consumed is taken out of the speaker's time. A request for information can be used to give pertinent information but must be brief, not border on discussion, and always put in the form of a question. Any attempt to further explain the point will be considered as debate and will be ruled out of order by the Chair.

Other Important Points

Attendance: All meetings of the Association shall be open unless voted otherwise by the SNAP voting body. (*SNAP Bylaws, Article VI, Section 5*)

Roll Call: The Secretary/Treasurer calls the roll of voting delegates at the beginning of the first business meeting. At the first business meeting, the names of all credentialed school constituencies will be called. Delegates may not leave or be seated while the roll call is in progress. If a delegate comes in late, he/she must write his/her name and constituent on a slip of paper and give it to a monitor to deliver to the Secretary/Treasurer before being given permission to be seated in the voting delegate area. If it becomes necessary for a delegate to leave the business meeting because of an emergency situation, the Secretary/Treasurer must immediately be notified in writing.

To Obtain the Floor: Rise, address the Chair, give your name, and your constituent. Address the Chair by saying, "***Madam/Mr. Chairperson.***" Await recognition which is given by the presiding officer repeating your name. On obtaining the floor, the delegate or member should make a motion; or if the motion is pending, the delegate or member should speak to the one already before the House. The correct form to use in making a motion is, "***I move that . . .***"

Nominations may be made from the floor but no delegate can nominate more than one candidate for each office except by unanimous consent of the House. To place a name in nomination, a delegate rises, addresses the Chair, and when recognized says, "***I nominate _____ for the office of _____.***" A second is not necessary but is permissible.

Privileged & Subsidiary Motions In Rank

Privileged and Subsidiary Motions have rank as listed here, starting with "*Fix the Time to Adjourn*" as the highest ranking.

Privileged Motions

Fix the Time to Adjourn	S	ND	A	M	R
Adjourn	S	ND	NA	M	NR
Take a Recess	S	ND	A	M	NR
Raise a Question of Privilege	NS	ND	NA	Chair	NR
Call For Orders of the Day	NS	ND	NA	Member ¹	NR

Subsidiary Motions

Lay On the Table	S	ND	NA	M	NR
Previous Question	S	ND	NA ²	2/3	NR (<i>after a vote is taken under it</i>)
Limit or Extend Debate	S	ND	A	2/3	R
Postpone Definitely	S	D	A	M	R
Refer to Committee	S	D	A	M	R (<i>unless committee has started to function</i>)
Amend	S	D ³	A	M	R
Postpone Indefinitely	S	D	NA	M	R (<i>affirmative vote</i>)
Main Motion ⁴	S	D	A	M	R

NOTES: ¹ Unless set aside by a 2/3 vote not to carry out the orders. ² Except Previous Question can be applied to more than one pending motion.

³ Amend is not debatable when amending an undebatable motion. ⁴ The main motion brings the business before the assembly and sets the pattern from which all other motions are derived.

S - Second Required	NS - No Second	D - Debatable	ND - Not Debatable	A - Amendable
NA - Not Amendable	M - Majority Vote	2/3 - Two-thirds Vote	R - Reconsider	NR - Cannot Reconsider

Some Incidental Motions

These motions do not have rank. They take precedence of and must be decided before the pending motion out of which they originate.

Point of Order	NS	ND ¹	NA	Chair	NR
Appeal	S	ND ²	NA	M (neg)	R
Suspension of the Rules	S	ND	NA	2/3	NR
Objection to Consideration of a Question	NS	ND	NA	2/3 (neg)	R (negative vote)
Division of a Question	S ³	ND	A	M	NR
Consideration by Seriatim	S	ND	A	M	NR
Division of The Assembly	NS	ND	NA	M ⁴	NR
Motions Relating to Nominations	S	ND	A	M	R
To Close Nominations	S	ND	A	2/3	NR
To Reopen Nominations	S	ND	A	M	R (negative vote)
Motions Relating To: Methods of Voting	S	ND	A	M	R
Polls	S	ND	A	M ⁵	NR
Parliamentary Inquiry	NS	ND	NA	Chair	NR
Request for Information	NS	ND	NA	Chair	NR
To Withdraw or Modify a Motion After Stated by the Chair	⁶	ND	NA	M	R (negative vote)

NOTES: ¹ Unless the chair submits the Point to the assembly, then debate is the same as with an Appeal. ² Debatable when applied to a debatable motion. ³ A series of independent resolutions on different subjects in one motion must be divided upon request of only one member.

⁴ The demand of one member compels this motion. ⁵ Except a motion to Close the Polls which requires a 2/3 vote. ⁶ A second is required if the motion was made by the member now requesting this permission: no second if motion is made by another member.

Unclassified Motions

These are motions that bring a question again before the assembly. They have the same low rank as a main motion.

Take From the Table	S	ND	NA	M	NR
Rescind	S	D	A	2/3 ¹	R (negative vote)
Amend Something Previously Adopted	S	D	A	2/3 ¹	R (negative vote)
Reconsider ³	S	D ²	NA	M	NR

NOTES: ¹ Or a majority vote with previous notice; or a vote of the majority of the entire membership. ² Reconsider is not debatable when reconsidering an undebatable motion. ³ When reconsider is applied to other than a main motion, reconsider takes the rank of the motion to be reconsidered.

S - Second Required	NS - No Second	D - Debatable	NA - Not Debatable	A - Amendable
NA - Not Amendable	M - Majority Vote	2/3 - Two-thirds Vote	R - Reconsider	NR - Cannot Reconsider

Parliamentary Procedures

SNAP encourages school presidents to review parliamentary procedures with their members prior to Convention. This enables the business meetings to run smoothly and more efficiently. If you are unsure about any of the procedures, please contact a member of the Board, SNAP's Parliamentarian, or the Executive Director. We will do our very best to help you.