

**NAEYC Affiliate Council Orientation Packet**  
**June 13, 2009**  
**Parliamentary Procedures At A Glance<sup>1</sup>**

Kind of Motion	Object of Motion	Effect of Motion
Table	Clear the floor for more urgent business	Delays action
Question	Secure immediate vote on pending motion	Ends debate
Limit/extend time for debate	Provides more/less time for discussion	Shortens/Lengthens discussion period
Postpone definitely (to a certain time)	Gives more time for informal discussion and for securing followers/support	Delays action
Commit/refer	Enables more careful consideration to be given before a vote	Delays action
Amend	Improve the motion	Change the original motion
Postpone indefinitely	Prevents a vote on the question	Suppress the question
Point of order	Call attention to violation of rules	Maintains parliamentary procedures
Appeal the decision of the chair	To determine the group's attitude on the ruling by the chair	Secures ruling by group rather than by chair
Move	To bring an item to a vote	Stops discussion temporarily; requires second for action by group
Second	Moves motion to action	Forces group to take specific action
Discussion	Discussion on motion	Gives chance for additional discussion on seconded motion
Say 'aye/nay	Call for the vote	Ends discussion and asks for group consensus

<sup>1</sup> First distributed to ACEC in 2.2009. Affiliate Relations, G Simmons

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### Order of a Meeting<sup>1</sup>

1. Call to Order
2. Welcome and Introduction  
(end of right than far end of left)
3. Roll Call (written check off)
4. Minutes
5. Treasurer's Report
6. Reports
7. Old Business
8. New Business
9. Announcements
10. Adjournment

Remember the Presiding Officer:

...must be addressed

...must recognize the member

... must accept the motion

...must hear a second

...must state the motion

...must open the motion to debate

(...must accept Subsidiary, Incidental, or Privileged motions, if an order, as presented and dispose of them)

...must take the vote in the affirmative, the negative, abstentions and

... must announce the result

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<sup>1</sup> First distributed at NAEYC ACEC Meeting 2.2009, G Simmons, Affiliate Relations.