



OHIO NURSING STUDENTS' ASSOCIATION

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Parliamentary Rules

Parliamentary Rules for ONSA Business Meetings

(Adapted from the NSNA Convention Rules and Procedures)

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:

- The motion is printed on a motion form signed by maker and seconder, passed to a monitor who will relay it to the chair. The maker of motion keeps the last copy.
- The motion is introduced by a delegate. The delegate states his/her name and constituency.
- A delegate may second the motion if needed by calling out, "I second the motion.!" (Committee motions do not require a second.)
- The Chair restates the motion.
- The Chair then asks for discussion giving the maker of the motion the, first opportunity to speak (thereafter, insofar as possible, debate alternates between those in favor and those against)
- Any ONSA member may speak; only official delegates, however, may make motions or vote.
- A delegate may, during the discussion and when recognized by the Chair, introduce a subsidiary, incidental, privileged, or certain other motion.
- The discussion at all times must relate to the immediately pending question. After the discussion, or as it appears appropriate, the Chair asks, "Are you ready for the question?" or "Is there further discussion?"
- The Chair repeats the question and calls for affirmative vote, then calls for the negative vote and abstentions.

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 the motion next lower in rank, etc.

There are seven 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 an affirmative vote only 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, can be reconsidered. The ways to amend are: insert, strike out, strike out and insert, add, 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.
3. **REFER TO COMMITTEE** The purpose of the main motion is to get more information or to get the main motion into 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, and cannot be considered 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 to which postponed must be within the present convention. It requires a second, is debatable, can be amended, requires a majority vote, 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-third vote, can be reconsidered.

6. **PREVIOUS QUESTIONS** - 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 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, cannot be considered 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.

CERTAIN OTHER MOTIONS

1. **TAKE FROM THE TABLE** - This motion is used to bring a tabled 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, and requires a two-thirds vote (or a majority of vote if notice of rescinding was given at the previous meeting, 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 2/3 vote (a majority vote if notice of amending was given at the previous meeting), 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** - Is used to call attention to a breach of the rules. Does not require a second, 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 questions 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 question can be applied only to main motions and amendments. If a motion has several parts, each one capable of standing alone if 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 question requires a second, is not debatable, may be amended, 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 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 in the form of a question. Any attempt to further explain the point will be considered 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 ONSA voting body.

ROLL CALL - The secretary calls the roll of voting delegates at the beginning of each business meeting. When your state is called, all delegates from that state please stand. 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 the secretary 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 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 (or Mr.) Chairperson." Await recognition which is given by the presiding officer repeating your name. On obtaining the floor, the delegate 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

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.

Reimbursement for ONSA Meeting's

ONSA will reimburse Board Members for all expenses related to convention. The expenses covered will include hotel, travel, food, and any other approved expenses. To be reimbursed, all members must completely fill out the expense voucher and all receipts, as determined in this policy, must be turned in.

Covered Expense	Comments	Payment type
100% Hotel Room	Total amount including all taxes and fees. Double occupancy with another ONSA Board Member when feasible. Covered expenses do not include incidental charges like room service or pay per view movies. If there is a situation that comes up that there will have to be a single occupancy in a room it would go to the president.	Paid directly to the hotel by the designated ONSA representative (ie: the Treasurer or President)
IRS Per Diem for meals	Food will be reimbursed at the IRS per diem rate minus any meals provided during the convention. No alcohol is to be covered.	The pre-determined amount will be provided by the ONSA Treasurer to each board member in advance of the convention. The per diem reimbursement is designed to streamline the Treasurer's workload, thus a flat amount will be provided and receipts are not required for reimbursement.
Travel to Convention	Refer to travel policy	