

Parliamentary Law and Procedure Mass Meetings and Conventions

Application of Parliamentary Procedure

Presented by:
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WORKSHOP PRESENTERS

Donna Kosicki



Donna has been a member of the National Association of Parliamentarians (NAP) and Georgia State Association of Parliamentarians (GSAP) since 2011. She currently serves as a member of the GSAP Education Committee and Program Chair of the 2023 GSAP Convention; and teaches parliamentary law and procedure workshops to GSAP membership, various PTA and political groups. Donna is studying for her Registered Parliamentarian certification, expected 2023.

Republican Party positions served: President of Cherokee County Republican Women; Cherokee County Republican Party – First Vice Chair, Parliamentarian, Poll Watcher Recruitment and Training, Precinct Caucus and Convention Planning Committees Chair; Member of the Rules and Finance Committees, Assistant Secretary, and Precinct Chair. 11th Congressional District GOP – Parliamentarian, Convention Parliamentarian, Member of the District Committee (CCRP), Nominating Committee Chair – Reorganization and for Convention; GA State GOP – Member of the State Committee (CCRP).

Donna is also a proud Member of the Bylaws and Events Committees for the Cobb Veterans Memorial Foundation.

Donna Rowe



Donna has an extensive Parliamentarian background and has served as a parliamentarian for Student Nurse Association of Massachusetts, Young Republicans in various states, various Officers Wives Clubs, Cobb Republican Women's Club, Cobb Republican Party and Cobb GOP Conventions, GA Federation of Republican Women, and 6th Congressional District Committee and Convention.

Donna has served on the Rules Committee for Cobb Republican Party (4 terms), Cobb Republican Women's Club (5 terms), 6th District Republican Party (Convention), GA Federation of Republican Women (2 terms), and various community organizations for over 30 years; and provided parliamentary training to Cobb Association of Realtors and GA Association of Realtors.

Republican Party positions served: Teen Republican Chair, Massachusetts; College Republicans Vice Chair, Pennsylvania; Young Republicans Chair, Virginia; Cobb County Republican Party – First Vice Chair Second Vice Chair, Secretary, Assistant Secretary, Registration Chairman; 6th and 7th District, Georgia Republican Party – Secretary (7th), Registration Chair (6th & 7th – 15 terms), Second Vice Chair (6th); and Georgia Republican Party – State Committee Member (4 terms) and (Georgia) National Delegate – 2016 National Convention.

SECTIONS:

Purpose of Parliamentary Rule and Procedure

Basic Fundamental Rules and Principles of Parliamentary Law and Procedure

A Member's Rights

Two (2) Classes of Rule

How Business is Introduced

Obtaining the Floor

Six (6) Steps for Handling a Motion

Votes – Types, Order Of, and Methods

Group Activity

Successful Meetings

Things Done by a Minority

Things Prevented by Minority Vote

Key Resources Review (National Association of Parliamentarians Body of

Knowledge; Robert's Rules of Order, Newly Revised, 12th Edition; Robert's Rules of

Order, In Brief, 12th Edition; Fulton County Republican Party, Inc. Rules & Bylaws)

Questions & Answers

Mass Meetings

Convention – County, District, and State

Post Test

Questions & Answers

Motions

We talked already about motions in the context of

- A. How business is introduced: the five classes of motions (MAIN, SUBSIDIARY, PRIVILEGED, INCIDENTAL, AND MOTIONS THAT BRING A QUESTION AGAIN BEFORE AN ASSEMBLY)
- B. We went over the different motions within each of the five classes, and as I remember correctly – your handouts were not really that great on this section. Hopefully, today – we make up for that!
- C. Rankings – more on this in a few moments
- D. Standard descriptive characteristics (briefly) – maybe just mentioning that each motion has eight (8) of them
- E. Generally speaking
 - a. What a motion must not do
 - b. Seconding a motion
 - c. The worst motion
 - d. Aka ‘the question’

Obtaining and assigning the floor process to be able to make and speak to motions

- A. The right to ‘preference in being recognized’
 - a. Maker of the motion should have preference to speak first in debate
 - b. A member does not speak twice in debate when members who wish to speak have not spoken once
 - c. Alternating members – for a motion and against a motion

The six (6) steps to handling a motion

- 1. Motion is made
- 2. Seconded
- 3. Chair states the motion
- 4. Debate
- 5. Vote
- 6. Chair announces the results

How majority and 2/3 is determined

- A. Majority – more than half; NOT 50% plus one (1)
- B. 2/3 – pursuant to RONR 44:3: means ... **at least 2/3** of votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting AND we also talked about why we suggest having plus one (or two!)
 - a. Examples
 - i. 30 votes cast → 2/3 is 20
 - ii. 31 votes cast → 2/3 is 21
 - iii. 32 votes cast → 2/3 is 22
 - iv. 33 votes cast → 2/3 is 22
 - b. **Easy way to calculate 2/3 is the total number of votes cast divided by 3 and multiply by 2**

In terms of the motions, you will use at the Precinct Caucus (Mass Meeting) and Convention, it is important for you to familiarize yourself with – we have identified seventeen 17 motions!

- A. The motion and when to use it
- B. The motion's standard (or basic) descriptive characteristics
- C. Have the script for each motion READY TO USE so that the correct words are stated when the motion is being used

BEFORE WE CONTINUE - Let's clarify a few points on QUORUM

- A. Quorum – (RONR 40) defined as the number of members who MUST be present in order that business can be validly conducted
 - a. **In a Mass Meeting** – RONR 3:4 whose bylaws do not prescribe a quorum, **there is no minimum number of members** who must be present for the valid transaction of business
 - i. RONR 40:2 1): **In a mass meeting, quorum consists of those who attend the meeting (the number of persons present at the time), since they constitute the entire membership at that time**
 - b. **In a Convention** – RONR 3:4 unless the bylaws provide otherwise, **quorum is a majority of the delegates who have been registered at the convention as in attendance**, irrespective of whether some may have departed.
- B. In the absence of a quorum, what can be done?
 - a. Fix the time to which to adjourn
 - b. Adjourn
 - c. Recess
 - d. OR TAKE MEASURES TO OBTAIN A QUORUM!
- C. Conducting business in a meeting with no quorum, RONR 40:9
 - a. Prohibition against transacting business in the absence of a quorum cannot be waived by unanimous consent
 - b. IF there is important business that should not be delayed until the next regular meeting, the assembly should 'fix the time for an adjourned meeting' and then adjourn.
 - c. IF, INSTEAD – members present take action informally in the absence of a quorum, **they do so at their own risk**. Although the assembly can later ratify their action (RONR 10:54-57), it is under NO obligation to do so.
- D. Enforcing the quorum requirement
 - a. Before the chair calls the meeting to order, it is his duty to determine that a quorum is present; he need not announce
 - b. Once a call to order is called after finding a quorum is present, the continued presence of a quorum is **presumed** unless the chair OR A MEMBER notices quorum is no longer present

Here is a list of motions – classifications are on the left of the list of motions; highlighted in bold are the seventeen (17) motions you will most likely see at the Precinct Caucus and Convention:

PRIVILEGED, ranked	Fix the Time to Which to Adjourn Adjourn Recess Question of Privilege Call for the Orders of the Day
SUBSIDIARY, ranked	Lay on the Table Previous Question Limit or Extend Limits of Debate Postpone to a Certain Time (Postpone Definitely) Commit or Refer Amend Postpone Indefinitely
MAIN	Original Main Motion Incidental Main Motion
INCIDENTAL, no ranking	Point of Order Appeal the Decision of the Chair Suspend the Rules Objection to Consideration of a Question Division of the Question Consideration by Paragraph or Seriatim Division of the Assembly Parliamentary Inquiry Point of Information Request for Permission to Withdraw a Motion
BRING A QUESTION AGAIN BEFORE THE ASSEMBLY	Rescind Amend Something Previously Adopted Take From the Table Reconsider

Recap of each motion’s use and basic characteristics – ATTENDEES WILL NEED THE MOTIONS

CHART

PRIVILEGED MOTIONS - relate to the WELFARE of the group or an individual; examples include ending the meeting, taking a break, or going into executive session

- A. **Fix the Time to Which to Adjourn** – to set the time, and sometimes the place, for another meeting to *continue business of the session*, with no effect on when the present meeting will adjourn.
- B. **Adjourn – to close the meeting.**
 - a. Takes precedence over all motions except FIX THE TIME TO WHICH TO ADJOURN
 - i. It is not in order while the assembly is engaged in voting or verifying a vote, or before the result of a vote has been announced by the Chair, except that, in the case of a vote taken by ballot– a motion to ADJOURN is in order after the ballots have been collected by tellers and before the result has been announced
 - b. Is not applied to ANY motion, and NO Subsidiary motion can be applied to it
 - c. Is out of order when another has the floor
 - d. Must be seconded
 - e. Is not debatable
 - f. Is not amendable
 - g. Requires a majority vote
 - h. Cannot be reconsidered
- C. **Recess – a short intermission in the assembly’s proceedings, commonly used for a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.**
 - a. Takes precedence over the MAIN motion, all Subsidiary and Incidental motions, and all Privileged motions except ADJOURN and FIX THE TIME TO WHICH TO ADJOURN
 - b. Is out of order when another has the floor
 - c. Must be seconded
 - d. Is not debatable – there are allowable explanations of an undebatable motion
 - e. Is amendable as to the length of the recess, and any such amendment is undebatable
 - f. Requires a majority vote
 - g. Cannot be reconsidered
- D. **Raise a Question of Privilege – permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise not be in order**
 - a. Takes precedence over all other motions EXCEPT RECESS, ADJOURN, and FIX THE TIME TO WHICH TO ADJOURN
 - b. Is in order when another has the floor IF warranted by the urgency of the

situation (when another has been assigned the floor and before he has begun to speak, however, it can interrupt a member who is actually speaking when necessary to interrupt a person speaking)

- c. Does not require a second, as it relates to RAISING the question of privilege; that is, no second is required at any step in the process UNLESS the member states it in the form of a motion – such a motion must be seconded
 - d. Is not debatable; in contrast – a MAIN motion that is pending after having been admitted as a question of PRIVILEGE is debatable
 - e. Is not amendable; that is, the motion to AMEND is not applicable to the process of raising a question of PRIVILEGE; but – a MAIN motion that is pending after having been admitted as a question of PRIVILEGE can be amended
 - f. Is ruled upon BY THE CHAIR; no vote on the question's admissibility is taken unless the Chair's ruling is APPEALED
 - g. The Chair's ruling on whether to admit the request or motion that has been raised as a question of PRIVILEGE cannot be reconsidered
- E. CALL FOR THE ORDERS OF THE DAY – a member can require the assembly to conform to its agenda, program, or order of business, or to take up a general or special order that is due to come up at the time, UNLESS 2/3 voting wish to do otherwise.**
- a. Takes precedence over all motions except (a) other Privileged motions and (b) a motion to SUSPEND THE RULES that relates to the priority of business – although it can interrupt a pending question only if the neglect of a special order is involved
 - b. Is not applied to any motion, but is applicable as follows: (a) when the agenda, program, or order of business is being varied from; (b) when a general order that is in order at the time is not being taken up; or (c) when the time for considering a special order has arrived or passed and it is not being taken up
 - c. IF in order at the time, is in order when another has the floor, even if it interrupts a person speaking
 - d. Does not require a second
 - e. Is not debatable – but the member making this motion can remind the chair of the matter that is required to be taken up at the time
 - f. Is not amendable
 - g. Upon a SINGLE member the ORDERS OF THE DAY must be enforced, EXCEPT that a 2/3 vote can set them aside
 - h. Cannot be reconsidered

SUBSIDIARY – assist the assembly in treating or disposing of a main motion (and sometimes other motions)

A. LAY ON THE TABLE – if there is reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides

- a. Takes precedence over the MAIN motion, all Subsidiary motions, any Incidental motions that are pending when it is made; yields to all Privileged motions and to motions that are Incidental to itself
- b. Can be applied to MAIN motions, with any other subsidiary motions that may be pending; can be applied to the ORDERS OF THE DAY or QUESTIONS OF PRIVILEGE while they are pending as MAIN motions
- c. Is out of order when another has the floor
- d. Must be seconded
- e. Is not debatable – it is proper for the chair to ask the maker of the motion to state his reason first
- f. Is not amendable
- g. Requires a majority vote
- h. An affirmative vote on this motion cannot be reconsidered because it is easier and more direct to move to take the question from the table; a negative vote on this motion can be reconsidered

B. PREVIOUS QUESTION – used to close debate and amendment of a pending motion so that it will come to an immediate vote

- a. Takes precedence over all debatable or amendable motions to which it is applied, and over LIMIT OR EXTEND LIMITS OF DEBATE
- b. Yields to LAY ON THE TABLE, all Privileged motions, and all applicable Incidental Motions; can be applied to any immediately pending debatable or amendable motion; to an entire series of pending debatable or amendable motions, and to any consecutive part of such a series beginning with the immediately pending question
- c. Is out of order when another has the floor
- d. Must be seconded
- e. Is not debatable
- f. Is not amendable, however, it has a special characteristic that permits an effect similar to amendment when the motion is applied while a series of questions is pending
- g. Requires a 2/3 vote
- h. An affirmative vote on the motion for the PREVIOUS QUESTION can be reconsidered before any vote has been taken under the order for the PREVIOUS QUESTION, but cannot be reconsidered after the order has been partly executed

C. LIMIT OR EXTEND LIMITS OF DEBATE – a member can move to place a limit on debate

(as in limiting the length of speeches), and can move to extend the limits of debate

- a. Takes precedence over all debatable motions
- b. Yields to PREVIOUS QUESTION and LAY ON THE TABLE, to a motion to AMEND that is applied to it, all Privileged motions, and all applicable Incidental motions; can be applied to any immediately pending debatable motion, to an entire series of pending debatable motions, OR to any consecutive part of such a series beginning with the immediately pending question; this motion cannot be laid on the table alone, but when it is pending the main question can be LAID ON THE TABLE, carrying to the table also the motion to LIMIT OR EXTEND LIMITS OF DEBATE
- c. Is out of order when another has the floor
- d. Must be seconded
- e. Is not debatable
- f. Is amendable, but any amendment – like this motion – is undebatable
- g. Requires a 2/3 vote because it suspends the rules and limiting debate takes away the basic rights of all members to a full discussion and may restrict a minority's right to present its case
- h. An affirmative vote on the motion can be reconsidered, without debate, at any time before the order limiting or extending limits of debate is exhausted

D. POSTPONE TO A CERTAIN TIME aka POSTPONE DEFINITELY aka POSTPONE – to consider the main motion later in the same meeting or at another meeting

- a. Takes precedence over the MAIN motion, POSTPONE INDEFINITELY, AMEND, COMMIT, and DIVISION OF A QUESTION
- b. Is out of order when another has the floor
- c. Must be seconded
- d. Is debatable – but debate is limited in that it must not go into the merits of the main question any more than is necessary to enable the assembly to decide whether the main question should be postponed and to what time
- e. Is amendable as to the time to which the main question is to be postponed, and as to making the postponed question a special order
- f. Requires a majority vote in its simple and usual form; if it makes a question a special order, the motion to Postpone requires a 2/3 vote because it suspends any rules that will interfere with the question's consideration at the time specified
- g. An affirmative vote on the motion to POSTPONE can be reconsidered; a negative vote on the motion to POSTPONE can be reconsidered ONLY until such time as progress in business or debate has been sufficient to make it essentially a new question.

E. COMMIT or REFER – turns a motion or resolution over to a committee for study or redrafting before the assembly considers it further

F. AMEND – if a motion cannot be disposed of or if Postpone Indefinitely is not

proposed, the main motion might be more suitable or acceptable in an amended form; a proposal to change a main motion's wording (either to clarify, or, within limits – to modify its meaning) before the main motion is voted on

- a. When applied to a main motion – takes precedence over the main motion and over POSTPONE INDEFINITELY
- b. Yields to all subsidiary motions other than POSTPONE INDEFINITELY and AMEND, and to the motion to AMEND that is applied to it; yields to all Privileged motions and all Incidental motions; can be applied to any main motion, to itself (secondary amendment)
- c. Is out of order when another has the floor
- d. Must be seconded
- e. Is debatable whenever the motion to which it is applied is debatable – confined to the desirability of the amendment
- f. Generally amendable – primary and secondary
- g. Requires a majority vote, regardless of the vote required to adopt the question to be amended
- h. Can be reconsidered

G. POSTPONE INDEFINITELY – a member can propose to dispose of or kill a main motion without bringing it to a direct vote

- a. Takes precedence over nothing except the main question to which it is applied
- b. Can be applied ONLY to the main question and can therefore be made ONLY while the main question is immediately pending
- c. Is out of order when another has the floor
- d. Must be seconded
- e. Is debatable and debate can go fully into the merits of the main question
- f. Is not amendable
- g. Requires a majority vote
- h. An affirmative vote on the motion to POSTPONE INDEFINITELY can be reconsidered; a negative vote on this motion cannot be reconsidered

MAIN – it is a formal proposal that certain action be taken

- a. Make and handle one main motion at a time
- b. Takes precedence of nothing, that is – it cannot be moved when any other question is pending
- c. Yields to all Subsidiary, all Privileged, and all Incidental motions. Any of these can be moved while a main motion is pending; can be applied to NO OTHER MOTION. All Subsidiary motions can be applied to it.
- d. Is out of order when another has the floor
- e. Must be seconded
- f. Is debatable
- g. Is amendable
- h. Requires a majority except:
 - a. When the motion proposes an action for which the bylaws or special rules of

- order prescribe some other requirement (such as 2/3 and/or previous notice)
- b. When adoption of the motion would have the effect of suspending a rule of order or parliamentary right of members, which requires a 2/3 vote
- c. When adoption of the motion would have the effect of changing something already adopted, as in a motion to postpone an event previously scheduled by vote of the assembly, or to discharge a committee
- d. Can be reconsidered

Example of a Main Motion and adhering Subsidiary Motions – ACTIVITY!

Let's see this in action. We need eight (8) volunteers, please stand! Assign numbers one to eight to those who stood up, starting either right to left OR left to right.

Person #1 – has motion #1, and so on to #8

One of the Donna's will be the Chair – and together, all eight adhering motions will be processed.

Keep in mind – rules for how to obtain the floor and speaking; this is a FAUX meeting!

- 1.) A MAIN motion – “I move the adoption of the following resolution ...”
- 2.) A motion to POSTPONE the main question INDEFINITELY – “I move the resolution be postponed indefinitely”
- 3.) An AMENDMENT to the main motion – “I move to insert the word ‘legislative’ in the pending motion before the word ‘resolution’.”
- 4.) A motion to REFER the question (with the pending amendment) to a committee – “I move the resolution be referred to a committee to be appointed by the Chair.”
- 5.) A motion to POSTPONE the pending questions TO A CERTAIN TIME – “I move to postpone the resolution until later in this meeting.”
- 6.) A motion to vote on the postponement by ballot – “I move the vote on the postponement be done by ballot.”
- 7.) A motion to LAY the pending questions ON THE TABLE – “I move to lay the pending questions on the table.”
- 8.) A motion to take a RECESS – “I move to recess for twenty minutes!”

The motion to RECESS is voted on first, then the motion to LAY ON THE TABLE, and so on, proceeding upward through the list above. IF ANY ONE of the motions 8), 7), 5), 4), OR 2) is adopted – consideration of the remaining motions stops (1, 3, 6).

INCIDENTAL – are QUESTIONS OF PROCEDURE that arise out of other motions; examples are verifying a vote count, correcting an error, or asking for information

- A. Point of Order** – used when a member thinks that the rules of the assembly are being violated, thereby calling upon the chair for a ruling and an enforcement of the regular rules.
- a. Takes precedence over any pending question out of which it may arise
 - b. Yields to all Privileged motions and (if it adheres to pending questions – yields to a motion to LAY the Main question ON THE TABLE, in cases where these motions are in order at the time according to the order of precedence of motions; it does not yield to any Subsidiary motion so long as it is handled in the normal manner – ruled upon by the Chair without debate
 - c. Can be applied to any breach of the assembly’s rules, so long as it is handled in the normal manner by being ruled upon by the Chair – no Subsidiary motion can be applied to it except if it adheres to pending questions, then (unless LAY ON THE TABLE is already pending) the MAIN question can be LAID ON THE TABLE while the Point of Order is pending, and the Point of Order also goes to the table with all adhering motions
 - d. If the Chair, being in doubt, refers the Point of Order to the judgment of the assembly and it thereby becomes debatable
 - e. Is in order when another has the floor, even interrupting a person speaking or reading a report if the Point genuinely requires attention at such a time
 - f. Does not require a second
 - g. Is not debatable – but with the Chair’s consent, a member may be permitted to explain his point and knowledgeable or interested members can be heard by way of explanation; IF the Chair submits the Point to a vote of the assembly, the rules governing its debatability are the same as for an APPEAL
 - h. Is not amendable
 - i. Is normally ruled upon by the Chair. NO vote is taken unless the Chair is in doubt or his ruling is appealed
 - j. Cannot be reconsidered; that is, the Chair’s ruling on a Point of Order cannot be reconsidered; IF the Chair submits the Point to a vote of the assembly, however, the vote of the assembly can be reconsidered

- B. Appeal – any two members have the right to appeal from the decision of the chair, the question is taken from the chair and vested in the assembly for final decision. (MEMBERS HAVE NO RIGHT TO CRITICIZE A RULING OF THE CHAIR UNLESS THEY APPEAL FROM HIS DECISION)**
- a. Takes precedence over any question pending at the time the Chair makes a ruling from which the APPEAL is made
 - b. Yields to all Privileged motions (provided that they are in order at the time according to the order of precedence of motions, and it yields to Incidental motions arising out of itself; can be applied to any ruling by the presiding officer except that: (a) if a POINT OF ORDER is raised while an APPEAL is pending there is NO APPEAL from the Chair's decision on this (second) Point of Order, although correctness of the ruling can be brought up later in a motion covering the case, and (b) when the Chair rules on a question about which there cannot possibly be two reasonable opinions, an APPEAL would be dilatory and is not allowed.
 - c. Is in order when another has the floor
 - d. Must be seconded
 - e. Is debatable, unless it (a) relates to indecorum or a transgression of the rules of speaking; (b) relates to the priority of business; or (c) is made when an undebatable question is immediately pending or involved in the APPEAL; when an APPEAL is debatable – Chair speaks first, members can only speak once, and the Chair speaks last before the question "Shall the decision of the Chair be sustained?" is stated before the vote
 - f. Is not amendable
 - g. A majority or a tie vote SUSTAINS the decision of the Chair on the principle that the Chair's decision stands UNTIL REVERSED BY A MAJORITY; if the Chair is a member of the assembly, he can vote to create a tie and this SUSTAIN his decision
 - h. Can be reconsidered
- C. Suspend the Rules – when an assembly wishes to do something during a meeting that it cannot do without violating one or more of its regular rules, this motion interferes with the proposed action (provided that the proposal is not in conflict with the organization's bylaws, and law, or with a fundamental principle of parliamentary law.**
- a. Can be made at any time that NO question is pending; when business is pending, SUSPEND THE RULES takes precedence over any motion if it is for a purpose connected with that motion
 - b. Yields to the motion to LAY ON THE TABLE and all Privileged motions when these motions are in order at the time according to the order of precedence of motions, except that if it relates to the priority of business – it does not yield to a CALL FOR THE ORDERS OF THE DAY
 - c. Can be applied to any rule of the assembly except bylaws; NO Subsidiary motion can be applied to SUSPEND THE RULES
 - d. Is out of order when another has the floor
 - e. Must be seconded
 - f. Is not debatable

- g. Is not amendable
 - h. Usually requires a 2/3 vote; in any case, no rule protecting a minority of a particular size can be suspended in the face of a negative vote as large as the minority protected by the rule
 - i. Cannot be reconsidered
- D. Objection to the Consideration of a Question – purpose is to enable the assembly to avoid a particular original main motion altogether when it believes it would be strongly undesirable for the motion even to come before the assembly.**
- a. Takes precedence over original main motions and over an unstated Subsidiary motion except LAY ON THE TABLE; the Objection motion can be raised only BEFORE there has been any debate or any Subsidiary motion except LAY ON THE TABLE has been stated by the Chair; AFTER consideration of the main question has begun, it is too late to object
 - b. Can be applied to original main motions and to petitions and communications that are not from a superior body; cannot be applied to Incidental Main motions. No Subsidiary motion can be applied to it alone, but while it is pending the main question can be laid on the table and the Objection then goes to the table with the Main motion.
 - c. Is in order when another has the floor, until consideration of the question has begun
 - d. Does not require a second
 - e. Is not debatable – there is an allowable explanation of the undebatable motion
 - f. Is not amendable
 - g. A 2/3 vote AGAINST CONSIDERATION is required to sustain the Objection
 - h. A negative note- that is, a vote sustaining the objection – can be reconsidered, but not an affirmative vote
- E. Division of a Question – when a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions**
- F. Consideration by Paragraph or Seriatim – a report or long motion consisting of a series of resolutions, paragraphs, articles, or sections that are not totally separate questions can be considered by opening the different parts to debate and amendment separately, without a division of the question.**
- G. Division of the Assembly – whenever a member doubts the result of a voice vote or a vote by show of hands, either because the result appears close or because he doubts that a representative number of the members present have voted; requires the vote to be taken again by RISING (not a rising counted vote).**
- a. Takes precedence over any motion on which a vote is being taken or has just been taken; may be called for from the moment the negative votes have been cast until the announcement of the result is complete, OR immediately

thereafter; does not yield to any motion; can be applied to any motion on which the assembly is called upon to vote **by voice or by a show of hands**; no Subsidiary motion can be applied to it

- b. Is in order when another has the floor and is called for without obtaining the floor
- c. Does not require a second
- d. Is not debatable
- e. Is not amendable
- f. Does not require a vote, since a single member can demand a DIVISION
- g. Cannot be reconsidered

H. Motions relating to Methods of Voting and the Polls

I. Motions relating to Nominations

Motions relating to Methods of Voting and the Polls, and Nominations will be covered in Wednesday's session as an overview.

Requests and Inquiries

- A. **Parliamentary inquiry** – is a question directed to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing on the business at hand; it is the Chair's duty to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion; the Chair is not obliged to answer hypothetical questions
- B. **Request for information – AKA Point of Information** is a request directed to the Chair or through the Chair to another officer or member, for information relevant to the business at hand not related to parliamentary procedure
 - a. If member A is speaking in debate and asked a question by member B, through the Chair, member A can respond "I do not agree to the interruption at this time, but if, after I have finished my comments, I still have time and the member would like to ask the question then, I will be happy to answer it."
- C. **Permission to withdraw or modify a motion** – conditions for withdrawing or modifying a motion depend upon how soon the mover states his wish to withdraw or modify it; permission for him to do so is required **ONLY AFTER** the motion to which it pertains has been stated by the Chair as pending.
 - a. Before the motion has been stated by the Chair, it is the property of the mover, who can withdraw it or modify it without asking the consent of anyone

Standard Descriptive Characteristics – Requests and Inquiries

- A. All take precedence over any motion with whose purpose they are connected, and can also be made at any time when no question is pending; a motion on a request that is pending yields to all Privileged motions and to other Incidental motions
- B. All can be applied in reference to any motion or parliamentary situation out of which they arise; no Subsidiary motion can be applied to any of them
- C. All are in order when another has the floor if they require immediate attention
- D. Parliamentary Inquiry and Request for Information do not require a second; other requests do not require a second, except when moved formally by the maker of the request; a motion to grant the request of another member does not require a second, since two members already wish the question to come up – the maker of the request and the maker of the motion
- E. All are not debatable, although they may be accompanied by brief explanations as necessary
- F. All are not amendable
- G. No vote is taken on a Parliamentary Inquiry and Request for Information; the other requests require a majority vote in order to be granted and are frequently settled by unanimous consent
- H. A Parliamentary Inquiry and Request for Information are not subject to reconsideration; the vote on other requests can be reconsidered; on a request for Permission to Withdraw a Motion – only a negative vote can be reconsidered

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

- A. TAKE FROM THE TABLE – object of this motion is to make pending again before the assembly a motion or a series of adhering motions that previously has been laid on the table.
- B. RESCIND; AMEND SOMETHING PREVIOUSLY ADOPTED – two forms of one Incidental MAIN motion governed by identical rules, the assembly can change an action previously taken or ordered
 - a. RESCIND – AKA Repeal or Annul – is the motion by which a previous action or order can be canceled or countermanded; the effect is to strike out an entire MAIN motion, resolution, order, or rule that has been adopted at some previous time
 - b. AMEND SOMETHING PREVIOUSLY ADOPTED – is the motion that can be used if it is desired to change ONLY a part of the text, or to substitute a different version.
- C. DISCHARGE A COMMITTEE – from further consideration of a question or subject, the assembly can take the matter out of a committee's hands after referring it to the committee and before the committee has made a final report on it, and the assembly itself can consider it.
- D. RECONSIDER – a motion of American origin – enables a majority of an assembly, within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a

changed situation that has developed since the taking of the vote. This motion can only be made by a member who voted with the prevailing side. **This motion requires more time to digest than what is being provided in this training.**

TAKE FROM THE TABLE – may possibly be a motion you will see ONLY IF the motion to LAY ON THE TABLE is moved during Convention.

Decorum

- A. Development of Procedure in Parliament – in 1689, *Lex Parliamentaria*, was a pocket manual prepared for the convenience of members of Parliament and included entries from the Journal of the House of Commons relating to procedure, of which the following examples illustrate the gradual evolution of parliamentary law and are readily recognized as early wordings of present-day principles:
- a. One subject at a time (1581)
 - b. Alternation between opposite points of view in assignment of the floor (1592)
 - c. Requirement that the Chair always call for the negative vote (1604)
 - d. **Decorum and avoidance of personalities in debate** (1604) – “he that disgresseth from the Matter, to fall upon the Person, ought to be suppressed by the Speaker, ... No reviling or nipping of words must be used” (ibid., p. 157)
 - e. Confinement of debate to the merits of the pending question (1610)
 - f. Division of the question (1640)
- B. RONR 4:17 – if a **member who has legitimately obtained the floor offers a motion which is not in order**, the Chair may be able, in certain instances, to suggest an alternative motion which would be in order and would carry the desired intent to the satisfaction of the maker
- a. If the Chair is obliged to rule that the motion is not in order, he says, “The Chair rules the motion is out of order because...”
 - i. The Chair must not say, “You (member) is out of order.” To state a member is out of order implies that the member is guilty of a breach of decorum or other misconduct in a meeting; and even in such a case, the Chair does not normally address the member in the second person.
 - ii. IF the Chair rules that a motion is out of order, his decision is subject to an APPREAL to the judgment of the assembly
- C. RONR 33:9 – if a **speaker consents to an interruption while having the floor in debate** the time consumed will be taken out of his allowed time. The Chair therefore asks if the speaker is willing to be interrupted, and if he consents – directs the inquirer to proceed.
- a. The speaker could respond TO THE CHAIR, “I do not agree to the interruption at this time, but if, after I have finished my comments, I still have time and the member would like to ask the question, then, I will be happy to answer it.”
- D. To protect decorum, members are not allowed to carry on discussion directly with one another.

E. Decorum in Debate – RONR 43:19 – 28

- a. Patterns of Formality – RONR 3:9 – 13
 - i. Customs observed by Members
 - ii. Customs observed by the Presiding Officer
- b. Confining Remarks to the Merits of the Pending Question
- c. Refraining from Attacking a Member's Motives – rather, a member should say, "I believe there is strong evidence that the member is mistaken."
- d. Addressing All Remarks Through the Chair
- e. Avoiding the Use of Members' Names
- f. Refraining from Speaking Adversely on a Prior Action Not Pending
- g. Refraining from Speaking Against One's Own Motion
- h. Reading from Reports, Quotations, etc., Only Without Objection or With Permission
- i. Being Seated During an Interruption by the Chair
- j. Refraining from Disturbing the Assembly

F. Discipline of Members and Guests – RONR 61:1 – 19

- a. An organization or assembly has the ultimate right to make and enforce its own rules, and to require that its members refrain from conduct injurious. Punishments that a society can impose generally fall under the headings of censure, fine (if authorized in the bylaws), suspension, or expulsion
- b. Cases of conduct subject to disciplinary action divide themselves into:
 - i. Offenses occurring in a meeting and
 - ii. Offenses by members outside a meeting
- c. Principles Governing Discipline at Meetings – all persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer. Members, however, can appeal from the decision of the Chair, whether the order involved applies to him or not.
- d. In dealing with any case of disorder in a meeting, the presiding officer should always remain calm. Under no circumstances should the Chair attempt to drown out a disorderly member – either by his own voice or the gavel.
 - i. **If a member commits only a slight breach:**
 - 1. The Chair simply raps lightly,
 - 2. Points out the fault, and
 - 3. Advises the member to avoid it.
 - 4. (The member can continue speaking if he commits no further breach)
 - ii. **If the offensive behavior continues** – the Chair normally should first warn the member, but with or without such a warning, the Chair OR ANY OTHER MEMBER can "call the member to order".
 - 1. If the Chair does this – "The member is out of order and will be seated"

2. If a MEMBER does this – “Mr. Chair, I call the member to order.”
(THIS IS A POINT OF ORDER)
 3. If the Chair finds this POINT OF ORDER well taken, he declares the offender out of order and directs him to be seated.
 4. If the Chair finds the POINT OF ORDER not well taken, a member can APPEAL THE DECISION OF THE CHAIR
- iii. **IF the offender had the floor at this time** – the Chair states the breach involved and puts the question to the assembly, “Shall the member be allowed to continue speaking?” (This question is undebatable)
 - iv. **Naming an offender** – cases of obstinate or grave breach of order by a member, after repeated warnings
 1. The Chair can NAME the offender, which amounts to preferring charges
 - a. “The Chair has repeatedly directed you to refrain from offensive personal references when speaking in this meeting. Three times the Chair has ordered you to be seated, and you have nevertheless attempted to continue speaking.”
 2. IF the offender sits down – it’s over, however the assembly chooses if the matter is dropped or not
 3. IF NOT – the Chair will 1) direct the Secretary to take down objectionable or disorderly words used by the disorderly member, and enter in the minutes and 2) ask, “What penalty should be imposed on the member?”
 4. The Chair has NO authority to impose a penalty or order the offending member removed from the hall, THE ASSEMBLY HAS THAT POWER.
 5. The case can be resolved by
 - a. Apology
 - b. Withdrawal of objectionable statements or remarks
 - c. Leave the hall / meeting (for part or the remainder of the meeting)
 - v. **IF member refuses to leave** – Chair takes necessary measures to see order is enforced by the Sargeant-at-Arms and / or Police

Being Reactive as a Bully Buster – Focusing on the Chair

- A. Spotting the Bully: he knows just enough about parliamentary procedure to be dangerous; knows some of the terminology and throws the terms around, often incorrectly and with the intent of intimidating others; he manipulates the rules and the other members to get his way
- B. How the Bully Operates: often use common strategies or a different combination of Tactics
 - a. Acts like he is an expert in Robert's Rules (the most common technique) – giving out intentional erroneous information on parliamentary law and procedure
 - i. WHAT'S YOUR WEAPON? Answer – Point of Order and Appeal
 - b. Dominates Each Discussion – members speaking repeatedly in debate; carrying on loud side conversations
 - i. WHAT'S YOUR WEAPON? Answer – Point of Order and Appeal
 - c. Sniper – a member who will take a 'pot shot' at another member in verbal abuse, sniper's response is "what's the matter, can't you take a joke?" or similar comment; this is a frequent technique used by a bully – will not mention any objections before the meeting, but will wait until the right time in the meeting to take his shots at members
 - i. WEAPON - In response to a sniper, a member could say to the Chair – "Mr. Chairman, after I have finished my comments in debate, would you please ask the maker of the comment(s) if he has something he would like to say, because it appears that there was a dig in his comments."
 - d. Blocker – will use motions like LAY ON THE TABLE (which is not debatable) in an attempt to block the open and free discussion of the motion
 - i. WHAT'S YOUR WEAPON? Answer: Point of Order; the member could explain, "it is obvious that the motion to LAY ON THE TABLE is being used to kill the pending motion and that it's an improper use of the LAY ON THE TABLE motion. This member is requesting the Chair to call the motion to LAY ON THE TABLE out of order and to guide the member that if the purpose is to kill the motion, the member should be moving to POSTPONE DEFINITELY."
 - e. Makes fun of Members who Disagree with Her – a member starts ridiculing the ideas presented in debate by the supporters, laughs out loud at others
 - i. WEAPON – DECORUM IN DEBATE AND DISCIPLINE OF MEMBERS

The Bully's Favorite Tool: Misconceptions

- A. **We don't want to use parliamentary procedure!** – “It's too complicated and it slows down the meeting.” This is a RED FLAG!
- B. **Motion Ownership** – when the Chair restates the motion and places it before the members for debate (step three), the ownership of the motion is transferred from the member who made the motion to the entire membership.
 - a. “I made the motion, it belongs to me, and you need my permission to change it.”
 - b. “I made the motion, and if I want to withdraw it, you can't stop me.”
- C. **Friendly Amendment** – when an amendment is made as a “friendly” amendment, it is expected to be accepted with no vote. There is NO such thing as a friendly amendment
- D. **Previous Question** – all a person has to do is yell out “Previous Question!” or “Question!” and the debate on the motion must come to an immediate stop and a vote must be taken. This is not accurate.
 - a. This is a motion, that must be moved by a member who has been recognized by the Chair, and must be seconded.
 - b. Because the purpose of this motion is to stop debate and amendments to the motion – it is not a debatable motion.
 - c. Requires a 2/3 vote
 - d. IF the Chair immediately goes to a vote on the Main motion instead of calling for a vote on the Previous Question – a member should immediately rise and call out a POINT OF ORDER. The Chair will have to vote on the Previous Question motion and proceed with that vote.
- E. **Lay on the Table** – the purpose of this motion is to put aside the current motion because something unexpected has come up that needs to be addressed immediately; **this motion is not debatable and is a high ranked motion**
 - a. Frequently used incorrectly to kill the current motion; if this happens – should be called out of order.
 - b. To kill a motion – the correct motion is Postpone Indefinitely, which is a debatable motion, which allows for many more options open to it than does the motion to Lay on the Table. The bully likes this motion because it allows him to kill the motion without having the benefit of discussion.

- F. **Quorum Misconceptions** – quorum is the number of voting members who must be present for business to be legally transacted.
- a. If you have a quorum in the beginning, you have a quorum throughout!
 - i. WEAPON - Raise a POINT OF ORDER, state the concern of a lack of quorum and request a quorum count.
 - b. If no one says anything about a lack of a quorum, then it doesn't matter whether or not you have a quorum. **Wrong!**
 - c. If a member believes that there is no longer a quorum and raises a POINT OF ORDER and it is established that there is no longer a quorum – the business conducted up until that point is legal. BUT – no other business can be conducted except the three allowable motions. **This is not a misconception!**
 - d. Even without a quorum you can conduct business – there are only three motions that can be processed without a quorum
 - i. IF in an emergency situation an action is voted on, it is not legal and binding, and a risk because the motion(s) must be ratified at the next meeting **however** the motion(s) are treated more like a recommendation than an adopted motion – until ratified. If members in a meeting with quorum do not ratify the motions – it is the individuals who made the motion without a quorum who may be responsible (financially and other)
 - e. If we don't have a quorum, we don't have a meeting! – REMEDY: the Chair would call the meeting order, indicate there is no quorum present, see if anyone has any announcements to make, and adjourn the meeting. Then instruct the secretary to write minutes for that meeting.
 - f. if you weren't at the meeting and there was no quorum, it's too late to do anything – **misconception comes from the fact that a POINT OF ORDER must be made in a timely fashion.** RONR states – to make the POINT OF ORDER before the next business item is introduced ... There is a process in RONR to address and correct this situation.
 - g. IF you weren't present, as a member who was absent from the meeting, you cannot question the vote taken at a previous meeting event if there was no quorum present. NOT TRUE!
 - i. IF THIS HAPPENS - At the next meeting – THERE IS A PROCESS IN PLACE FOR THIS! Absentee members – have rights!

WHEN THE CHAIR IS THE BULLY

- A. Role of the Chair: to facilitate the meeting, focus is on the process and making the process smoother for the participants. The focus of the chair is not on how the chair feels about the motion, instead the focus is on making sure that the motion is processed fairly and equitably.
- B. The Chair's actions that are bully-like
 - a. Not recognizing people appropriately – some Chairs decide who they will call on and who they will not call on.
 - i. WEAPON - Know the preferences in being recognized – there are three!
 - ii. WEAPON - If the Chair is NOT following the rules of debate – it would be appropriate for a member to rise to a POINT OF ORDER – and the member should indicate how these rules have been violated and request that the chair follow them.
 - b. The Chair speaks against your motion – when this happens, often times it influences all the opinions that will be expressed after that.
 - i. WEAPON - the member should rise to a POINT OF ORDER, stating that the Chair is no longer remaining impartial and should vacate the Chair. IF the Chair continues to speak on the motion and refuses to remove himself from the Chair, the member should APPEAL THE DECISION OF THE CHAIR
 - ii. If the chair feels strongly and must speak – he should have someone else chair that part of the meeting when he wants to speak. Bylaws should dictate who that someone is (Officer).
 - c. The chair railroads motions – the Chair has a gavel and uses it throughout the motion, gaveling through the whole process, limiting debate and forcing a quick vote, before some members are ready to vote.
 - i. NEEDED – for a member to speak up and slow down the process a member could speak up by objecting to the limiting of debate, etc. IF this does not work – POINT OF ORDER is the correct motion to use to object.
 - d. The Chair gavel the meeting closed – or immediately after hearing the report of the nominating committee and did not allow other members to nominate candidates from the floor. When the Chair bangs a gavel to indicate the meeting is adjourned – and to ensure that it would stay adjourned, he and the rest of the officers got up and left.
 - i. WEAPON - One of the members realized that just because the presiding officer had left, along with the other officers, the meeting did not have to end. That person, using RONR, called the meeting back to order, had the group elect a Chairman Pro Tem, and the Chairman Pro Tem proceeded with the scheduled election of the new board of directors.

KNOW HOW TO STOP THE MASSACRE

- A. if the bully tries the surprise attack, there are parliamentary tools that will assist in slowing down the process long enough to analyze and determine how to respond. Motions are usually your best weapons in any warfare and that is true with surprise attacks.
- B. **STAY ALERT: if something doesn't seem right, do something about it immediately.**
- C. There are four parliamentary tools that can help you:
 - a. POINT OF INFORMATION – a nonparliamentary question about the business at hand. IF information is being thrown around as if its factual – and you question the accuracy of the information.
 - b. PARLIAMENTARY INQUIRY – a question directed to the presiding officer concerning parliamentary law or the organization's rules as they apply to the business at hand; used if you want to do something you don't know how to do it
 - c. QUESTION OF PRIVILEGE – an urgent request or motion relating to the privileges of the assembly or a member; the motion takes two forms – that of a request, which the presiding officer grants or doesn't grant; and that of a motion.
 - d. POINT OF ORDER – used if a member feels the rules are not being followed; requires the chair to make a ruling and enforce the rules; the first three parliamentary tools here are techniques to get answers to questions. This is a technique to stop something from continuing that you don't believe should be going on. It must be used in a timely fashion. This interrupts the speaker.

Acting Proactive to Use Rules to Get Your Way

- A. BYLAWS: know the importance of and the document's contents; interpreting the bylaws
- B. PREPARING FOR THE CONTENTIOUS MEETING
 - a. If you don't prepare, you won't succeed.
 - b. No military leader worth his weight in salt goes to war without knowing he has enough troops, enough equipment, a plan for the war, and troops who have practiced.
- C. Have preparation meetings
 - a. Attendees
 - b. Materials
 - c. The agenda
 - d. Plan your tactics
 - e. Be proactive about the Rules
 - f. Prepare and have scripts
 - g. Recruit the Army
 - h. Know your numbers!
 - i. Know how to be proactive about the rules
- D. TALKING TO GET YOUR WAY – DEBATE
 - a. Debate rules – know them!
 - i. You need a motion made, seconded, and restated by the Chair before you can debate - a motion must be pending before you can debate it
 - ii. Only one member may speak at a time and that is the member who has been recognized by the Chair.
 - iii. Debate is limited to the immediately pending motion. So if there is a Main Motion, Amendment, and a motion to Postpone Definitely all on the floor at the same time, the immediately pending motion – Postpone Definitely – is the only one that is up for debate at that time.
 - iv. Each time a member is speaking in debate, they must know what the time limit.
 - v. Debate rights are not transferable. There is no giving time or yielding the floor to another member.
 - vi. No member may speak a second time in debate on the same motion on the same day until all members wishing to speak a first time have had the opportunity to speak.
 - vii. No member may speak more than two times on the same motion on the same day.
 - viii. The maker of the motion has the right to be the first speaker on the motion, if he so chooses.
 - ix. The maker of the motion may not speak against his own motion – he can vote against it, just cannot debate against it.

- x. The presiding officer should not speak in debate while in the chair. If he wishes to speak, he should relinquish the chair to the member who would normally take the place if he was not there
- b. PRACTICES THAT PREVENT UGLINESS!
 - i. Focus on issues, not people
 - ii. Talk to the Chair, not each other
 - iii. Avoid the names and watch the pronouns
 - iv. Turn off the attack mode
 - v. Debate the motion, not the concept
 - vi. Sit down while others are talking
 - vii. Don't be disruptive

Tips to Following Leaders

- Leaders should meet prior to Caucus or Conventions to establish **priorities** for both Precinct Caucus and County Convention.
 1. Assemble Names (sub-leader) for each Precinct for Caucus.
 2. Get consensus on: a) Candidates for County Offices and b) Develop a List of Delegates & Alternates for District and State Conventions.
 3. Discuss Potential Rules you want in the “Convention Standing Rules”.
NOTE: You won’t be able to change or delete all the Rules out of the Rules Committee BUT you can Amend those; and add your own with a 2/3 VOTE of the assembly (Convention).
- Leaders need to understand County Rules for what is allowed or are procedures, if any noted, for Precinct Caucus (Mass Meeting) and County Conventions.
- Leaders need a working knowledge of the GA State Republican Party’s “Convention Manual” and its directions and requirements.
- At Precinct Caucus, Leaders should:
 1. Make sure each Precinct has at least one person present.
 2. Have Names, Date of Births, Cell Phone Numbers, Emails, and Addresses of those who can NOT attend Caucus but can attend Convention ready for each Precinct. NOTE: If attendee does NOT have email, use GA GOP Convention Email: johnnybgoode@noemail.com
 3. Give non-attendees information to “your” person at each Precinct to be added to the Precinct Delegate or Alternate Sheets. **NOTE:** Most Precincts do NOT have enough people present to fill all the Delegates’ slots, so adding non-attendees shouldn’t be a problem. All Delegates slot must be filled before adding any Names to Alternate Sheets. (Manual regulation)
 4. Make sure all of “your” attendees know they need to have filled out the Registration Form and SIGNED the “Oath” on that form!!
 5. ATTENDEES at Precinct Caucus **DO NOT HAVE TO PAY DUES TO COUNTY OR STATE!** (Only Be a Registered Voter in the County and the Precinct.)
 6. Provisional: (Can NOT VERIFY a Registered Voter) MAY attend the Precinct Caucus and VOTE as long as their VOTE does NOT Change the certified Registered Voters’ present votes on any motion.

- At Convention:
 1. Do NOT dress in Red/White & Blue (everyone wears these colors to Conventions). Wear BRIGHT colors (Yellow, Pink, Green) so Leaders can easily be found, identified or have others be able to watch for their actions (making a Motion, Parliamentary Inquires, etc.).
 2. CONVENTION RULES – (You MUST study these **quickly**!! You should have time to do this before the Credentials Report is approved)
 - a. Copies of Convention Standing Rules out of Rules Committee MUST be available at Registration Desk with a Copy of the “proposed” Agenda.
 - b. Leaders gather to study and compare to “Groups Rules” composed before Convention at Leader meeting and decided to Amend or ADD “your” Rule. Decide who will do what and who will second.
 - c. Can NOT conflict with County or State Rules
 - d. Rules Committee Rules can be Amended
 - e. A Delegate can make a Motion to ADD a Rule to the Convention Standing Rules. Requires a second, discussion and a Vote according to RONR controls on required vote ratio for the “subject” of the proposed Rule being added.
 - f. Each Rule is a single Motion and can be separated out for consideration by itself.
 - g. Any Delegate can demand a READING of ALL the Rules before a Vote on the “Convention Standing Rules”.
 - h. If Rules are taken as a Full/Whole document REQUIRES a 2/3 VOTE.
 - i. Rules considered SEPARATELY RONR controls on whether normally it requires a 2/3 Vote OR just a “majority” Vote.
 - j. A Rule can be suspended by a “majority” vote.
 - k. Any Delegate can make a Motion to take each Rule separately. (Purpose of Motion is to defeat a Rule and therefore it’s removed.)
 3. LEADERS SHOULD BE SCATTERED THROUGHOUT THE ASSEMBLY. Do NOT group together.
 - a. Use Text to communicate activation of a Motion or “plan”
 - b. OR a few can gather at the back of the room, then text or send notes to others.

PRECINCT CAUCUS (MASS MEETING)

- NOTICE out to GOP Database/Committee and in local Newspaper by January 27, 2023 for Caucuses on February 11, 2023
- REGISTRATION – Registration Form – Manual Pg. 24 (**Hand-Out**) can be done electronically or in-person at Registration Desk
- AGENDA – Must be available at the Registration Desk- Manual Pg. 6 . D.R.'s "SAMPLE Agenda (**Hand-out**)
- PARTICIPANTS:
 1. Registered Voter in County (and State)
 2. Does NOT have to be a dues-paying member of Republican Party.
 3. MUST SIGN "Oath" on Registration Form
- STRUCTURE (Purpose) – ELECTIONS
 1. State House District Officers (Chair and Secretary) if County Rules dictate
 2. PRECINCT – Officers – Manual Pg. 27 (**Hand-out**)
 3. Precinct DELEGATES & ALTERNATES to the County Convention Manual Pages 25 & 26 (**Handout**)
- PARLIAMENTARY NOTES:
 1. Caucus Chair with Registration Chair shall designate "Official Clock" (used to CLOSE Registration).
 2. Registration Chairman
 - a. Opens Registration at 8:00 or 8:30 AM (depends on size of County)
 - b. CLOSES Registration EXACTLY at 10:00 A.M. NOTE: Those voters In-line by 10:00 A.M. may be Registered.
 - c. Prepares Registration REPORT
 - No Business until Report is given
 - Report does NOT need a Motion to approve.
 - Reports NUMBER of Participants per EACH Precinct.
 3. NO Resolutions are allowed at Caucuses
 4. At least ONE (1) participant (voter) must be PRESENT for Precinct to caucus and Elect Officers and Delegates & Alternates

5. If no Precinct has NO “former/present” Officer present, Caucus Chair shall appoint a “Temporary Precinct Chair” to facilitate Election of Officers.
6. “Provisional” Voting Status participants – (Could Not be verified as a Register Voter in County) Shall NOT vote if the number of “Provisional” votes outnumber certified Participants in the Precinct. SEE MANUAL Pg. 8, #4
7. Precinct Chair and Secretary MUST assure all Forms are legible and EACH PAGE IS SIGNED by Officers.
8. Copies of ALL Precinct Forms MUST be filed with the County Chair no later than 2 days after Caucus. STRONGLY recommend all forms be filed the DAY OF CAUCUS!
9. NO names can be added to Delegate or Alternate List after the Precinct Caucus has Adjourned.

Sample "CAUCUS" AGENDA

- Call to Order
- INVOCATION
- PLEDGE OF ALLEGIANCE
NOTE: Presenting-The-Colors can be done BEFORE the Pledge if a Color Guard is available; and the National Anthem may be played after the Pledge if music or vocalist is available.
- INTRODUCTIONS
 - Elected Officials
 - Dignitaries
 - Party Officers
- Registration Committee Report
- READING of "The Call" [Get a MOTION to dispense with Reading!]
Note: NO RESOLUTIONS are permitted at Caucus- Manual Pg 7, #10
- ELECTION OF CAUCUS Chairman
- ELECTION OF CAUCUS Secretary
- ELECTION OF (State) HOUSE DISTRICT(S) CHAIRMAN
NOTE: According to Cobb County Rule 14 2.2, Pg. 20
- ELECTION OF (State) HOUSE DISTRICT(s) SECRETARY
NOTE: According to Cobb County Rule 14 2.2, Pg. 20
- CAUCUSES OF PRECINCT
 - Election of Precinct OFFICERS
 - Election of Convention DELAGATES
 - Election of Convention ALTERNATES (after all Delegate Slots are filled)
 - EXECUTION of Officer's SIGNATURE on ALL Delegate/Alternate Pages.
 - Signed Documents to CAUCUS Secretary
- ANNOUNCEMENTS
 - COUNTY CONVENTION – March 11, 2023 – Location
 - _____
 - _____
- ADJOURNMENT

County Convention:

- NOTICE at least 10 days BEFORE Convention
 - a. To ALL Delegates and Alternates credentialed out of Precinct Caucuses and includes Date, Time, Location and any Cost (Convention Fee)
 - b. Notice must include Date, Time and Place of Nominating Committee Meetings
- County Chair shall have Appointed following Convention Committees:
 - a. All Committees' members must be Delegates to the Convention.
 - b. Credential Committee
 - c. Registration Committee
 - d. Rules Committee
 - 1) Agenda – SAMPLE Manual Pg 22 (**Handout**)
 - 2) Standing Convention Rules (See BELOW)
 - e. Resolutions – NOTE: Convention Rules can LIMIT the number of Resolutions.
 - f. Nominating Committee
 - 1) County Officers
 - 2) Delegates & Alternates to Congressional District and State Conventions
 - g. Arrangements
- Convention Standing RULES – D.R.'s SAMPLE (**Hand-out**)
 - a. MUST be passed out at Registration Desk
 - b. SEE "TIPS" covered in Day 2, A.M. Session)
- Chair of County Party shall preside as Convention Chair Manual Pg.9 #6
- Secretary of County Party shall be Convention Secretary Manual Pg.10
- CREDENTIALS INTERIM Report – According to the State Manual, this is also called "Registration Report" at Caucus
 - a. Reports number of Delegates present for each Precinct
 - b. Reports number of Alternates present for each Precinct
 - c. Reports how many Alternates in each Precinct can be "Moved-Up" to fill empty Delegate slots in each Precinct
 - d. MOVING-UP Alternates
 - 1) Delegates empty slots are enough to allow **all** Alternates present to "move-up" in that Precinct.
 - 2) There are more Alternates present than empty Delegates Slots in that Precinct. Convention can Vote on who fills the slots OR

Convention Chair can recess the Convention and House District Chair or Precinct Chairman caucus to elect who is “moved-up” to fill slots.

- e. FINAL Credentials Report after all Alternates are “moved-up” [Final Report determines the Convention Strength- VERY IMPORTANT. Calculate 2/3 Vote Number and Majority Number]

- Rules Committee

- a. Approval of Agenda
- b. Adoption of Convention Standing Rules

- NOMINATING COMMITTEE

- a. Presents Nominees for Officers
- b. Presents Nominees for District(s) and State DELEGATES & ALTERNATES

NOTE: DISTRICT- Only County Convention Delegates from a Congressional District are allowed to Vote on Delegates & Alternates for their Congressional District Convention. Manual Pg. 11 #17

- 1) Delegates & Alternates can NOT be “paired”
- 2) ALL Delegates slots must be filled before electing Alternates.
Manual Pg. 11, #18
- 3) As voter (person) Nominated for Delegate or Alternate does NOT have to be in attendance at the County Convention.
- 4) Above #1, #2, and #3 apply to State Delegates and Alternates also.

