

Voting / Parliamentary Procedures for House Meetings

It is important for the President of the house to make an agenda for topics to be discussed at the regular scheduled house meeting. This should be displayed for all members to see before the meeting. Other members may add to this as long as the topic is relevant.

Making a house decision regarding a report given, or a topic of discussion, should be made by a vote. Follow these steps:

1. The language used by a member is "I Motion to...."
2. Requires a "Second" by another member.
3. A Motion is dead if there is no "Second". Move on to the next topic.
4. Seconded Motions are followed by discussion between members.
5. The President may limit the time for discussion (i.e. 5 minutes)
6. The President may then call to "Close discussion".
7. The President will call for a vote by saying "If there is no further discussion, all those in favor? All those opposed?"
8. A vote must be taken from all members. No member should abstain.
9. Once a vote has been counted the matter is closed.

Tabling a Motion

After a Motion has been made and seconded, but during discussion it is decided that further information is required, a motion can be made to table the discussion.

1. Language: "I motion to table the discussion until (Specified date/time)"
2. Requires a "Second", and a vote.
3. If "Tabling Motion" is defeated, discussion is again open and/or vote is called for.

Expulsion vote of a member requires:

1. Special meeting be called.
2. The Member in question be given adequate opportunity to attend.
3. The Member can also participate in discussion.
4. The Member also has a right to vote.

All Motions and votes must be recorded in the meeting minutes:

Example:

- A Motion was made by "Member Name" (Record clearly what the motion is).
- "Member Name" seconded the Motion.
- The Motion was passed/defeated.