

LABOR-MANAGEMENT
ADVISORY COUNCIL ON
WORKERS' COMPENSATION
PARLIAMENTARY PROCEDURE
HANDBOOK



DEPARTMENT OF LABOR AND
INDUSTRY
EMPLOYMENT RELATIONS
DIVISION

**PARLIAMENTARY PROCEDURE:
ROBERT' S RULES OF ORDER**
Based on Robert's Rules of Order (1977 edition)
Developed as a simplified guide for LMAC Meetings

Votes on motions by the LMAC will require a super-majority to pass. A super-majority was defined in the Agency Order establishing the Advisory Council as a majority of the representatives of employers and a majority of the representatives of employees and the vote of the Lt. Governor.

RESPONSIBILITIES OF THE CHAIR

1. Recognize board members entitled to speak or propose motions. Note: some motions may be made while another member has the floor. Speaker must state the purpose of the interruption so the chair can rule on its validity.
2. Restate motions after they have been seconded, then open discussion.
3. Close discussion and put motions to vote. Votes on undebatable motions should be called immediately. If any member objects to closing discussion on a debatable motion, a super-majority vote is required to order to close a debate. Restate the motion exactly as it was made or amended before calling for a vote.
4. Announce the result of a vote immediately.
5. Avoid entering into any controversy or interfering with legitimate motions.
6. Maintain order and proper procedure, making necessary rulings promptly and clearly.
7. Expedite board business in every way compatible with the rights of board members. You can allow brief remarks on undebatable motions, advise board members how to take action (proper motion or form of motion), or order proposed routing action without a formal vote ("If there is no objection, the minutes will stand approved as read. Hearing no objection so ordered").
8. Protect the board from frivolous motions whose purpose is to obstruct the board's business. You can refuse to entertain such motions. Never adopt such a course, however, merely to expedite business.
9. Guard the board's time by having them vote to adopt an agenda at the beginning of the meeting.

PRINCIPLES OF PARLIAMENTARY LAW

1. Parliamentary procedure requires that all board members have equal rights; there be mutual respect among board members; and the rights of the minority to initiate motions, debate, and have their votes counted be protected, while at the same time the will of the super-majority governs.
2. Only one item may be under consideration at a time.
3. The super-majority vote decides the questions.
4. Any matter once decided cannot be brought up again at the same meeting, except by a motion to reconsider.
5. The simplest, clearest and most expeditious way is considered proper, as long as it does not violate the rights of board members.

PROPOSING AND DISPOSING OF A MOTION

1. Gain floor by being recognized by chair and state motion: "I move that. . ."
2. Motion is seconded by any member.
3. Chair states motion and opens it for discussion.
4. During discussion the motion may be amended or disposed of by postponement, referral to a committee, or tabling.
5. The chair puts the motion to a vote when there is no further discussion.
6. The chair announces the outcome of the vote.

MOTIONS

1. MAIN MOTION

Requires second	Super-Majority vote	Debatable Amendable
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Purpose: To bring an issue up for consideration or action.

2. MOTION TO AMEND A MOTION

Requires second	Super-majority vote	Amendable
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Purpose: To put motion in most acceptable form before voting on it, by striking out or inserting words or substituting one paragraph or motion for another.

Restrictions: An amendment to a pending amendment may be proposed, but not an amendment to the third degree.

No idea already inserted by an amendment may be changed by a later amendment.

Any germane amendment is in order as long as it is not identical in effect to a no vote on the main motion.

*Not debatable if motion to which it applies is not debatable.
Effect of adoption: Changes the wording of the pending motion.

3. MOTION TO REFER TO A COMMITTEE

Requires second	Super-majority vote	Debatable Amendable
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Purpose: To have a matter studied by a committee.

Form: Motion may include membership of committee and instructions to it, and may be amended with respect to these matter.

Effect of adoption: Disposes of motion until committee reports back or is discharged by the board.

4. MOTION TO POSTPONE INDEFINITELY

Requires second	Super-majority vote	Debatable Not amendable
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Purpose: To kill main motion without a formal vote; trial vote to test strength.

5. MOTION TO POSTPONE DEFINITELY

Requires second	Super-majority vote	Debatable Amendable
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Purpose: To put off action on a motion until a later time.

Form: Motion must specify time at which matter will be taken up again and may be amended in this regard.

Effect of adoption: Disposes of matter until time set.

6. MOTION ON PREVIOUS QUESTION

Requires second	Super-majority vote	Not debatable Not amendable
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Purpose: To have discussion ended immediately and a vote taken.

Form: May specify only the immediately pending question, of all pending questions.

Effect of adoption: Chair must immediately put question to a vote and allow no further discussion.

NOTE: This motion should not be confused with the call for the "question" which is only a suggestion that the board members are ready to vote, and may not be used to deprive any board member of the right to continue the discussion if desired.

7. MOTION TO LAY ON THE TABLE

Requires second	Super-majority vote	Not debatable Not amendable
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Purpose: To set a matter aside temporarily. May be moved even after the previous question has been ordered.

Effect of adoption: Matter on table may be brought up again, but not later than the next meeting, by adoption of a main motion to take it off the table.

8. MOTION TO TAKE FROM TABLE

Requires second	Super-majority vote	Not debatable Not amendable
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Purpose: To bring up for consideration an issue that has been laid on the table.

Effect of adoption: Puts motion before board again in exactly the same condition as when laid on table.

9. MOTION TO RECONSIDER

Requires second	Super-majority vote	Debatable Not amendable
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Purpose: To set aside a previous vote and reconsider the question for adoption or rejection.

Restrictions: Used only if vote cannot be reversed with more simple procedures.

Motion must be made by member who voted on the prevailing side.

May not be made later than the next meeting after the vote to which it applies.

If action has already been taken, vote cannot be reversed.

Motion may be made when another member has the floor, but its consideration is the same for a main motion.

Effect of motion: Stops any action authorized by the original vote.

Effect of adoption: Sets aside original vote, puts matter back to where it was just before that vote was taken.

10. MOTION TO ADJOURN

Requires second	Super-majority vote	Not debatable Not amendable
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Purpose: To end the meeting immediately.

Restrictions: Treated as a main motion if qualified in any way.

Effect of adoption: Chair must adjourn meeting immediately, although necessary announcements may be made and a motion to fix a time for the next meeting may be entertained.