

First Parish of Norwell Parliamentary Procedures

NDR 1/2021

Before the meeting can begin the Moderator must determine from the Clerk if there is a quorum of voting members.

All motions below require a second except where noted.

Only one motion can be debated at a time.

Only one person should speak at a time and direct their comments to the Moderator rather than other members.

For all in-person meetings the person speaking must use a microphone.

MOTION	PURPOSE	DEBATABLE?	RULES	VOTE REQUIRED
Main Motion	To introduce business	Yes	Amendable	Majority or as determined by FPN Bylaws
To pass over	To take no action on the business, e.g. not necessary, needed, or relevant.	No	Not amendable.	Majority
To withdraw a motion	To remove a motion	No	Not amendable, a second is not required	Majority
To amend	To modify a motion	Yes	Cannot be tabled, postponed, can itself be amended	Majority
To reconsider	To reconsider a previous vote of the current meeting.	Yes	Not amendable, can only do once. Must be moved by a member who previously voted with the prevailing side.	Majority or as determined by FPN Bylaws
To rescind	To rescind a vote made at a previous meeting.	Yes	Amendable. Must appear in the published meeting agenda.	Majority or as determined by FPN Bylaws
To table	To defer action for the purpose of taking up more urgent business.	No	Not amendable	Majority
To take from the table	To consider a tabled motion	No	Not amendable	Majority
To close debate	To stop debate and force a vote	No	Not amendable	2/3 vote required *
To postpone indefinitely	To suppress action	Yes	If carried, the subject cannot be brought up again in the same meeting	Majority
Point of order	To correct an error in procedure	No	May interrupt a member who has the floor, does not require a second, must be raised immediately after the error is observed	Decided by the moderator but may be overruled by a majority of the assembly
A call to vote	To secure a countable vote from the members	No	A second is not req. Not amendable. Can be by hand count or secret ballot	Majority
To adjourn	To end the meeting	No	Not amendable	Majority

* For potential controversial motions the Moderator has the option to announce before the meeting that they may not accept a vote to end debate if there is sufficient interest to continue debate. Based on the show of hands to continue debate the moderator can consider two options: (1) make a judgment as to whether sufficient interest exists to continue debate or (2) allow each person whose hand is raised to make their statement and then end debate.