

# BASIC PARLIAMENTARY PROCEDURE

A Guide to the Card System for Debate on the JCTA Board of Directors

Motions 2 through 8 are **motions that deal with the main motion**

Use **GREEN** or **RED** card

Motion	Needs 2nd	Debatable	Amendable	Vote Required
8. CLOSE DEBATE	YES	NO	NO	TWO-THIRDS*
7. LIMIT OR EXTEND LIMITS OF DEBATE	YES	NO	YES	TWO-THIRDS
6. POSTPONE TO A CERTAIN TIME	YES	YES	YES	MAJORITY
5. REFER TO COMMITTEE	YES	YES	YES	MAJORITY
4. AMEND THE AMENDMENT	YES	YES	NO	MAJORITY
3. AMEND OR SUBSTITUTE	YES	YES	YES	MAJORITY
2. POSTPONE INDEFINITELY	YES	YES	NO	MAJORITY
1. MAIN MOTION (LOG ITEM)	YES	YES	YES	MAJORITY

\*After at least one speaker for and one speaker against the current motion

## Motions that deal with the general conduct of the committee

Use **YELLOW** card

(Cannot interrupt the speaker)

REQUEST TO MODIFY OR WITHDRAW	NO	NO	NO	MAJORITY
DIVIDE A MOTION	YES	NO	YES	MAJORITY
SUSPEND THE RULES	YES	NO	NO	TWO-THIRDS
POINT OF INFORMATION	NO	NO	NO	NONE
RECONSIDER (SAME OR NEXT DAY)	YES	YES	NO	MAJORITY

Use **White** card

(May interrupt the speaker)

POINT OF ORDER	NO	NO	NO	NONE
PARLIAMENTARY INQUIRY	NO	NO	NO	NONE
DIVISION OF THE ASSEMBLY	NO	NO	NO	NONE
APPEAL THE DECISION OF THE CHAIR	YES	YES	NO	MAJORITY
OBJECT TO CONSIDERATION	NO	NO	NO	TWO-THIRDS

- To speak in favor of a motion, hold up the *Green* card. To speak against a motion, hold up the *Red* card. The chair will alternate pro and con speakers.
- The use of the *Yellow* and *White* cards enables a member to move ahead of members waiting their turns with *Green* and *Red* cards. Use the *Yellow* card to ask a question concerning the content of the motion or to request a modification (“friendly amendment”) by the maker, or the *White* card to make a point concerning procedure.
- A member may *not* speak to the motion *nor ask rhetorical questions* on the *yellow* or *white* cards.
- A member may speak a maximum of two times on the current motion (main motion, amendment, etc.) with the second recognition being made only after all other speakers who have not previously spoken on the current motion.
- The maker of a motion retains ownership and may accept requests to modify (“friendly amendments”) until the first member of the body (other than the maker) speaks for or against the motion, or makes a motion that deals with the main motion (on a *Red* or *Green* card), after which requests to modify require unanimous consent of the body.
- Motions to reconsider may be made by a member on the prevailing side and should be made on the same or next day.