



# Standards and Certification Training

Module B – Process

B6. The Basics of Parliamentary  
Procedure

# Module B Course Outline

- B1. ASME Organizational Structure
- B2. Standards Development: Staff and Volunteer Roles and Responsibilities
- B3. Conformity Assessment: Staff and Volunteer Roles and Responsibilities
- B4. Initiating and Terminating Standards Projects
- B5. Consensus Process for Standards Development
  - B5a. Project Management
-  **B6. The Basics of Parliamentary Procedure**
- B7. The Appeals Process
- B8. International Standards Development
- B9. ASME Conformity Assessment Programs
- B10. Performance Based Standards
- B11. Standards Inquiries, Interpretations and Cases

# REVISIONS

DATE	CHANGE
09/13/2024	<b>Updated to align to Rev. 19 of Operating Procedures for ASME Codes and Standards Development Committees</b>
4/22/2016	<b>Reformatted entirely and revised or added notes throughout. Deleted Pop Quizzes.</b>

# LEARNING OBJECTIVES

At the end of the modules you will know...

- The basic parliamentary procedures that should be used during the meetings.
- The steps for handling a motion during a meeting.
- The types of motions.

# AGENDA

- I. Introduction to Motions and Robert's Rules of Orders Newly Revised
- I. Steps for Handling Motions
- II. The Types of Motions

# I. INTRODUCTION

# MOTION

## Definition

- A formal proposal to take a certain action
- May be brought forward by a committee member.
- Primary Motion Examples
  - Standards revision
  - Certification actions
  - Membership item
- Secondary Motions assist the committee in addressing the Primary motion.

# ROBERT'S RULES OF ORDER NEWLY REVISED

- Parliamentary procedures for making or considering motions.
- Referenced in our Standards Committee Procedures.
- Robert's Rules used when parliamentary issue not addressed by Standards Committee procedures
- Standards Committee Procedures take precedence



## II. STEPS FOR HANDLING MOTIONS

# STEPS FOR HANDLING A MOTION

1. Motion brought before committee
2. Motion is seconded.
3. Chair restates the motion to the Committee.
4. Motion discussed, debated and amended if necessary.
5. Vote is taken.
6. Chair announces whether the motion passes or not.

# STEPS FOR HANDLING A MOTION

1. Motion brought before committee
  - Speaker is recognized by the Chair and makes a motion.
2. Motion is seconded

# STEPS FOR HANDLING A MOTION

3. Chair restates the motion to the Committee.
  - Maker may withdraw or modify without consent before restatement.
  - Once restated, the motion is open for debate.

# STEPS FOR HANDLING A MOTION

4. Motion discussed, debated and amended if necessary.

- Chair must recognize speakers
- Debate confined to the motion subject
- Chair must not take a position
- Chair cannot interrupt without cause

# STEPS FOR HANDLING A MOTION

4. Motion discussed, debated and amended if necessary (cont'd).

- Modifications to the Motion may occur as a result of discussion.
- Prior to vote, modifications can be made:
  - By originator of motion's request for consent
  - By motion to **Amend**
  - By motion to **Substitute**

# STEPS FOR HANDLING A MOTION

## 5. Vote is taken

The Chair asks for votes in the following order

1. Approve (those in favor)
2. Disapprove (objections)
3. Abstentions
4. Not Voting – Reduces the total count

# STEPS FOR HANDLING A MOTION

6. The Chair announces whether the motion passes or not.

- Operational Actions

  - » Majority approval (50% +1)

- Standards, Certification and Interpretation Actions

  - » 2/3 approval, provided greater than 50% of the total consensus body has voted approved.



# STEPS FOR HANDLING A MOTION

## (Summary)

- Motion brought before committee
  1. Speaker is recognized and makes a motion.
  2. Motion is seconded.
  3. Chair restates the motion to the Committee.
- Motion considered
  4. The committee discuss/debates/amends the motion.
  5. The vote is taken.
  6. The chair announces whether the motion passes/fails.

# STEPS FOR HANDLING A MOTION EXCEPTIONS

## **UNANIMOUS CONSENT**

- For approval of minutes, appointments, etc.
- Chair asks if “If there is no objection...” and states proposed action.
- Motion passes if no objection.

# STEPS FOR HANDLING A MOTION EXCEPTIONS

## **OUT-OF-ORDER MOTIONS**

- Motions which conflict with laws, constitution, or rules of the organization.
- Motions which present something already rejected during the same session.
- Motions which propose actions beyond the scope of the organization's bylaws.

# III. TYPES OF MOTIONS

# TYPES OF MOTIONS

- Primary/Main Motion
- Secondary Motions
  - must be acted upon before consideration of the Main Motion can continue.
  - Secondary Motion types
    - 1) Privileged Motion
    - 2) Incidental Motion
    - 3) Subsidiary Motion

# TYPES OF MOTIONS

## Secondary Motion 1 - Privileged Motion

- Not related to pending business.
- Should be decided immediately without debate.
- Interruption of proceedings permitted.
- Common Privileged Motions
  - Question of Privilege
  - Recess
  - Fixing a Time to Adjourn

# TYPES OF MOTIONS

## Secondary Motion 2 - Incidental Motion

- Relates to the procedures being followed in the current situation
  - Generally not debatable
- Common Incidental Motions
  - Point of Order
  - Suspend the Rules
  - Appeal
  - Division (by question or by assembly)

# TYPES OF MOTIONS

## Secondary Motion 3 - Subsidiary Motion

- Used in treating and disposing of the Main Motion
- Common Subsidiary Motions
  - 1) Lay on the Table (or “Table”)
  - 2) Previous Question (or “Call the Question”)
  - 3) Limit or Extend limits of debate
  - 4) Postpone to a Certain Time
  - 5) Refer (to another committee)
  - 6) Amend
  - 7) Postpone indefinitely



# MODULE SUMMARY

- The committee procedures and Robert's Rules of Order Newly Revised are used to handle motions during committee meetings.
- There are 6 steps for handling a motion;
  1. Speaker is recognized and makes a motion
  2. Motion is seconded
  3. Chair restates the motion to the Committee.
  4. The Committee discuss/debates/amends the motion.
  5. The vote is taken.
  6. The chair announces whether the motion passes/fails.

# MODULE SUMMARY

- A motion is a formal proposal to take a certain action.
- Primary motions include motions for standards revision, certification actions or membership items.
- Secondary motions assist the committee in addressing the Primary Motion.

# REFERENCES

- Robert's Rules of Order Newly Revised Recent Edition
  - [www.robertsrules.com](http://www.robertsrules.com)
- Standards Committee Procedures Operating Guides, Supervisory Board Procedures and Committee Handbooks
  - <http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=A01000000&Action=7609>
- Committee Operating Guides are available through the individual committee pages on C&S Connect
  - <https://cstools.asme.org/csconnect/CommitteePages.cfm>