

# OXFORD HOUSE

## BASIC PARLIAMENTARY PROCEDURE

### 1. MAKE AND AGENDA AND FOLLOW IT

- Agenda should be available to all members before the start of the Meeting.

### 2. A MOTION IS A FORMAL PROPOSAL MADE IN A MEETING

- The language by a Member is ...”I Move to...”
- Requires a “Second” by another Member
- All Motions are followed by Discussion
- To Close Discussion, a member may call for a Vote
- The President May limit the time for Discussion (i.e. 5 minutes)
- The President may call for a Vote by saying:  
“...if there is no further Discussion, all those in favor, all those opposed...”
- A vote must be taken. No member should abstain.

### 3. ONCE A VOTE IS TAKEN AND ANNOUNCED, THE SUBJECT IS CLOSED

- An Amendment (a change, substitution, or addition) to the original motion may be formally made later to change a motion.
- An Amendment requires a Second, A Discussion, and a Vote

### 4. TABLING A MOTION

- After a motion has been made, Seconded, but during a Discussion it is decided that further information or investigation is required a Motion is made to Table.
- Language “...I move to table the motion until (Specific Time)...”
- Requires a Second, and a Vote
- There is no Discussion and the original Motion is Closed
- If the Tabling Motion is defeated, Discussion is again open on the original Motion, or a Vote is called for that Motion.

### 5. A MOTION IS DEAD IF THERE IS NO SECOND. MOVE TO THE NEXT SUBJECT.

### 6. EXPULSION OF A MEMBER FOR DISRUPTIVE BEHAVIOR REQUIRES:

- The Member must be present
- The Member can participate in discussion
- The Member has a right to vote

### 7. ALL MOTIONS MUST BE RECORDED IN THE MINUTES AND VOTES RECORDED.

- Example:
  - ~ A motion was made by John Doe to ...(record clearly what the motion was, how much, or what action is to be taken by whom).
  - ~ The Motion was Seconded by Harry Oil
  - ~ The Motion was Passed by 6 yes, 1 no, 1 absent

House Secretary my write (Record) all Motions and Votes in the House Minutes Book.