

Arnold Air Society

Parli-Pro Packet



John B. Dickey, C/Col, AAS
National Business Chairman

10 May 2018



***Office of the National Business Chairman
Arnold Air Society***



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**Office of the National Business Chairman
Arnold Air Society**



10 May 18

MEMORANDUM FOR ARNOLD AIR SOCIETY GENERAL ASSEMBLY

FROM: NATIONAL BUSINESS CHAIRMAN

SUBJECT: Purpose of the Parli-Pro Packet

Hello everyone! First and foremost, I am excited to be serving as your AAS National Business Chairman (NBC) for the 2018-2019 term! Intuitively, you may be looking at this packet and are wondering, “Why is it over 100 pages long? Is being a parliamentarian or general assembly member really that complicated?” The short answer is yes, and also no. Allow me to explain.

Let’s face it: parliamentary procedures can be confusing at times. We can easily get tangled up in the fine details of business sessions and resolutions as we dive through the infinite depths of *Robert’s Rules of Order (RRO)*. Frankly, *RRO* is a foreign language to many of us, dating way back to the 1870s with its procedures derived from practices of the US House of Representatives. Though this history is certainly something to admire, we all still need to be on the same page with comprehending parliamentary matters. It needs to be direct and to-the-point.

That’s why I’ve compiled the Parli-Pro Packet! It sifts through *RRO* and picks out the big-money concepts, the things you need to know to be a successful parliamentarian or general assembly member at ARCON and/or NATCON. It arms you with the tools you need to have a voice, to be heard. By this, it gives you your rights as a member of AAS in the general assembly. After reading through this packet two or three times, you should be able to fully comprehend *RRO* without even needing to open it with its fancy words and all. Additionally, this packet includes a resolution template and information on AAS parliamentarian positions.

I owe much of this packet’s credit to my predecessors and the NACs, who have provided me numerous PowerPoints and publications included within it (namely the Parliamentarian Training Course, or PTC). I’ve just strung it all together with a few additional documents I’ve personally written to act as a resource for you. I encourage you to use this packet to your advantage as you start preparing for your ARCONs, as well as NATCON!

Should you have any unanswered questions, please reach out to me at business-chair@arnold-air.org, jbdickey@email.sc.edu, or 803.818.8368. I’d be more than glad to talk with you!

John B. Dickey

JOHN B. DICKEY, C/Col, AAS
National Business Chairman, 2018-2019



**Office of the National Business Chairman
Arnold Air Society**



About Your National Business Chairman



Raised in the small, humble town of Clover, SC, John Dickey is the oldest of four siblings. Growing up, he caught an early interest in soccer and long distance running, the latter becoming his favorite hobby throughout high school and into college.

John joined AFROTC at the University of South Carolina's Detachment 775 in August of 2016, pledging for AAS later that semester to push himself outside of his comfort zone and to give back to the community through selfless service. He felt AAS improved bonds within his detachment through camaraderie and teamwork, and he met some of his best friends through his candidate class.

John also believes AAS has provided him with crucial skills needed to succeed in AFROTC, the Air Force, and beyond. Viewing AAS as a means of maximizing his potential and a chance to contribute to something much greater than himself, he is continuously looking for ways to innovate the Society both as a whole and for his squadron, the William Glover Farrow Squadron. Aside from being the National Business Chairman, John is also the incumbent WGF Squadron Commander. He has previously served as National Parliamentarian, Area III Parliamentarian, Area-Region III Webmaster, WGF Squadron Public Affairs Officer, and WGF Squadron Webmaster, all of which was during his sophomore year.

Majoring in public health, John aspires to commission into the Air Force in May of 2020 as an intelligence officer, public affairs officer, acquisitions officer, or logistics readiness officer. He looks up to his late grandfather, Capt Robert K. Dickey, as his main source of inspiration, in addition to all others who have provided service, both past and present, in our nation's defense.

In his free time John enjoys running, hiking, playing card games (especially Uno), and watching comedy shows/movies.

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Area Parliamentarian (APAR)

The Area Parliamentarian is selected at the discretion of the Area Commander. This position must be filled by 1700 EST on Wed 29 Aug 2018, as it is key leading up to and during ARCON. Below are the duties of the APAR derived from the AASMAN, blended with some additional details. The APAR:

1. is appointed by the Area CC and confirmed by his/her staff.
2. holds the grade of AAS C/Maj.
3. is considered an extended member of the Area Staff.
4. may be from any squadron in good standing, including the Area and ARCON HQs.
5. collects and organizes resolutions for the Area leading up to ARCON (it is recommended setting the deadline for these about two weeks prior to the first day of ARCON).
6. in coordination with the ARCOP and ARCON Staff, creates and maintains an active ARCON itinerary.
7. IAW with the itinerary, ensures time hacks are met throughout ARCON.
8. ensures that at least one copy of the most current versions of the AASMAN, *Robert's Rules of Order*, and any Area by-laws are accessible in the ARCON command post, protocol suite, and business chair's table, and utilizes these documents as necessary should parliamentary issues/inquiries arise.
9. is the primary go-to for knowledge on the AASMAN and *Robert's Rules of Order* to ensure ARCON business sessions adhere to their rules, regulations, and mechanics.
10. ensures quorum requirements are met, distributing and collecting proxy forms as necessary.
11. calls AAS meetings and joint meetings (in coordination with their SW counterpart) to order.
12. leads roll call.
13. briefs ARCON attendees on proper parliamentary procedures.
14. in coordination with the ARCON AV personnel, ensures resolutions are ready to be pulled up.
15. reads resolutions aloud to the ARCON general assembly verbatim.
16. conducts the question, debate, amendment, and voting processes on resolutions IAW *Robert's Rules of Order*.
17. adjourns business sessions.
18. serves as an aid and runner to the NPAR and NBC at NATCON, if they choose to go.
19. is highly encouraged to apply for NPAR if interested.
20. performs any other duties assigned by the Area CC, ARCON CC, NPAR, and NBC.



National Parliamentarian (NPAR)

The National Parliamentarian is applied for by any interested members and is then selected by the National Business Chairman. Applications are due at 2359 EST on Sat 1 Dec 2018. The selectee will be notified via telephone call or email in late Dec. The NPAR:

1. is appointed, after completing an application, by the NBC in coordination with the National CC and Board of Directors. The application will:
 - a. include a letter, written in MFR format, describing the candidate's qualifications, decorations, leadership experience, extracurricular involvement, etc.
 - b. include between one to three letters of recommendation (no particular format required), one of which must be from the candidate's Det CC.
 - c. have its aforementioned written components emailed to the NBC by 2359 EST on 1 Dec, with courtesy copies sent to the EMC and respective Area CC.
 - d. involve a telephone interview after the MFR and LORs have been submitted.
2. holds the grade of AAS C/Lt Col.
3. is considered an extended member of the National Staff.
4. may be from any squadron in good standing, but may not be a member of the current or incoming National and NATCON HQs. To clarify, members of current or incoming Area and ARCON HQs may apply, provided they meet the previous criteria.
5. may not be set to commission before the 2020 NATCON (i.e. AS-400s may not apply unless if they are confirmed to be completing two full semesters, not including the Summer 2019 semester, as a "super senior").
6. supervises APARs acting as runners at NATCON.
7. serves as a non-voting member of the Rules, Ways, & Means Committee (both Joint and AAS).
8. assists the NBC throughout NATCON.
9. collects and organizes resolutions leading up to NATCON (deadline for resolutions is 30 days prior to the first day of NATCON).
10. along with the National Staffs and NBC, creates and maintains an active NATCON itinerary.
11. IAW with the itinerary, ensures time hacks are met throughout NATCON.
12. ensures that at least one copy of the most current versions of the AASMAN and *Robert's Rules of Order* are accessible in the NATCON command post, protocol suite, and business chair's table, and utilizes these documents as necessary should parliamentary issues/inquiries arise.
13. is the primary go-to for knowledge on the AASMAN and *Robert's Rules of Order* to ensure NATCON business sessions adhere to their rules, regulations, and mechanics.
14. ensures quorum requirements are met, distributing and collecting proxy forms as necessary.
15. calls AAS meetings and joint meetings (in coordination with their SW counterpart) to order.



**Office of the National Business Chairman
Arnold Air Society**



16. leads roll call.
17. briefs NATCON attendees on proper parliamentary procedures.
18. in coordination with the NATCON AV personnel, ensures resolutions are ready to be pulled up.
19. reads resolutions aloud to the NATCON general assembly verbatim.
20. conducts the question, debate, amendment, and voting processes on resolutions IAW *Robert's Rules of Order*.
21. adjourns business sessions.
22. sets a suspense date for NATCON minutes in coordination with the incoming National CC.
23. becomes the new NBC after the last NATCON joint business session.
24. performs any other duties assigned by the National CC and NBC.

Note: The NPAR often does not start leading business sessions until the third or fourth day of NATCON. This way, he/she can watch the NBC do it first and then put it into practice, as a means of preparing to assume the NBC position after the last NATCON joint business session. Many of the duties outlined above are often split between the NPAR and NBC to ensure a fair workload leading up to and during NATCON. The NBC has almost identical duties to the NPAR, with a few exceptions pertaining to ARCONs and Executive Boards in the fall semester (see AASMAN for details). Overall, think of the NPAR as an apprentice and assistant to the NBC.



AAS & SW Parli-Pro



John Dickey, AAS NBC 2018-2019
Tina Meehan, SW NBC 2018-2019



Disclaimer



This is the same presentation which delegates will be briefed on at NATCON 2019 during the initial delegates' meeting the evening everyone starts arriving in Wisconsin. It goes over the most important/frequent concepts of parliamentary procedure used at NATCON, as well as rudimentary information on parliamentary positions within AAS-SW. This is not to be considered an all-inclusive guidance, and therefore it is recommended that you read through the Parliamentary Training Course (PTC) which constitutes the majority of this packet at least two or three times. However, familiarity with the fundamental concepts within this specific presentation prior to NATCON is still strongly encouraged.



Overview



- Why Practice Parli-Pro?
- Role of Members
- Typical Business Session
- Resolutions
- Basic Parli-Pro
- APAR, RPAR, and NPAR





Why Practice Parli-Pro?

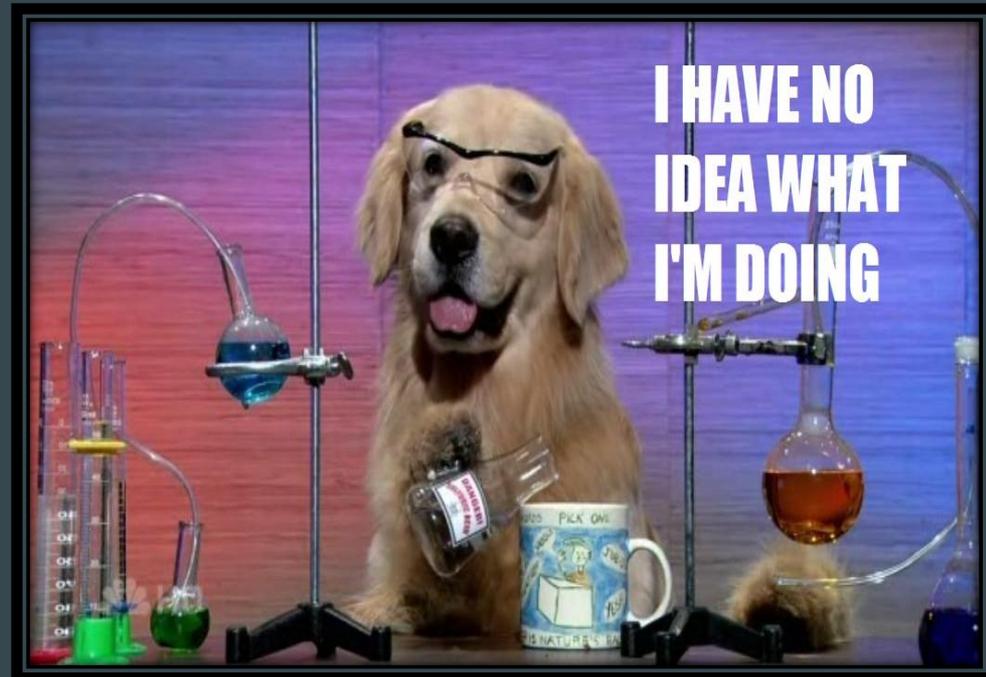


Practice makes perfect

Effective and efficient

Gives members a **VOICE**

Protects members' **RIGHTS**





Role of Members

Strong discussions **LEAD** to strong decisions

Every member has the **RIGHT** to participate





Typical Business Session



- Call to order
- Roll call
- Guest speakers, briefings, awards, etc.
- Unfinished business
- New business
- Adjourn



Resolutions



- Introduction – Read by chair
- Questions – Assembly to sponsors
- Debate – Assembly
- Vote – “Aye”, “Nay”
- Gavel – Gavel tap signifies the end of resolution



Basic Parli-Pro



Main Motion



**Getting down to
business**

*Statement of what is to be
accomplished*

“I move to...”





Amendments



Change the resolution,
one amendment at a
time (no stacking)

“I move to amend the
resolution by...”

- *Add*
- *Insert*
- *Strike-out*





Postpone Definitely



Discuss later

Talk about main motion during the next business session

“I move to postpone this topic until the next session.”





Division of Assembly



Unclear majority vote

“I call for a division.”

...but more commonly...

“DIVISION!!!”





Previous Question



Repetitive discussion

Calls for an immediate vote

“I move the previous question.”





Limit/Extend Debate



More/Less debate time needed

*Lengthen or shorten
debate, if chair allows it*

**“I move to limit/extend
debate to...”**





Other Common Motions



Point of Information - State information to contribute to a topic (often used in debate)

Parliamentary Inquiry - Question about parliamentary procedures

Point of Order - Violation of *Robert's Rules*



APAR, RPAR, and NPAR



Area/Region Parliamentarian

Parli-pro at ARCONs

Assist ARCOP, RP, and Area CC

Application Deadline: 29 Aug

National Parliamentarian

Parli-pro at NATCON

Assist NBC

Application Deadline: 1 Dec



Summary



- Why Practice Parli-Pro?
- Role of Members
- Typical Business Session
- Resolutions
- Basic Parli-Pro
- APAR, RPAR, and NPAR





Questions





Handling Business

Part 1

AAS/SW Parliamentary Training Course



Definition of Business

Business: *the matters and motions brought before an assembly for consideration and decision.*

- Practically:
 - Briefings and Speakers
 - Brought forward by scheduling
 - Motions and Resolutions (“Questions”)
 - Scheduled or by motion
 - Elections
 - Scheduled or by motion
- For NATCON these are all scheduled.



General Format of Business Sessions



- Generally
 - Roll Call
 - Officer Reports
 - Old Business
 - New Business
 - Open Floor
- NATCON
 - Roll Call
 - Scheduled Business
 - Scheduled Resolutions
 - Open Floor
 - Time Permitting



Conduct and Execution



- Obtaining the Floor:
 - a. Rise after floor is yielded (use the microphone)
 - b. Address the chairman (“Mr./Ms. Chair(wo)men”)
 - c. State name and unit represented (Squadron/Area)
 - d. State the Motion
- Floor is obtained by order risen (with exceptions)
- Making a Motion:
 - a. Put before the assembly by a delegate
 - b. Seconded by a delegate
 - c. Stated by the chair (repeated for everyone to hear)



Conduct and Execution

- Precedence for Obtaining Floor
 - Usually in order risen (order to microphone)
 - Pending Debatable Question
 - Sponsor / Person making motion has priority EXCEPT for debate
 - Pending Undeatable Question
 - Persons addressing pending question have priority
 - No Question is Pending
 - Priority goes to related motions / next scheduled
 - Otherwise motions to reconsider or take motion from table have priority



Conduct and Execution



- Precedence for Obtaining Floor
 - Chair's decision can be contested by two members (movement and second)
 - If in doubt chair can put priority to a vote
- After the floor is given, it can only be interrupted by:
 - Motion to Reconsider
 - Point of Order / Objections
 - Question of Privilege
 - Point of Parliamentary Inquiry
 - Request that Question be divided
 - Used for complex questions with multiple pieces



Methods of Conducting Business



- Motion
 - A proposal to take certain action
 - Stated by “I move that” or “I propose that”
 - Used for consideration of business
 - Used for management of business
- Resolution
 - *A main motion* of importance or length
 - Needs to be written
 - Follows “Whereas let it be resolved that”
 - Brought forward for consideration by motion
 - Used for consideration of business



Methods of Conducting Business



- Motions and Resolutions are adopted by:
 - Stating the Question
 - *Introduction / Advocation of Resolution*
 - *Questions for the Sponsor*
 - Debate / Amendment Period
 - Vote / Pass by Unanimous Consent
- **Unanimous Consent:**
 - If the chair thinks a question will pass without objection (unanimous vote), he can pass debate and voting (and sometimes even questions) by stating: “Hearing no objections, [the stated question will be adopted]”



Role of Committee

Committee: a body of one or more persons convened to consider, investigate, or take action regarding to certain subjects.

Examples:

- Executive Board
- Rules Ways and Means Committee
- Finance Committee

Not always conducted through Robert's Rules



Role of Committee

- Committees can be formed by motion
 - Consider amendment for resolution
 - Handle delegated business
- Committees can be formed by By-Laws / Regulation
 - Rules, Ways, and Means Committee
 - Approval all Resolutions
 - Finance Committee
 - Approve National Budget
 - NATCON Budget Committee
 - Provide Oversight for NATCON Budget



Types of Motions

Part 2

AAS/SW Parliamentary Training Course



Main / Principal Motions



Definition: *a motion made to the assembly about a certain subject for consideration*

- Resolutions
- Elections
- All other “action” to be taken

These are the lowest priority motions because other motions either control the main motion or how business is being carried out.



Main / Principal Motions



- Main Motions
 - Are debatable
 - Can be amended by separate vote
 - Can be referred to committee (w/ pending amend.)
 - Passed by majority vote unless specified by By-Laws, Rules, etc
 - Requires two-thirds majority vote for repeal
 - Original Main Motion: New topic
 - Incidental Main Motion: Related to old topic
- Consideration of a Main Motion can be blocked by two-thirds majority vote



Main / Principal Motions



Incidental Main Motions:

- Accept or Adopt a committee's report
- Adjourning *at a future time*
- Adjourning *when no future assembly is schedule (dissolving the body)*
- Appointing the time and place for the next meeting *if no other business is pending*
- Amending the Constitution, By-Laws, or Standing Regulation (AASMAN)
- Ratifying or Confirming action taken
- Rescinding or Repealing action taken



Main / Principal Motions



- Once a privileged motion is pending, it is treated like a main motion
- Main motions that conflict with the By-Laws, Regulations, or previously passed resolutions are null and void until the conflicting regulation is repealed
 - Practically, resolutions must also remove what they are trying to change.



Subsidiary Motions



Definition: *motions that are applied to main motions for the purpose of disposing them.*

- Must be acted upon before proceeding with the main motion
- Subsidiary motions have a linear order of priority, a motion is out of order if a higher priority motion is pending
- *Yields to privileged and incidental motions*



Subsidiary Motions

1. To Lay on the Table

- Allows the assembly to consider more urgent business by allowing pending motions to be set aside indefinitely.
 - “I move to lay the question on the table.”
 - No time qualifier -- *postpone* gives timeline
 - Passed by majority vote & undebatable
 - If used to suppress motions instead of urgent business, it should be treated as postponing ($\frac{2}{3}$ vote & debate allowed)
 - Tabled motions carry all pending motions with it (ie. amendments, debate, etc)



Subsidiary Motions

1. To Lay on the Table

- Can be applied to:
 - Main motions & attached subsidiary motions
 - Questions of Privilege
 - Motions to reconsider
 - Appeals not related to main motion
 - Orders of the Day
- Can be moved up until the point of vote
- Can only be applied to the pending question
- Can only be attempted once per day unless
 - Substantial progress has been made
 - Circumstances requiring reconsideration



Subsidiary Motions

2. The Previous Question

- Has the effect of putting the immediately pending question or requested question to an *immediate vote*
 - “I move the previous question [on *motion which vote is desired on*]”
 - **Commonly used to end debate**
 - Passed by *two-third majority* and undebatable
 - Cannot be amended
 - If passed all included motions must be voted on
 - As an example, if a main motion is moved all amendments and attached motions must be voted on immediately, in order



Subsidiary Motions



2. The Previous Question

- *The Previous Question* can be reconsidered before first vote starts but cannot be reconsidered after The Previous Question has been *exhausted*
- *Votes* can be reconsidering during the execution of the Previous Question but cannot be debated
- The Previous Question is *exhausted* when:
 - When unqualified (on a single motion)
 - Immediately after the vote
 - When qualified to a series of motions
 - After all motions in series are voted upon



Subsidiary Motions

3. Limit or Extend Limits of Debate

- Used to change the time limits on debate
 - “I move that debate on the (all) pending question(s) be limited / extended to __ minutes.”
 - “I move that debate on the pending amendment be closed and the question put on the resolution at 9 PM.”
 - “I move that debate on the motion be limited to three points for and three points against.”
 - Can be applied to single motion or series
 - **Once limits on debate are set motion cannot be *committed* or *postponed***



Subsidiary Motions

4. To Postpone to Certain Time [definitely]

- Has the effect of moving a piece of business to a new time or session
 - “I move to postpone the question to the next business session / until 3 PM / until after the speech by General Woodward”
 - Can only postpone to a scheduled session
 - Cannot have the effect of postponing indefinitely or must be treated as such
 - *The time to which postponed* can be amended
 - *The topic of postponing* can be debated
 - Passed by **two-third majority** vote
 - Postponed topics must be added to the orders of the day (agenda)
 - Whole topics (ie. “Officer Reports”) cannot be postponed, only individual reports, etc.



Subsidiary Motions

5. To Commit or Refer [to a committee]

- Has the effect of referring a main motion to a committee for closer investigation and put into better shape for the assembly
 - “I move to refer the motion to a committee [appointed by the Chair / National Commander]”
 - Chair asks to which committee motion is referred to if not specified by the motion
 - *The topic of committing* is debatable and can be amended
 - Can be reconsidered until the committee starts considering the question, then it must be *discharged*
 - See the module on *Committees* for more information



Subsidiary Motions

6. To Amend

- Has the effect of modifying the pending main motion / resolution
 - “I move to amend the pending question by striking-out / inserting [in the middle] / adding [to the end] / substitute...”
 - *Debatable and can be amended*
 - *Amendments to amendments cannot be amended*
 - *Practically, amendments can only “stack” two deep*
 - Passed by **majority vote** even if main motion is passed by two-thirds majority vote
 - See the module on *Amendments* for more information



Subsidiary Motions



6. Postpone Indefinitely

- Has the effect of suppressing or killing the main question for the current session
 - “I move to postpone the pending question indefinitely”
 - *Debatable and cannot be amended*
 - Passed by **majority vote**
 - Can be used by enemy of the pending motion to gauge the vote on main motion prior to the question actually being put



Incidental Motions



Definition: *motions that arise out of another pending question*

- Must be decided before question of which they arose or any other subsidiary motion
- Cannot be made on motions “underneath” a subsidiary motion until decided
- Incidental motions are related to voting, questions of order, objections of consideration, etc



Incidental Motions

1. Question or Order and Appeal

- Used to appeal / question a violation in rules of order
 - “I rise to a point of order.” or “Point of order.”
 - Currently recognized speaker will sit
 - No second required.
 - Chair will then ask for the point of order, then decide upon the point of order
 - Chair can seek council or reference, and as a last resort but the decision before the assembly
 - Must be made at the time of violation
 - Cannot be amended or debated, only appealed



Incidental Motions

1. Question or Order and Appeal

- Appeal
 - Appeal can only be made immediately after decision
 - “Mr/Ms. Chair, I appeal from the decision of the chair.”
 - Appeal must be voted on immediately
 - Chair restates appeal and if necessary explains decision
 - “Shall the decision of the chair be sustained?”
 - **Majority Vote**
 - If tied, chair’s decision is sustained
 - If Chair is a member of the assembly, they can vote to make a tie (in our case the chair is not)



Incidental Motions

2. Suspension of the Rules

- Used when assembly wants to do something violating it's own rules of order (NOT BY-LAWS, etc)
 - "I move to suspend the rules that interfere with..."
 - **CAN** be laid upon the table
 - **Cannot** be used to suspend rules protecting a minority position
 - Objective of the suspension must be specified
 - Passed by **two-third majority** vote
 - *Unanimous consent can be used to achieve the same objective without suspending rules*



Incidental Motions

3. Objection to Consideration of Question

- Used to allow assembly to object to consideration of irrelevant, unprofitable, or frivolous.
 - “I object to consideration of the question.”
 - Chair asks “Shall the question be considered?”
 - **Two-thirds NEGATIVE** vote dismisses the question



Incidental Motions

4. Division of the Question

- Used to break a large question into separate questions (multiple votes)
 - “I move to divide the question into ... and ...”
 - Can be amended or postponed indefinitely
 - Preferable to divide when question introduced
 - Motion is undebatable and passed by **majority**
 - Should not require parliamentarian to do more than change prefixes and add/remove “whereas” and “let it be resolved”



Incidental Motions

5. Division of the Assembly

- Used to put an audible / standing (less accurate) vote to a counting / ballot vote
 - “Division!” or “I call for a division.”
 - No Second Required
 - Cannot be debated, amended, or be voted upon
 - Requires that chair repeat vote by counting
 - Chair must ensure members do not abuse
 - Can ignore if that is the case, decision can be appealed



Incidental Motions



6. Motions regarding Nominations

- Close Nominations
 - Passed by **two-third majority vote**
 - Out of order if reasonable time hasn't elapsed
- Reopen Nominations
 - Passed by **majority vote**
- Motions cannot be amended or debated



Incidental Motions

7. Questions Growing out of Business

- Parliamentary Inquiry
 - “Point of Parliamentary Inquiry”
 - No Second / Debate / Amendment
 - Questions regarding parliamentary procedure
 - “Should I Object?”
 - Can interrupt speaker but cannot be abused
- Request for Information
 - Point of Information”
 - Same as Parliamentary Inquiry but for information
 - Can ask speaker for information instead of chair



Incidental Motions

7. Questions Growing out of Business

- Leave to Withdraw or Modify Motion
 - “I request to withdraw my motion.”
 - Can be removed by mover if not stated
 - Once stated by the chair, must be approved by the assembly (motion belongs to assembly)
 - Accepting Amendment
 - If an amendment is offered and the mover states, “I accept the amendment,” the chair can try to accept the amendment through unanimous consent. If this fails it must be put to a vote.



Privileged Motions

Definition: *not related to pending questions but are of such importance to be considered first*

- Cannot be debated and only amended to adjust times.
- Fix the Time to Adjourn
 - Used to change time session ends
 - Cannot be extended past start of next session
- Adjourn
 - Use to end business until next session and in privileged if unqualified
 - Otherwise, or if effect is to dissolve body (adjourn indefinitely) it can be debated upon



Privileged Motions

- Take a Recess
 - Take intermission in current business session
 - Privileged if other business is pending
 - Cannot be debated, only length amended
 - Takes effect immediately
- Question of Privilege
 - Allows delegate to state question related to privilege of the assembly (being able to hear speaker, priority of motions, etc).
 - Doesn't need second, undebatable, not amendable



Privileged Motions

- Call for Orders of the Day
 - Demand Chair adhere to scheduled business
 - Needs no second
- Special Orders of the Day
 - Allows members to specify time and suspend rules that interfere with that time



Unclassified Motions



Definition: *motions that cannot be categorized as main, subsidiary, incidental, or privileged*

- Rescind, Repeal, or Annul
 - Any vote can be repealed by majority vote with notice
 - Can be repealed by two-thirds majority vote with no notice
- Renewal of Motion
 - When a main motion is rejected, approved, or postponed indefinitely, it cannot be taken up until the next session unless *renewed*
 - Following motions cannot be renewed: adopt or postpone indefinitely a main motion, to amend, object to consideration of (unless question has been changed), fix the time to adjourn, suspend the rules (for the same purpose)



Unclassified Motions



- **Ratify**
 - Main motion to confirm or make valid some action which requires approval, such as:
 - Committee or Officer decisions
 - Cannot violate standing regulation or by-laws
- **Dilatory Motion**
 - Motions are consider dilatory, absurd, or frivolous if they are being used to obstruct business.
 - Chair can choose to not recognize these motions, or call the movers out of order
- **Call of the House**
 - With no quorum, a majority of $\frac{1}{5}$ the assembly can compel the others to attend



RANKING MOTIONS (Highest to lowest)	Can interrupt Speaker	Need Second	Can be debated	Can be amended	Vote required
<i>Privileged motions</i>					
Fix the time to which to adjourn	N	Y	N	Y	Majority
Adjourn	N	Y	N	N	Majority
Take a recess	N	Y	N	Y	Majority
Raise a question of privilege	Y	N	N	N	Chair rules
Call for the orders of the day	Y	N	N	N	Chair rules
<i>Subsidiary motions (when main motion is pending)</i>					
Lay on the table	N	Y	N	N	Majority
Previous question	N	Y	N	N	Two-thirds
Limit or extend debate	N	Y	N	Y	Two-thirds
Postpone definitely	N	Y	Y	Y	Majority
Commit or refer	N	Y	Y	Y	Majority
Amend	N	Y	Y	Y	Majority
Postpone indefinitely	N	Y	Y	N	Majority
Main motions	N	Y	Y	Y	Majority
<i>Motions that bring a question again before the assembly (same rank as main motions)</i>					
Take from the table	N	Y	N	N	Majority
Rescind or amend something previously adopted	N	Y	Y	Y	*
Discharge a committee	N	Y	Y	Y	Majority
Reconsider	*	Y	Y	N	Majority

NON-RANKING MOTIONS					
<i>Incidental motions (procedural)</i>					
Appeal the decision of the chair	Y	Y	Y	N	Majority
Consideration by paragraph or seriatim	N	Y	N	Y	Majority
Division of a question	N	Y	N	Y	Majority
Division of the assembly	Y	N	N	N	None
Objection to the consideration of a question	*	N	N	N	Two-thirds
Parliamentary inquiry	Y	N	N	N	None
Point of information	Y	N	N	N	None
Point of order	Y	N	N	N	Chair rules
Request permission to withdraw a motion	*	*	N	N	Majority
Suspend the rules	N	Y	N	N	Two-thirds

* Note -- See Robert's Rules of Order Newly Revised (1990) for special rules.



Debate

Part 3

AAS/SW Parliamentary Training Course



Debate Overview

Definition: the discussion and deliberation of the assembly over the pending question

- Occurs after the question is stated
- Occurs before the question is put (voted on)
- Debate is limited to the immediately pending question (ie. amendment not original)
- Time when subsidiary motions can be made



Principles of Debate

- Questions can be debated when:
 - It's a Main Motion
 - It's a Question of Privilege
 - It's an amendment or reconsideration of a *debatable* question
 - It's a motion that interferes with debating the original question during the session
 - Postpone indefinitely is debatable
 - Put on the table is not
- Questions cannot be debated when:
 - It has the effect of suspending the rules (of order)
 - It interferes with limits on debate (ie. previous question)
 - It's an amendment or reconsideration of an *undebatable* question



Rules of Debate

- Members should speak no more than twice about the same question in a session
 - Members should not speak for the second time if another desires the floor
- The moving member is entitled to speak at the end of debate if they have not used their total presentation time
- Amendments / subsidiary motions are considered new questions with new debate limits
- Moving members cannot speak against their own motion (but can vote against)
- Chair must allow for debate and may not “rush” through debate



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Decorum in Debate

- Speaker must confine topic to question
- Speaker cannot reflect upon action of the assembly unless he plans to move to rescind said action
- Speaker should not use names. The following are acceptable:
 - “The member who spoke last”
 - Officer’s Titles
- Speaker must not speak to motives of another member
 - Topic is about the measure, not the man
- Questions may be asked of the speaker by standing and immediately saying “Mr./Ms. Chair, I should like to ask the speaker a question.”
 - Chair will then seek consent of the speaker.



Decorum in Debate

- Speaker must take a seat (in our case yield the microphone) when the Chair moves to speak
- Disorderly words should be recorded by members objecting to those words
- Deliberation regarding the words / actions of a member should not be taken up in their presence
- **Debate is always directed toward the Chair, never at the members of the assembly**
 - Presentations are usually the exception



Closing / Preventing Debate



- Debate is closed when speaking ceases, and the question is put by the chair
 - “Are you ready for the question?”
 - Voting
- Debate is technically not closed until affirmative and negative vote is taken
 - Usually not done, can be abused
- Debate can be limited or closed immediately by two-thirds vote (see Motions)
 - We usually have a time limit specified by default



AAS/SW

General Procedures



- Not specified in Robert's Rules
 - Debate starts in negative, and alternates with affirm.
 - After affirmative or negative are skipped twice in a row, topic of debate is killed
 - For elections, this removes that squadron / chapter from debate
 - Allow 10 - 15 seconds before skipping, or verify nobody is standing to make a point
 - Debate closes when topic(s) are exhausted, time limit expires, or previous question is passed
 - Ensure to inform the assembly about upcoming time limits to allow motions to extend debate



AAS/SW

General Procedures



- *Technically* presentation of sponsor is the start of debate. This is why the negative follows first
- After debate is closed, the question is put



Amendments

Part 4

AAS/SW Parliamentary Training Course



Amendment Overview



Definition: *a subsidiary motion to modify the main motion upon which it is enacted*

- Must be made on another motion
- Usually called for during debate
- Specifically specifies what the changes are
- Contains it's own debate period and can be limited / extended separately
- Passed by majority vote, even if the question it acts upon requires two-thirds vote



Amendment Types



- **Insert**
 - Adds text in a specific spot of the original motion
- **Add**
 - Adds text to the end of a motion
- **Strike Out**
 - Removes text from a motion
- **Strike Out and Insert / Substitute**
 - Removes specific texts and replaces it



Amendment Rules

- Amendments can only be stacked two high
 - “Amendment of an amendment” is valid, the amendment of that is not
 - Often used by friends of amendment to perfect the wording of the amendment proposed
- After an amendment passes, an amendment reversing the amendment is out of order
 - Must be rescinded instead
- After an amendment fails, it cannot be repeated exactly
 - Must be reconsidered



Amendment Rules



- Strike out and insert amendments failing do not preclude the individual add or remove pieces from being amended separately
 - Removed words cannot be reinserted
 - Added words cannot be struck out
- Forbidden removals / additions can be valid if the net result is different than the previous revision (before amendment)



Amendment Rules

- Amending Paragraphs
 - Entire paragraphs can be inserted or struck out
 - Amended paragraphs cannot be amended except to add content
 - Strike Out and Insert of paragraphs is called substituting (only for paragraphs)
- Amendments not related to original motion are invalid (must be on topic)
- Chair should illustrate effect of amendment if not readily evident - read proposed modified paragraph or motion



Amendment Misconceptions



- Amendments are not friendly or hostile
 - Amendments belong to the assembly *once stated*
 - Can be withdrawn beforehand
 - Must be withdrawn by assembly consent after
 - Sponsor of Main Motion / Resolution CAN accept the amendment after stated:
 - This ONLY allows the chair to attempt passing the amendment by unanimous consent
 - If unanimous consent fails the amendment must pass by a majority vote



Voting

Part 5

AAS/SW Parliamentary Training Course



Viva Voce

Definition: *“by the voice” - a vote taken by calling for “ayes” and “nays”*

- Determined by the dominant vote
 - Judgement of the chair
 - Not accurate; for speed when one side clearly wins
- Can be divided (“Division!”) by assembly
 - Causes moving to rising & counting
- If chair is not certain, can move to a standing vote or show of hands

“All in favor say ‘Aye.’ All opposed say ‘Nay’”



Show of Hands

Definition: *vote determined visually by having each side raise hand*

- Determined by the dominant vote
 - Judgement of the chair OR by counting
 - Not accurate; speed if one side clearly wins
 - Otherwise, each side is counted
- Can be divided (“Division!”) by assembly
 - Causes counting
- If Chair is not certain, they can call for count

“All in favor raise your right hand”



Rising Vote

Definition: *vote determined visually by having each side stand*

- Determined by the dominant vote
 - Judgement of the chair OR by counting
 - Not accurate; speed if one side clearly wins
 - Otherwise, each side is counted
- Can be divided (“Division!”) by assembly
 - Causes counting
- If Chair is not certain, they can call for count

“All in favor please rise.”



Ballot

Definition: *vote done in relative secrecy, by paper then counted by tellers (Area/Region)*

- Exact Vote
- Only used when allowed by special rules OR by vote of the assembly (ie. elections)
- When ballot is required any motion that exposes the views of a member is illegal
 - For us, Area/Region can see the result to count
- Counted by Parliamentarian and announced by chair



Roll Call



Definition: *vote taken delegate by delegate; reading name out-loud and getting the reply*

- Exact Vote; Time Consuming
- Only used when allowed by special rules OR by vote of the assembly
- Delegates answer “Aye,” “Nay,” or “Present”
 - Present to Abstain



General [Unanimous] Consent



Definition: *if Chair believes that nobody will object to motion, they can attempt to pass it without the formality of voting*

- Used for routine, non-controversial motions
- A single “I Object!” kills the attempt, then requiring a vote to be taken

“Hearing no objections, the motion shall be adopted.”



Role of the Chair

- Chair starts vote by asking “Are you ready for the question?”
 - Informally “We will now move to the vote,” especially if debate was time limited and now complete
- Vote is taken using proper verbiage
- Chair will decide vote or call for count
- If somewhat uncertain:
 - “The eyes appear to have it. [pause] The eyes have it.”
 - Waiting for Division.



Role of the Chair



- Announcing the Vote:
 - “The Ayes have it, the motion passes.”
 - “The Affirmative has it, Resolution A_ is adopted.”
 - If vote was counted, announce the results of the count.
 - “There are 55 votes in the affirmative and 60 in the negative, so the motion fails.”
 - State the result of the vote, the effect that vote has, *then the next piece of business.*
- Chair does not break ties unless specified in By-Laws & is a voting member



General Procedures

- Quorum: *minimum number of members required to make assembly vote valid*
 - *Specified by By-Laws of organization*
- Elections requiring majority vote with more than 2 options:
 - If after first vote no option has a majority (>50% of cast votes) the lowest option should be discarded and the vote repeated
 - If expedience is required, top two options are the only options on second vote



Minutes

Part 6

AAS/SW Parliamentary Training Course



Minutes Overview

Definition: *the official record of the proceedings of a deliberative assembly*

- Recorded by Secretary or Parliamentarian
 - In our case Parliamentarian or Director of Information Management
- Should be signed by secretary and president
- Approved by Assembly



Minutes Overview

- Parts:
 - a. Type of Meeting (Regular, Special)
 - b. Name of Assembly (AAS, SW, Joint, Exec Board)
 - c. Date and Place of Meeting
 - d. Fact of presence of regular chair and secretary, or record of any substitutes if required
 - e. Whether the minutes of the previous meeting were approved
 - f. All Main Motions (unless withdrawn); points of order, appeals, all other motions not lost or withdrawn
 - Including who was mover
 - Type and Results of Vote; Roll Call results
 - g. Time of Adjournment



Form of Minutes

- Journal / Diary Format
 - Paragraph description of proceedings
- Bullet Format
 - Each bullet represents piece of business or motion, sub-bullets for subtopics or subsidiary motions.



Approval of Minutes



- Typically minutes are approved at the end of each session, or at the beginning of the next
- Minutes should be approved by assembly
 - For time's sake AAS/SW often won't approve minutes at NATCON



AAS NATCON Legislative Process

Part 7

AAS/SW Parliamentary Training Course



NOTE



This part of the PTC is a summary of the rules and regulations specified in the AASMAN.

Use this for familiarization but also ensure you are fully familiar with the requirements outlined in the AASMAN.



Submitting Resolutions



- Resolutions Submitted in Advance should be submitted NLT 30 days prior to NATCON
 - After, 30 day period for preparation
- Resolutions Submitted at NATCON can be submitted NLT 24 hours prior to the last AAS or Joint Business Session
- National Business Chairman is responsible for number resolutions for tracking
- Format for resolutions outlined in AASMAN



General Procedures



- Resolutions are submitted to HQ in advance or at NATCON (to Nat/CC, NBC, EMC)
- Resolutions are checked by RWMC for correctness and validity
- Resolutions CAN then be committed
- Resolutions incurring a financial commitment must be evaluated by the Executive Director
- Resolutions / Business are disposed following *Robert's Rules of Order - Newly Revised & AASMAN Special Rules*



Committees

- Rules, Ways, and Means Committee
 - Responsible for reviewing all NATCON resolutions prior to committing or sending to General Assembly
 - Membership includes Nat/CC as Chair, 4 Area Commanders as voting members.
 - NBC, NPAR, NACs are non-voting members
 - Checking ALL Resolutions for:
 - Sufficient detail to be implemented
 - Does not conflict with regulation / by-laws
 - Unless resolution is trying to change By-Laws
 - Sponsor in good standing (and seek new ones)
 - Special resolutions meet all requirements
 - Sent to Exec Board or General Assembly
 - Significant Resolutions go to General Assembly



Committees

- Other Committees:

- Candidate Training Program Review Committee
 - Every Third NATCON (from 2005)
- AFROTC Affairs Committee
- Committees appointed by Nat/CC or Assembly
 - Committees considering a resolution must include the sponsor as a member
 - Nat/CC should distribute “committee assignment request form” 40 days prior to NATCON if planning to form committees
 - Area/CC will be chairperson of ALL Committees

- Committees Can:

- Write New Resolutions & Submit to RWMC
- Approve Resolutions & Submit to RWMC
- Return Resolution to Author
- Revise New Resolution
- Table Resolutions / Take other action under Robert’s Rules



Committees



- Call From Committee
 - A majority of NATCON delegates or majority of Area Commanders may call a resolution from committee at any time
 - Must then be scheduled by NBC for disposition
 - This can be used to bypass the RWMC if required
 - Otherwise, all resolutions must pass RWMC



Delegates



- Each squadron in good standing is entitled to a single delegate and single alternate
 - Alternate is authorized to vote in delegate absence
- Each Area Commander is considered a delegate and can assign an alternate
 - Area/CCs do not count as Squadron Delegate
- Delegates are the only members of the General Assembly with *Voice and Vote*
- *Squadrons Not in Good Standing* are allowed to attend NATCON but have no vote.



Voting



- *Vote of the NATCON* is a vote of all authorized delegates in a business session.
- *Vote of the National Commander* is only used to break a tie of a particular vote.
- *Loss of Vote* occurs when a Squadron or Area does not have the primary or alternate delegate present at Roll Call without excuse from the NBC. It can also occur when rules of decorum, attire, or general order are not met (as determined by the NBC)



Voting



- *For a Vote to be Valid* a quorum must be present, defined as two-thirds of authorized delegates by the AASMAN
- Areas or Squadron have the ability to be represented by *proxy vote* (another unit) if they properly submit the AASF 9.
- Motions in Joint Sessions must be passed in bicameral format, meaning SW and AAS are treated as separate houses and must vote in the majority individually



Minutes

- Notes are to be taken by the National Director of Information Management with assistance of the National Parliamentarian
 - Submitted to NBC who also gives to NPAR
- NPAR is then responsible for assembling into minutes and submitting to new Nat/CC
 - Suspense is set between NPAR and Nat/CC, can be no later than 30 days after NPAR's last day of finals.
 - Minutes are distributed to AAS/SW HQs, NACs, EMCs, NBCs
- Minutes are taken at all AAS/SW Executive Board and General Assembly Sessions



Minutes



- Minutes need to include:
 - Attendance
 - Copies of resolutions presented
 - Vote Tallies / Roll Call
 - Proxies
 - Qualifying Memoranda
- Detail is important for proper AASMAN changes
- Format is in accordance with AFMAN 33-326