

TIPS ON PARLIAMENTARY PROCEDURE

To do this:	You say this:	May you interrupt?	Is your motion debatable?	Is your motion amendable?	Vote required to pass:
Make a motion (called a main motion)	"I move that..." (not "I would like to move that...")	No	Yes	Yes	Majority
Amend a motion	"I move to amend by..." (adding, inserting, striking)	No	Yes	Yes	Majority, unless otherwise indicated
Postpone further debate, consideration, or vote	"I move that this matter be tabled."	No	No	No	Majority
End debate and bring to a vote	"I move the previous question."	No	No	No	2/3
Refer a matter to another person or group	"I move that this matter be referred to..."	No	Yes	Yes	Majority
Reconsider a previous action at this assembly	"I move to reconsider the vote on..." (only if you voted on the winning side)	No	Yes, if original motion was debatable	No	Majority
Object to Procedures	"Point of Order"	Yes	No	No	Chair decides
Challenge ruling of the chair	"I appeal the chair's decision."	No	Yes	No	Majority
Find out when a motion you wish to make can be made	"When would it be in order for me to move that..."	No	--	--	--
Request information	"I wish to request information, clarification, etc."	No	--	--	--
Get an exact count after a close voice vote	"I call for a division."	Yes	No	No	--

GUIDELINES FOR AVOIDING GENDER BIAS

	Exclusive	Inclusive
Use inclusive language	The average American citizen is proud of his heritage.	For the most part, American citizens are proud of their heritage.
Use individuals' names.	Robert Smith and his wife	Robert and Alice Smith
Use no titles when they refer exclusively to the marital status of one of the persons.	<ul style="list-style-type: none"> • Jim Clark and Mrs. Brown • The Rev. Joan Johnson and husband 	<ul style="list-style-type: none"> • Jim Clark and Sara Brown • The Rev. Joan Johnson and Mr. Paul (or Joan and Paul Johnson)
Use inclusive terminology for all generic groupings.	<ul style="list-style-type: none"> • Clergyman • Laymen • Clergy and wives • Chairman 	<ul style="list-style-type: none"> • Clergy or Ministers • Lay persons or Laity • Clergy and spouses • Chairperson or Chair
Avoid sexual personal pronouns when talking about a person's activities.	When a voting member votes yes, he votes for...	A voting member's yes vote means...
Find functional substitutes for problem words.	<ul style="list-style-type: none"> • Forefathers • Brotherhood • Fraternity 	<ul style="list-style-type: none"> • Ancestors, Forbears, Companionship, Kinship, Unity, Comradeship

A Word About Pronouns:

People often make assumptions about the gender of persons based on their name or appearance. These assumptions aren't always correct, and can unintentionally send the message that people have to look a certain way to be identified a certain way. Using someone's preferred pronouns is a way to respect them, and it creates an inclusive environment.

GUIDELINES FOR RESPECTFUL CONVERSATION

- If you are speaking in favor of the motion, please line up at the green microphone number one. If you are speaking against the motion, please line up at the red microphone number two. The chair will alternate between viewpoints.
- Please keep in mind the two-minute time limit.
- We ask you to speak only once to a motion until all others have spoken. When you speak, be sure to speak for yourself.
- Be honest. Speak for yourself, not as a member of a group.
- Use “I” statements, “I feel...” “I believe...”, rather than “You” statements, “you people” or “they”.
- Don’t demonize opposing viewpoints. State your own.
- Don’t talk past others, arguing against an extreme position they do not hold. (Strawman argument.)
- Once someone has made a point, it does not need to be made over and over again.
- When you speak, be honest.
- Do not attacking those who hold different views. Do not question the faith, motives, integrity or commitment of others. (Ad hominem argument.)
- People of faith often disagree about stuff. Honor those who have a different point of view than your own. Remember Luther's teaching on the 8th commandment, “represent others’ words and actions in the kindest way.”
- Keep an open mind.