

# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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To: Conference participants  
From: Bob Hunter  
Date: February 27, 1990  
Re: 1990 World Service Conference

Enclosed are several items to help you prepare for the 1990 meeting of the World Service Conference.

First is the WSC Rules of Order. The rules have not been amended in the past year.

Next is a packet describing our elections procedure. Contained in this packet is a service resume, which will be required for any person nominated to any position at the conference. *All* conference participants may want to complete a service resume, whether or not you believe you will be nominated. I encourage you to complete a service resume now and mail it to Hollie Arnold, c/o WSO, to save work at conference time.

The next item in this packet is the proposed budget for WSC 1990-91. The budget will be discussed at the conference, and participants will be asked to vote to approve it.

Finally, Bryce Sullivan has made a correction to the WSC Literature Committee portion of the *Conference Agenda Report*, and that is enclosed as well.

If you have any questions regarding any of the enclosed items, please contact myself or another member of the WSC Administrative Committee, through the WSO, P. O. Box 9999, Van Nuys, CA 91409.

## PROCEDURE USED WHEN THE CONFERENCE IS MEETING

The World Service Conference utilizes the following short form version, entitled "WSC Rules of Order," adapted from the latest edition of Robert's Rules of Order (hereinafter referred to as "Robert's"). These WSC Rules of Order have been found to meet the general needs of the conference in the process of conducting business of the actual meeting when such rules are not in conflict with the policies of the conference, the *Temporary Working Guide to Our Service Structure* (or subsequent service document), or the principles of N.A.

In cases where the WSC Rules of Order are not comprehensive enough, the WSC utilizes the latest edition of Robert's. The utilization of Robert's is based on our need for rules of procedure in cases where we have not written our own rules of order. In any case, if there is a conflict or discrepancy, WSC procedures take precedence over Robert's.

The intent in using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the work of the WSC.

The WSC Rules of Order clarify common procedures used in the conduct of business at the conference. Within the WSC Rules of Order, "assembly" shall mean the WSC, "member" shall mean conference participant, and "session" shall mean the annual meeting of the WSC. These rules of order reflect procedures used for an assembly that meets annually.

### WSC RULES OF ORDER

#### A. STANDING RULES

1. No member may make two motions at the same time.
2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
3. There shall be a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the chair to speak.

However, the chair may exercise discretion to extend the time limit when in the chair's opinion such action is warranted. To otherwise extend debate, a motion (*Extend* or *Limit Debate*) must be adopted.

4. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than three members to speak in favor (pro) of any motion and no more than three members to speak in opposition (con) of any motion.

However, the chair may exercise discretion to extend the number of speakers when in the chair's opinion such action is warranted. To otherwise extend debate, a motion (*Extend* or *Limit Debate*) must be adopted.

5. Every main motion must be presented in writing on the appropriate form, showing the name of the member proposing the motion and the name of the member seconding the motion. Motions presented by WSC committees do not require a second.

Every amendment to a main motion must be presented in writing on the appropriate form, showing the name of the member proposing the amendment and the name of the member seconding the amendment. Amendments presented by WSC committees do not require a second.

A proposed main motion or its amendment must be presented in writing at the time the maker of the main motion or its amendment is recognized by the chair.

- 6a. On matters of procedure, such as *Lay on the Table*, *Recess*, *Amend*, *Commit*, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or 2/3) shall be determined by the number of members present and voting yes or no. (Abstentions have no effect.)

- b. On matters of policy, such as policy of the conference, approval, removal, or change of previously-adopted literature, or change to the *Temporary Working Guide to Our Service Structure* (or subsequent service document), 2/3 of the registered participants present at the most recent roll call are required to vote in the affirmative for adoption to occur.

A simple majority of those present and voting may adopt a motion ordering a roll call to be taken prior to the vote.

7. A quorum (the number of voting participants who must be present in order to conduct business) for the WSC shall be a majority of all eligible voting members.
8. An adopted motion shall take effect at the close of the conference, unless otherwise stated in the motion.

## B. STANDING RULES--DIFFERENCES FROM ROBERT'S

1. WSC limits debate to 3 minutes per speaker. (Robert's = 10 minutes)
2. WSC limits the number of speakers on each pending motion to three pro and three con. (Robert's = unlimited)
3. WSC limits debate on the motion to *Appeal* to one pro and one con, with the chair always the con. (Robert's = unlimited)
4. WSC does not limit the number of times the same member may speak on a motion, except no member may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If motion is pending or brought up again the next day, rights of debate begin over again.)
5. WSC requires a 2/3 majority to adopt the motions *Lay on the Table* and *Reconsider*. (Robert's = majority)
6. WSC will allow no amendments on the motions *Limit* or *Extend Debate*. (Robert's = allows)
7. WSC requires a simple majority to adopt the motion *Limit* or *Extend Debate*. (Robert's = 2/3)
8. WSC requires a 2/3 majority to adopt main motions that amend the service structure; change the operating procedures of the WSC; change the policy of the WSC; approve literature; remove or change previously-adopted literature; or change the *Temporary Working Guide to Our Service Structure* (or subsequent service document). (Robert's = majority on main motions)

## C. THE PROCESS

### 1. THE MAKING AND DISPOSING OF MOTIONS

- a. A motion is made. This begins the process of bringing a matter before the assembly.

Avoid wording a motion in the negative because of possible confusion regarding the effect of the motion.

A motion should be clear, concise, and comprehensive so that the assembly is not voting on the perceived intent but on the actual wording as it will be officially recorded.

- b. A motion is seconded. A second merely indicates that another member wishes the matter to come before the assembly, it does not necessarily mean that the seconder is in favor of the motion.

- c. The chair states the motion. This makes the motion pending and before the assembly; it is only at this point that the motion belongs to the assembly and must be disposed of in some manner.
- d. Debate follows (if the motion is debatable), and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate addresses the motion, not the member making it. Motives should never be questioned.

Members should address each other through the chair and should use titles or descriptions of duties, not names (for instance, "the WSC vice chair", not "Ed"). The chair addresses members by name. Discussion (debate) does not generally take place between two members, but through the chair.

- e. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the chair putting the question.
  - i. Voting generally takes place by voice, unless otherwise described in a standing rule or unless a motion is adopted for a standing or roll call vote.
  - ii. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be accomplished by unanimous consent. The chair calls for any objections; if there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly, not just to the maker.
  - iii. There are no fractions of votes.
  - iv. A majority vote (simple majority) is more than half. Thus, since 37 is half of 74, 38 would be more than half and the majority of 74; since 37.5 is half of 75, 38 would be more than half and the majority of 75.
  - v. Two-thirds vote ( $\frac{2}{3}$  majority) means at least two-thirds. Of 74, 49.33 is  $\frac{2}{3}$ , thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly  $\frac{2}{3}$ , thus 50 would be at least  $\frac{2}{3}$  of 75.
  - vi. There are several ways to determine the set of members to which the majority proportion (whether simple or  $\frac{2}{3}$ ) applies. Some of these ways are:
    - (1) those present and voting
    - (2) those registered as attending
    - (3) those present at the most recent roll call
    - (4) all those eligible to vote, whether registered as attending or not, from the entire membership

As an example, let's say there are 150 members eligible to vote from the whole membership (4); 75 registered as attending (2); 70 present at the most recent roll call (3); 50 currently in attendance; and 25 actually participating in the most current vote (1).

A simple majority:	Of those present and voting (1)	13
	Of members registered as attending (2)	38
	Of members at the most recent roll call (3)	36
	Of those eligible to vote (4)	76

A two-thirds majority:	Of those present and voting (1)	17
	• Of members registered as attending (2)	50
	Of members at the most recent roll call (3)	47
	Of those eligible to vote (4)	100

In the first interpretation (1), abstentions are not counted since they do not affect the outcome. In the other cases, abstentions and those who choose not to vote actually count as votes against adoption of the motion.

vii. When the standing procedures do not specify which set of members is to be used, then the first interpretation, those present and voting, is used.

viii. The WSC has chosen that:

In matters of procedure, the set of members used to determine the number of votes required for adoption shall be "those present and voting" (1).

In matters of policy, the set of members used to determine the number of votes required for adoption shall be "those present at the most recent roll call" (3).

In determining a quorum, the set of members used to determine the number of participants needed to be in attendance shall be "all those eligible to vote" (4).

f. The chair announces the result of the vote, and its adoption or rejection.

## 2. CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS

a. Since there may be several motions pending at any given time, the highest ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.

b. M = Main motion. Brings business before the assembly. Can be made only when no other motion is pending and ranks lowest in the order of precedence.

i. No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

ii. No main motion is in order which presents substantially the same question as a motion previously rejected during the same session.

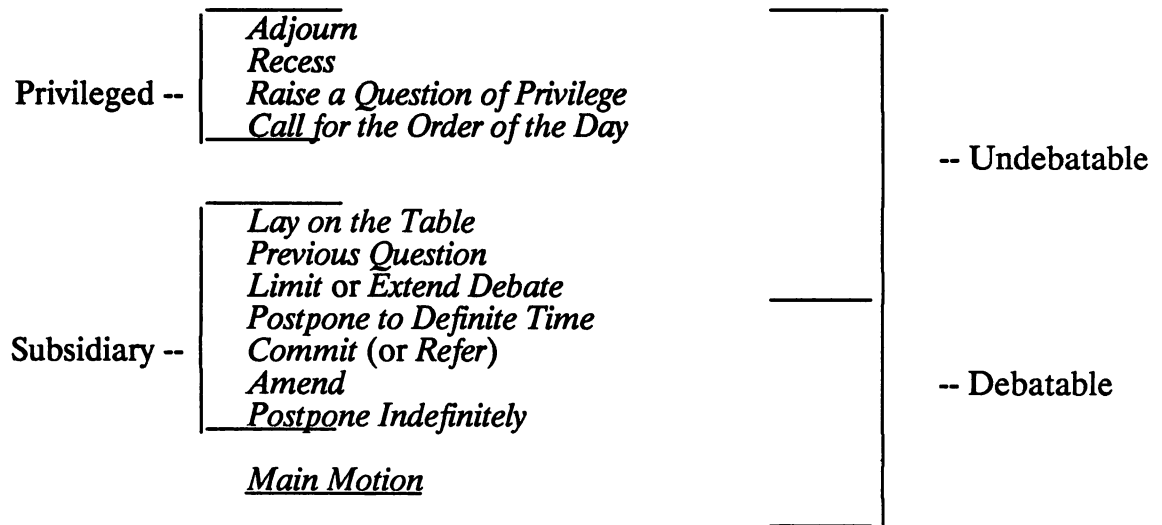
iii. No main motion is in order that conflicts with a motion previously adopted at any time and which is still in force.

iv. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, *Committed*, *Postponed*, or *Tabled*). If a question has been laid on the table and the same question is brought before the assembly during the current session, it would be more appropriate to take the original motion from the table and dispose of it than to address the new motion.

c. S = Subsidiary motion. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.

d. P = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.

- e. **I = Incidental motion.** Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.
- f. **B = a motion that brings a question again before the assembly.** Generally can only be made when no other business is pending.
- g. Following is an example of the order of precedence of privileged and subsidiary motions, listed with highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.



### 3. REDRESS

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

- a. Matters left undone at adjournment die. However, they can be brought up at a later session as new questions.
- b. Matters left tabled at adjournment die. However, they can be brought up at a later session as new questions.
- c. Matters rejected:

During the same session, the motion *Reconsider* would be in order. If the question is substantially different, due to a change in circumstances or new information or other significant change in intent, a new motion might be in order.

At a later session, a motion can be "renewed"--that is, the same question can be introduced again as if new.

- d. Matters adopted:

During the same session, the motions *Reconsider* or *Amend Something Previously Adopted* would be in order. The motion to *Reconsider* is in order if the original motion was voted on yesterday or today. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote. If the reconsider time limit has passed, the appropriate

motion would be *Amend Something Previously Adopted*. During the same session, *Reconsider* is the preferred motion; however, *Amend Something Previously Adopted* is in order at any time before or after it is too late to reconsider.

At a later session, the appropriate motion would be *Amend Something Previously Adopted*. Any member may make that motion and there is no time limit.

e. Matters temporarily disposed of:

*Suspend the Rules, Discharge a Committee, or Take from the Table* would be appropriate depending on the circumstances, or to *Reconsider a Motion* (if reconsiderable) that temporarily disposed of a motion, e.g., *Commit* or *Postpone*.

f. Matters on the floor:

*Appeal the Chair, Point of Order, Call for the Order of the Day, Division of the Question*, etc., and other parliamentary tools may be appropriate.

4. TO REMOVE A PENDING MOTION FROM THE FLOOR

There are several options, some of which are:

- a. *Lay on the Table*: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to *Take from the Table* is appropriate.
- b. *Postpone Definitely*: if the intent is to put off consideration to a more convenient time or pending more information.
- c. *Postpone Indefinitely*: if the intent is to kill the motion for that session.
- d. *Objection to Consideration*: if the intent is to avoid consideration of the motion for that session. This objection must be made before any consideration of the pending motion.
- e. *Commit to Committee*: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.
- f. *Extend or Limit Debate*: if the intent is to limit the number of speakers, the amount of time each may speak, or the total time for debate, or to set the time that debate will close.
- g. *Previous Question*: if the intent is to stop debate immediately and put the question to vote.
- h. Vote against the motion: if the intent is to defeat the pending motion.
- i. Vote for the motion: if the intent is to adopt the pending motion.
- j. Recess: if the intent is for the assembly to take a brief time out before continuing.
- k. Adjourn: if the intent is let the matter die. However, no more business of any kind will be taken up until the next annual session.

5. RECESS OR ADJOURN

The differences between *Recess* and *Adjourn* are very slight, but basically:

*Recess* means to take a short intermission within a meeting. After the recess, proceedings are immediately resumed at the point at which they were interrupted.

*Adjourn* means to terminate the session, i.e., the annual meeting.

A session is a series of meetings wherein each succeeding meeting is scheduled with the view to continuing business at the point at which it left off in the previous meeting.

6. Since the WSC Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

FORMAL NAME	COMMON NAME
<i>Adopted</i>	carried
<i>Amend by Substitution</i>	substitute
<i>Amend Something Previously Adopted</i>	includes <i>Rescind</i>
<i>Entertain a motion</i>	the chair, sensing the assembly's intent, mentions the motion that would be in order that might accomplish the assembly's goal
<i>Previous Question</i>	call the pending motion to a vote; call for the question; call for the vote
<i>Put the Question</i>	vote
<i>Question of Privilege</i>	point of personal privilege
<i>Rejected</i>	failed
<i>Suspend the Rules</i>	includes <i>Change the Order of the Day</i>
<i>Unanimous Consent</i>	"friendly" (particularly in the case of amendments) "acclamation" (particularly in elections)
<i>Unfinished Business</i>	old business (although this term is misleading, since addressing previously-handled, i.e., old, business is different than addressing business yet undone.)

#### D. DESCRIPTION OF MOTIONS

Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions, further describing their use and characteristics.

*Adjourn* means to close the session immediately.

*Amend* (a pending motion) means to modify the wording of a pending motion and is considered a primary amendment--that is, it applies directly to the main question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments(s), but vote in favor of the motion, or vice versa.



The motion to *Substitute*, a form of the motion *Amend*, proposes that a substitution shall come before the assembly in place of the pending resolution. During consideration of the motion to substitute, debate may consider the merits of the pending resolution and its proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to substitute fails, the original pending resolution comes to the assembly for vote.

*Amend Something Previously Adopted* means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made.

*Rescind, Repeal, Annul*, a form of the motion to *Amend Something Previously Adopted*, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made.

*Amend the Bylaws* (for WSC, *Amend the Temporary Working Guide to Our Service Structure*, etc.) is a form of the motion *Amend Something Previously Adopted*. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then *Amend the Bylaws* is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to amend the bylaws to give the membership adequate time for review.

*Appeal the chair* means that the ruling is taken from the chair and decided by the assembly. By electing a chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the chair, unless they appeal the decision.

*Commit or Refer to Committee* means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or an amending motion.

*Discharge a Committee* means to discharge the committee from further consideration of a question or subject. This is generally advisable only when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges the committee. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of *Commit* attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

*Division of Question* means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

*Lay on the Table* means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than to temporarily lay aside a matter until an emergency situation is taken care of, then the proper motions/actions are: *Postpone Definitely*; *Postpone Indefinitely*; *Objection to Consideration*; or vote against the motion. The motion *Lay on the Table* should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason, or for the chair to ask for the reason to lay on the table.

Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.

*Limit or Extend Debate* means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be *Previous Question*.

*Main Motion* is the introduction of new business, or in some cases the reconsideration or amendment of previously-adopted business.

*Objection to Consideration of the Question* means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the chair is phrased so that members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be renewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding session.

*Order of the Day* (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then *Suspends the Rules* or *Changes the Order of the Day*.

*Parliamentary Inquiry* is a question to the chair to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The chair is not obligated to answer hypothetical questions.

The chair's reply is not subject to appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.

*Point of Information* is a request directed to the chair, or through the chair to another member, for information relevant to the business being considered, but is not a matter related to parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.

If the point of information is a question to a member who is speaking, the chair will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point must raise the issue in the form of a question to the chairperson, but the chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

*Point of Order* means a member believes the rules of the assembly are being violated, and is asking the chair to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.

This point needs to be made immediately when the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a *Parliamentary Inquiry*. Also, it is undesirable to raise points of order on minor irregularities, if it is clear that no one's rights are being infringed upon.

*Postpone to a Definite Time (Definitely)* means to put off action on a pending motion until a definite day, meeting, or hour, or until after a certain event. This motion can be moved regardless of how much debate has occurred on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was

immediately before postponement with all adhering motions, except the rights of debate begin over again as if the question had never been debated.

*Postpone Indefinitely* means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

*Previous Question* means to immediately close debate and the making of any subsidiary motions, except *Lay on the Table*, of a pending motion. If *Previous Question* is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.

*Question (Point) of Privilege* (to raise) permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The chair rules (subject to appeal) only on whether this matter should interrupt pending business. If the chair rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question then requires a second, is debatable, amendable, etc., and is handled by the assembly.

If there is no urgency, a question of privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

*Recess* means a short intermission in the assembly's proceedings, which does not close the meeting, and after which business will be resumed immediately, at exactly the point at which it was interrupted.

If a recess is provided for in the agenda, the chair simply declares the assembly in recess. If the chair does not announce a pre-scheduled recess at the scheduled time, a member can call for the order of the day. If the assembly wishes to postpone a pre-scheduled recess, it can move to suspend the rules.

*Reconsider* enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action, or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the reconsider motion is debatable, a member has the right to debate the reconsider motion, regardless of whether his rights to debate were exhausted on the original motion. If the reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.

*Suspend the Rules* enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The chair cannot move this, but can entertain another member to do so.

To change the order of the day is an application of *Suspend the Rules*, and means to take a question out of its proper order, or to consider one before the time to which it was postponed.

*Take From the Table* enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same session as the motion to lay on the table, the matter dies, although it can be reintroduced later as a new question.

If the motion to take from the table is adopted, the original motion becomes pending in exactly the same form, including all adhering motions, as when it was laid down. If a matter is taken from the table the same day as it was laid down, members who had exhausted their right to debate cannot speak again; if taken from the table on another day, debate rights start over again.

*Voting* (motions about) enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

*Withdraw/Modify a Motion* (to grant the maker permission) means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the chair. After the question is stated by the chair, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker of the motion accepts the amendment.

Before a question is stated by the chair, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second. If a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggester has in effect seconded the modified motion, so no other second is necessary.

# WSC RULES OF ORDER

## D. DESCRIPTION OF MOTIONS (continued)

	Type	In Order when another has floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Adjourn	P	No	Yes	No	No	Majority	No
Amend a pending motion	S	No	Yes	If motion to be amended is debatable	Yes	Majority vote is on amendment only	Yes
Amend Something Previously Adopted (includes Rescind)	B	No	Yes	Yes	Yes	2/3	Negative vote only
Appeal the Chair (must be made immediately following decision)	I	Yes, at time of appealed ruling	Yes	1 Pro/1 Con; Con always the chair	No	Majority in negative to reverse chair	Yes
Commit or Refer to Committee Of a pending question	S	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work Yes, if committee has not begun work
A matter not pending	M	No	Yes	Yes	Yes	Majority	
Discharge a Committee	B	No	Yes	Yes; & can go into question in hands of committee	Yes	2/3	Negative vote only
Division of Question	I	No	Yes	No	Yes	Majority	No
Lay on the Table (applies to entire motion pending)	S	No	Yes	No	No	2/3	No
Limit or Extend Debate On pending question	S	No	Yes	No	No	Majority	Yes, but if vote was yes, only unexecuted part of order Yes
For duration of meeting	M	No	Yes	Yes	No	Majority	
Main Motion	M	No	Yes	Yes	Yes	Majority**	Yes
Objection to Consideration of the Question (must be made prior to consideration)	I	Yes, until consideration has begun	No	No	No	2/3 against consideration sustains objection	Negative vote (sustaining objection) only
Order of the Day, to call for	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
Parliamentary Inquiry	I	Yes	No	No	No	Not voted on - chair responds	N/A
Point of Information	I	Yes	No	No	No	Is not voted on	No
Point of Order	I	Yes	No	No (unless chair submits question to assembly, then Yes)	No	Chair rules (unless submitted to assembly, then majority)	No

\*\* The WSC has chosen to require a 2/3 majority of the registered participants present at the most recent roll call to vote in the affirmative for adoption of policy issues, such as: amending the service structure; changing the operating procedures of the WSC; changing policy of the WSC; approving literature; removing or changing previously adopted literature; or, changing the Temporary Working Guide to Our Service Structure (or subsequent service documents).

	Type	In Order when another has floor	2nd Required	Debatable	Amend- able	Vote Required for Adoption	Can be Reconsidered
Postpone to Definite Time (applies to entire motion pending)	S	No	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely (applies to entire motion pending)	S	No	Yes	Yes	No	Majority	Affirmative vote only
Previous Question	S	No	Yes	No	No	2/3	Yes; but if vote was yes, only before vote has been taken under it
Question of Privilege, to raise (when main motion is not in order)	P	Yes, but should not interrupt a person speak- ing unless un- avoidable	No	No	No	Chair only rules on whether question should interrupt (sub- ject to Appeal)	No
Question of Privilege (when main motion is in order)	M	No	Yes	Yes	Yes	Majority	Yes
Recess If moved while question is pending	P	No	Yes	No	Yes, as to time	Majority	No
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	B	Yes, but only before person has begun to speak	Yes	If motion to be recon- sidered is debatable	No	2/3	No
Suspend the Rules (of order)	I	No	Yes	No	No	2/3	No
Take from the Table	B	No	Yes	No	No	Majority	No
Voting, motions about If moved while question is pending	I	No	Yes	No	Yes	Majority except 2/3 to close poll	To close polls no; to reopen polls, negative vote only; all others, yes
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw/modify motion, to grant maker permission to, after stated by chair	I	Yes, if requires immediate attention	Yes, if made by maker; no if made by another	No	No	Majority	As to withdrawal, negative vote only; as to modification; Yes