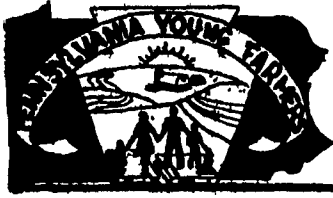
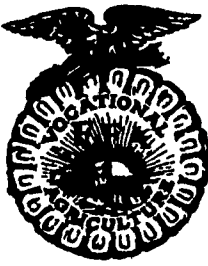


From Local Ag Teachers:



Thoughts in Passing



Parliamentary Procedure and Meetings

The agenda includes different types of reports and their approval. Numerous types of motions are also employed. The main motion is used to introduce a new item of business. Then, there are more than 40 other motions that can be applied to the main motion or come on the floor during the discussion of the main motion. It is at this point that parliamentary procedure gets extremely interesting, but very necessary in maintaining an efficient and democratic business meeting.

There are a group of subsidiary motions that control the content of the motions currently on the floor. They are: postpone in-



Charles Ackley

definitely; amend, and refer to a committee.

There are also subsidiary motions that control the content of the proceeding motion. These motions postpone the matter to a set time, limit debate, close debate, or lay the item on the table.

A group of privileged motions serve as the traffic police of parliamentary discussion. It includes call for the orders of the day to remind the chairman to follow the order of agenda. Other motions in this category include raising a question of privilege, take a recess, and adjourn.

Return motions are employed to return a proposal to the floor for further consideration. They are to take from the table, reconsider, rescind, and renew.

Incidental motions are an assortment of miscellaneous motions designed to handle situations not mentioned previously. These include requests for information, point of order challenging a chairman's decision, appeal, division of the assembly calling for a counting vote, suspend the rules, and objection to consideration.

Many details concerning these motions and other parliamentary procedures have not been discussed. The vote required and procedures for handling these motions should be obtained in more detail

In summary, always remember that the main business of a business meeting is business, not practice in the technicalities of parliamentary law. Use as much of the parliamentary code as the situation requires, but no more. The purpose of parliamentary procedure is to serve the chairman and his organization in conducting a successful business meeting.

Start the meeting on time with a previously well-planned

PARLIAMENTARY LAW CHART

| TYPE OF MOTION | Must it be SECONDED? | Is it DEBATABLE? | Can it be AMENDED? | Can it be TABLED? | Can it INTERRUPT a speaker? | In order if other question is PENDING? | Does it require a 2/3 VOTE? | Can it be RECONSIDERED? |
|--------------------------------------|----------------------|------------------|--------------------|-------------------|-----------------------------|--|-----------------------------|-------------------------|
| Adjourn | Yes | No | No | No | No | Yes | No | No |
| Adjourn, to fix the time to which to | Yes | No | Yes | No | No | Yes | No | Yes |
| Adopt Committee Report | Yes | Yes | Yes | Yes | No | No | No | Yes |
| Amend | Yes | 1 | Yes | 2 | No | Yes | No | Yes |
| Amend on Amendment | Yes | 1 | No | 2 | No | Yes | No | Yes |
| Appeal | Yes | 3 | No | 4 | Yes | Yes | No | Yes |
| As if in Committee of the Whole | Yes | Yes | No | Yes | No | Yes | No | No |
| Blank, Create a | Yes | No | No | No | No | Yes | No | No |
| Call for Orders of the Day | No | No | No | No | Yes | 14 | No | No |
| Committee of the Whole | Yes | Yes | No | Yes | No | Yes | No | No |
| Consider by Paragraphs | Yes | No | Yes | 2 | No | Yes | No | No |
| Division of Assembly | No | No | No | No | Yes | No | No | No |
| Division of Question | 5 | No | Yes | No | No | Yes | No | No |
| Excused from Duty, ask to be | No | No | No | No | No | No | No | No |
| Expunge | Yes | Yes | Yes | Yes | No | No | 6 | No |
| Extend Debate | Yes | No | Yes | 2 | No | Yes | Yes | Yes |
| Informal Consideration | Yes | Yes | No | Yes | No | Yes | No | 7 |
| Limit Debate | Yes | No | Yes | 2 | No | Yes | Yes | Yes |
| Main, or Original | Yes | Yes | Yes | Yes | No | No | No | Yes |
| Modify a Motion, Leave to | No | No | No | No | No | Yes | No | No |
| Nomination | No | Yes | No | No | No | No | No | No |
| Nomination, Method of | Yes | No | Yes | No | No | No | No | No |
| Nominations, to Close | Yes | No | Yes | No | No | No | Yes | No |
| Nominations, to Reopen | Yes | No | Yes | No | No | No | No | 7 |
| Objection to Consideration | No | No | No | No | Yes | Yes | Yes | 7 |
| Order, Question of | No | No | No | No | Yes | Yes | No | No |
| Parliamentary Inquiry | No | No | No | No | Yes | Yes | No | No |
| Rolls, to Close | Yes | No | Yes | No | No | No | Yes | No |
| Rolls, to Reopen | Yes | No | Yes | No | No | No | No | 7 |
| Postpone Definitely | Yes | Yes | Yes | 2 | No | Yes | No | Yes |
| Postpone Indefinitely | Yes | Yes | No | 2 | No | Yes | No | 8 |
| Previous Question | Yes | No | No | 2 | No | Yes | Yes | Yes |
| Privilege, to raise Question of | No | No | No | 15 | Yes | Yes | No | No |
| Rescind | Yes | Yes | Yes | Yes | No | No | No | Yes |
| Read Document, Leave to | No | No | No | No | No | Yes | No | No |
| Recess | Yes | No | Yes | No | No | Yes | No | No |
| Reconsider | Yes | 9 | No | 4 | Yes | Yes | No | No |
| Reconsider and Enter in Minutes | Yes | 9 | No | 4 | No | Yes | No | No |
| Reconsider, Call up Motion to | No | 9 | No | 4 | No | No | No | No |
| Refer to Committee | Yes | Yes | Yes | 2 | No | Yes | No | Yes |
| Renew | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Request Information | No | No | No | No | Yes | Yes | No | No |
| Request that Document be Read | No | No | No | No | Yes | Yes | No | No |
| Resignation | Yes | Yes | Yes | Yes | No | No | No | No |
| Rescind | Yes | Yes | Yes | Yes | No | No | 11 | 7 |
| Special Order, to Make | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes |
| Substitute Motion | Yes | Yes | 12 | Yes | No | Yes | No | Yes |
| Suspend Rules | Yes | No | No | No | No | 13 | Yes | No |
| Table, Lay on | Yes | No | No | No | No | Yes | No | No |
| Table, Take from | Yes | No | No | No | No | No | No | No |
| Voting, Method of | Yes | No | Yes | No | No | Yes | No | No |
| Withdraw a Motion, Leave to | No | No | No | No | No | Yes | No | No |

agenda. Conduct an efficient and democratic meeting by employing a basic knowledge of parliamentary procedure.

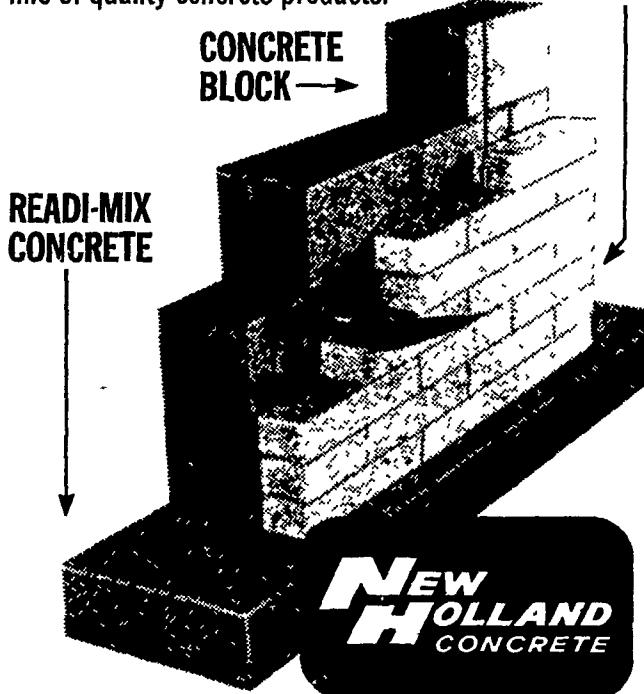
Charles Ackley
Young Farmer Advisor
Ephrata High School

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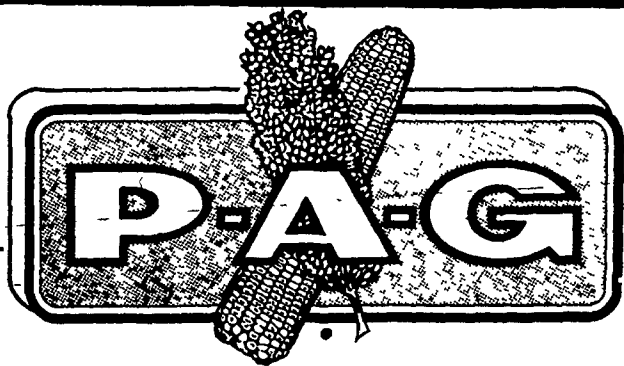
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