

## Rules of Order

1. On motion, the regular order of business may be suspended by a two-thirds vote of the meeting at any time to dispose of anything urgent.
2. All motions (if requested by the chair) or resignations must be submitted in writing.
3. Any conversation, by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.
4. Sectarian discussion shall not be permitted in the meeting under any circumstances.

### Motion

5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the chair.
6. Any member having made a motion can withdraw it by consent of his/her second; but a motion once debated cannot be withdrawn except by a majority vote.
7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.
8. A motion shall not be subject to debate until it has been stated by the chair.

### Debate

9. When a member wishes to speak, he/she shall rise and respectfully address the chair and, if recognized by the chair, he/she shall be entitled to proceed.
10. If 2 or more members rise to speak at the same time, the chair shall decide who is entitled to the floor.
11. Each member when speaking shall confine himself/herself to the question under debate, and avoid all personal, indecorous or sarcastic language.
12. No member shall interrupt another while speaking except to a point of order, and he/she shall definitely state the point and the chair shall decide the same without debate.
13. If a member, while speaking, is called to order, he/she shall take his/her seat until the point of order is decided, when, if declared in order, he/she may proceed.
14. If any member shall feel personally aggrieved by a decision of the chair, he/she may appeal to the body from the decision.
15. When an appeal is made from the decision of the chair, the vice president shall then act as chairperson; said appeal shall then be stated by the chairperson to the meeting in these words: "Shall the decision of the chair be sustained as the decision of this lodge?" The member then will

have the right to state the grounds of appeal, and the chair will give reasons for his/her decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority to sustain an appeal.

16. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken nor more than twice without unanimous consent nor more than 5 minutes at any one time without consent of a two-thirds vote of all members present.

17. The presiding officer shall not speak on any subject unless he/she retires from the chair, except on points of order, and in case of a tie he/she shall have the deciding vote. Should the presiding officer retire from the chair to speak on any subject before the lodge, he/she shall not return to the chair until that subject matter is properly disposed of.

### Privilege Questions

18. When a question is before the meeting, no 14 motion shall be in order except:

(1) To adjourn

(2) To lay on the table

(3) For the previous question

(4) To postpone to a given time

(5) To refer or commit

(6) To amend and these motions shall have precedence in the order herein arranged. The first 3 of these motions are not debatable.

19. If a question has been amended, the question on the amendment has been amended, the question on the amendment has been offered, the question shall then be put as follows: (1) Amendment to the amendment (2) Amendment (3) Original proposition

20. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

21. A motion to adjourn shall always be in order except:

(1) When a member has the floor.

(2) When members are voting. Before putting a question to vote the presiding officer shall ask: "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak, the presiding officer shall then put the question in this form: "All in favor of this motion say 'aye,'" and after the affirmative vote is expressed: "Those of the contrary opinion say 'no'." After the vote is taken, he/she shall announce the result in this manner: "It seems to be carried (or lost); it is carried (or lost), and so ordered."

Before the presiding officer declares the vote on a question, any member may ask for a division of the house. Then the chair is duty bound to comply with the request, a standing vote shall then be taken, and the secretary shall count the same. When a question has been decided, it can be reconsidered by a majority vote of those present.

A motion to reconsider must be made by a member and seconded by another member, both of whom must have previously voted with the majority. A member being ordered to take his/her seat 3 times by the chair, without heeding, shall be debarred from participating in any further business at that session.

All questions, unless otherwise provided, shall be decided in accordance with Robert's Rules of Order.