

WSC RULES OF ORDER

Although the conference strives to be an issue and discussion based event, there are times when business sessions are necessary. After adequate discussions have occurred, the conference formalizes its consensus by taking a vote in a business session. The consensus of the World Service Conference is determined by a majority vote except for those decisions that require a different majority as spelled out in these Rules of Order. All activity of the World Service Conference strives to achieve the spirit of consensus-based decision making.

When conducting business, the World Service Conference utilizes the following *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 biennial meeting when they are not in conflict with other conference policies or the principles of NA, including the Twelve Concepts for NA Service.

In cases where the WSC Rules of Order are not comprehensive enough, the latest edition of Robert's is used. This use is solely in cases where we have not written our own rules of order. If there is a conflict or discrepancy, WSC procedures take precedence over Robert's.

The intent of 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 business of the WSC.

Within the WSC Rules of Order, *assembly* means the WSC, and *member* means conference participant. The term *facilitator* refers to the person facilitating a particular session of the WSC, which for business sessions is typically the presiding Cofacilitator. The term *committee* means the World Board unless some extraordinary circumstance and action occurs.

I. Standing Rules

- A. Each conference participant has only one vote and may only present one motion at the same time.
- B. No member may speak on- a motion more than once unless others desiring to speak on the motion have exercised their opportunity. RD alternates are considered to be the same "member" as their respective RDs when acting as a participant.
- C. There is 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 facilitator to speak.

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However, the facilitator may exercise discretion to extend the time limit when in the facilitator's opinion such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

- D. There is a limit on the number of speakers on any motion. No more than three members may speak in favor (pro) of any motion, and no more than three members may speak in opposition (con) to any motion.

However, the facilitator may exercise discretion to extend the number of speakers when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

- E. Every main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the motion and the name and position of the member seconding the motion. Motions must be turned in to the motions table before the maker approaches the microphone. Motions presented by the World Board do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have the intent visibly reflected, as the assembly will be voting on the actual wording of the motion, not the maker's intent of its effects. All motions are displayed in writing before debate or voting.

All presentations, motions, statements, etc. are made from the microphone(s) to facilitate an accurate record of the proceedings. The facilitator restates the motion clearly. The motion is now 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.

- F. Every amendment to a main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the amendment and the name and position of the member seconding the amendment. Amendments must be turned in to the motions table before the maker approaches the microphone. Amendments presented by the World Board do not require a second. All amendments are displayed in writing before debate or voting.

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.

- G. 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.

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Members should address each other through the presiding facilitator and should use titles or descriptions of duties, not names (for instance, "Mr. /Ms. Facilitator, not "John"). The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator.

Any conference participant has the right to ask the conference to consider if an item is conference business or if it should be returned to each group for a "group conscience" vote. The conference then has to decide if the issue requires the efforts of the NA groups.

H. Adoption of Motions

1. 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 two-thirds) shall be determined by the number of members present and voting yes or no. (Abstentions have no effect.)
2. On matters of policy, such as policy of the Conference, approval, removal or change of previously-adopted literature, or change to the *Guide to World Services in NA* (or subsequent service document), two-thirds of the registered members 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 be taken prior to the vote.

3. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. For any such action to be approved, two-thirds of the Regional Delegates recorded as present in the WSC roll call immediately prior to the vote must vote "yes" to the proposal.
4. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

I. Voting

- A. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the facilitator putting the question. A person facilitating the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
- B. 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.

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- C. If the outcome is unclear, or if any member challenges the validity of the vote in any way, then a standing vote is called. All in favor of the item are asked by the facilitator to stand and remain standing. The number of members standing are counted by three independent counters. Those in favor will be asked to sit, and the procedure will be repeated for those opposed and in abstention to the item in question. The tally of those in favor, those opposed, and those abstaining will be compared, and the position will be declared by the facilitator.
- D. 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 by unanimous consent. The facilitator 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. In other words, a "friendly amendment" requires unanimous consent to be adopted to become part of the main motion. .
- E. There are no fractions of votes. Each conference participant shall have one and only one vote.
- F. In case of a close vote, the facilitator will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.
- G. A majority vote (simple majority) is more than half.

For example, since 37 is half of 74,38 would be more than half and is a majority of 74; since 37.5 is half of 75,38 would be more than half and is a majority of 75.
- H. Two-thirds vote ($\frac{2}{3}$ majority) means at least two-thirds.

For example, of 74, 49.33 is two-thirds; thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly two-thirds; thus 50 would be at least two-thirds of 75.
- I. There are several ways to determine the set of members to which the majority proportion (whether simple or two-thirds) applies. Some of these ways are:
- A. those present and voting
 - B. those registered as attending
 - C. those present at the most recent roll call or the roll call adjusted for late arrivals as announced by the facilitator
 - D. all those eligible to vote whether registered as attending or not, from the entire membership
 - E. those present voting YES or NO

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.

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- J. The facilitator announces the result of the vote, and its adoption or rejection. The motion is considered to be disposed of after this announcement.
- J. An adopted motion shall take effect at the close of the Conference, unless otherwise stated in the motion.
- K. Old Business sessions address motions that were sent out in the *Conference Agenda Report* and any amendments to those motions. All other items are 'considered New Business. Any amendment that significantly alters an old business motion could actually move the entire motion to become a new business item.
- L. Only Regional Delegates vote in old business sessions on old business motions.
- M. Regional Delegates and World Board members vote on items in new business.

II. Standing Rules-Differences from Robert's

- A. WSC limits debate to three minutes per speaker. (Robert's is ten minutes)
- B. WSC limits the number of speakers on each pending motion to three pros and three cons. (Robert's is unlimited)
- C. WSC limits debate on the motion to appeal to one pro and one con with the facilitator always the con. (Robert's is unlimited)
- D. 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 a motion is pending or brought up again the next day, rights of the debate begin over again.)
- E. WSC requires a two-thirds majority to adopt the motions *Lay on the Table* and *Reconsider*. (Robert's is majority)
- F. WSC will allow no amendments on the motion *Limit or Extend Debate*. (Robert's allows)
- G. WSC requires a simple majority to adopt the motion *Limit or Extend Debate*. (Robert's is two-thirds)
- H. WSC requires a two-thirds 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 *Guide to World Services in NA* (or subsequent service document). (Robert's is a majority on main motions)

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III. 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 determine when it is in or out of order, and what it takes precedence over.
- B. M = *Main motion*. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.
1. No main motion is in order if it conflicts with United States, 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.
 2. No main motion is in order that presents substantially the same question as a motion previously rejected during the same conference. Other motions (reconsider, renew, or amend something previously adopted) can be in order and are described in section III.C. Redress. No main motion is in order that conflicts with a motion previously adopted at any time during the conference and which is still in force. Other motions (reconsider, renew, or amend something previously adopted) can be in order and are described in section III.C. Redress.
 3. 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 conference, 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. See table in section III F below for order of precedence.
- 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. See table in section III F below for order of precedence.
- 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

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does not 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 precedence depends on the particular set of circumstances each time.

- F. 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.

(P) Privileged Motions (not debatable):

- Adjourn
- Recess
- Raise a Question of Privilege
- Call for Order of the Day

(S) Subsidiary Motions (debatable)

- Lay on the Table
- Previous Question
- Limit or Extend Debate
- Postpone to Definite Time
- Commit (or Refer)
- Amend
- Postpone Indefinitely

(M) Main Motion

G. 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.

1. Matters left undone or tabled at adjournment die. However, they can be brought up at a later conference as new questions.
2. Matters rejected:

During the same conference, 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 changes in intent, a new motion might be in order.

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

3. Matter adopted:

During the same conference, 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 conference, *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 conference, the appropriate motion would be *Amend Something Previously Adopted*. Any member may make that motion, and there is no time limit.

4. 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*.

5. Matters on the floor:

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

H. To Remove a Pending Motion from the Floor

There are several options, some of which are:

1. *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.
2. *Postpone Definitely*: if the intent is to put off consideration to a more convenient time or pending more information.
3. *Postpone Indefinitely*: if the intent is to kill the motion for that conference.

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4. *Objection to Consideration*: if the intent is to avoid consideration of the motion for that conference. This objection must be made before debate begins.
5. *Commit to Committee*: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.
6. *Extend or Limit Debate*: if the intent is to limit or extend 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.
7. *Previous Question*: if the intent is to stop debate immediately and put the question to vote.
8. Vote against the motion: if the intent is to defeat the pending motion.
9. Vote for the motion: if the intent is to adopt the pending motion.
10. *Recess*: if the intent is for the assembly to take a brief time out before continuing.
11. *Adjourn*: if the intent is let the matter die. However, no more business of any kind will be taken up until the next biennial conference.

I. Recess or Adjourn

The differences between *Recess* and *Adjourn* are:

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

Adjourn means to terminate the conference, i.e., the biennial meeting.

A *conference* is a series of sessions wherein each succeeding session is scheduled with the view to continuing business at the point where it was left off at the previous session.

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

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<u>Formal Name</u>	<u>Common Name</u>
<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 facilitator 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.)

IV. 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.

- A. Adjourn means to close the conference immediately.
- B. Amend (a pending motion) means to modify the wording and possibly the effect 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.
 1. 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

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amendment is not adopted, the primary amendment is pending in its original form.

2. 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.
3. 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.
4. 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.

C. *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 if done during the current business session.

1. *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.
2. *Amend the Bylaws* (for WSC, Amend the *Guide to World Services in NA* 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.

D. *Appeal the Facilitator* means that the ruling is taken from the facilitator and decided by the assembly. By electing a facilitator, the assembly delegates the authority and duty

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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 facilitator unless they appeal the decision. A member who does not choose to appeal a ruling may speak directly to the facilitator at a later time or bring the issue up in an open forum.

- E. *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. For the WSC, this committee would be the World Board unless some extraordinary action had taken place to create an ad-hoc committee.
- F. *Discharge a Committee* means to discharge the committee from further consideration of a question or subject. This is generally only advisable 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.
- G. *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) should be.
- H. *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 conference. However, the matter may be introduced at another conference as a new motion.
- I. *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*.
- J. *Main Motion* is the introduction of new business or, in some cases, the reconsideration or amendment of previously adopted business.
- K. *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 facilitator is phrased so that members are

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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 conference except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding conference.

- L. 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*.
- M. Parliamentary Inquiry is a question to the facilitator 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 facilitator 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 facilitator is not obligated to answer hypothetical questions.

The facilitator'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.

- N. Point of Information is a request directed to the facilitator or through the facilitator 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 facilitator 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 yielding is strictly responding to a question, however, the time is not deducted from the speaker's time.

- O. Point of Order means a member believes the rules of the assembly are being violated and is asking the facilitator 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.
- P. Postpone to a Definite Time (Definitely) means to put off action on a pending motion until a definite day, session, or hour, or until after a certain event. This motion can be

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moved regardless of how much debate there has been 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 conference.

- Q. 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 conference 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.
- R. 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.
- S. 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 facilitator rules (subject to appeal) only on whether this matter should interrupt pending business. If the facilitator 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.

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

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originally scheduled. The facilitator cannot move this but can entertain a motion from another member to do so.

- W. 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 conference as the motion to lay on the table, the matter dies although the matter can be reintroduced later as a new question.
- X. 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.
- Y. 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 facilitator. After the question is stated by the facilitator, 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.

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	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED TO ADOPT
Adjourn	No	Yes	No	No	Majority
Amend a pending motion	No	Yes	If motion to be amended is	Yes	Majority for amendment
Amend Something Previously Adopted (Includes Rescind)	No	Yes	Yes	Yes	Two-thirds
Appeal the Facilitator (must be made immediately following decision)	Yes, at time of appealed ruling	Yes	1 Pro/1Con Con is always facilitator	No	Majority in negative to reverse facilitator
Commit or Refer to Committee - of a pending question	No	Yes	Yes	Yes	Majority
Commit or Refer to Committee -of a matter not pending	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Lay on the Table	No	Yes	No	Yes	Two-thirds
Limit or Extend Debate - pending question	No	Yes	No	No	Majority
Limit or Extend Debate - for duration of session	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	See Standing Rules
Objection to Consideration of the Question - prior to debate	Yes	No	No	No	Two-thirds against consideration sustains objection
Order of the Day	Yes	No	No	No	On demand of member unless set aside by two-thirds
Parliamentary Inquiry	Yes	No	No	No	Facilitator response only
Point of Information	Yes	No	No	No	Response only
->, Point of Order	Yes	No	No unless submitted to body by facilitator	No	Facilitator ruling or majority of body

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	<i>IN ORDER</i> WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED TO ADOPT
Postpone to Definite Time	<i>No</i>	Yes	Yes	Yes	Majority
Postpone Indefinitely	<i>No</i>	Yes	Yes	No	Majority
Previous Question	<i>No</i>	Yes	No	No	Two-thirds
Question of Privilege - main motion not in order	<i>Yes but not to interrupt</i>	No	No	No	Facilitator ruling subject to appeal
Question of Privilege - main motion in order	<i>No</i>	Yes	Yes	Yes	Majority
Recess-pending question	<i>No</i>	Yes	No	Yes, to time	Majority
Recess-no pending question	<i>No</i>	Yes	Yes	Yes	Majority
Reconsider	<i>Yes, before person has spoken</i>	Yes	If original motion is	No	Two-thirds
Suspend the Rules	<i>No</i>	Yes	No	No	Two-thirds
Take from the Table	<i>No</i>	Yes	No	No	Majority
Voting - motion about while question is pending	<i>No</i>	Yes	No	Yes	Majority, if not to open or reopen polls
Voting - motion about while question is not pending	<i>No</i>	Yes	Yes	Yes	Majority
Withdraw or Modify a motion after stated by facilitator	<i>Yes, if needs immediate attention :</i>	Yes, if made by maker. No, if by another	No	No	Majority