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**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
(GYEITI)
MULTI-STAKEHOLDER GROUP (MSG)
TERMS OF REFERENCE**

1. Opening Statement

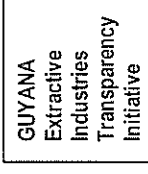
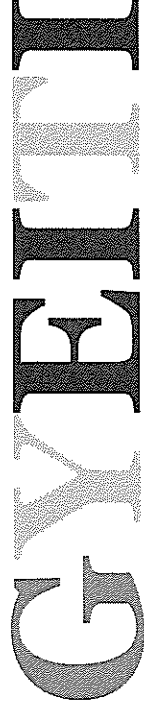
The Cooperative Republic of Guyana is a natural resource rich country which recognizes its resources to be the patrimony of all its citizens. The economy of the Cooperative Republic of Guyana benefits substantially from the exploitation of gold, bauxite and other natural resources. The country is now poised to become a significant oil and possible gas producer, by 2020.

The Government of the Cooperative Republic of Guyana stated a commitment to implement the EITI Standard as one of many mechanisms to ensure transparency and accountability. It is envisaged that the country's citizens will benefit from greater transparency and accountability, especially in relation to the utilization of natural resources. The EITI process offers an opportunity for stakeholders, be them civil society, industry and/or government, to engage in informed governance. This inclusive approach can become a model for other developmental endeavours. The reconciliation of companies' payments made to the Government with Government's accounting records reflecting such receipts from companies, can lead to informed dialogue among the citizenry, aid the fight to eliminate corruption, stimulate economic growth, reduce poverty and raise the living standard of all citizens.

2.0 Purpose of these Terms of Reference

These Terms of Reference (TOR) set out the scope and functions of the MSG in defining, efficiently managing and expeditiously performing its functions and responsibilities.

3.0 Purpose of the Multi-Stakeholder Group: GYEITI MSG



Pursuant to Article 1.4 of the EITI Standard, the government of The Cooperative Republic of Guyana established a Multi-Stakeholder Group (MSG) comprising of representatives of civil society, industry and government.

The MSG is established to direct and oversee attainment and maintenance of membership of the EITI by Guyana. It is the main decision-making body responsible for setting the objectives for EITI implementation, producing EITI reports and ensuring that the findings are publicized and thus contribute to public debate.

4.0 Role, Rights and Responsibilities of the MSG GYEITI

4.1 The MSG GYEITI shall be independent and free from political and other interference in the execution of its mandate. Each sector shall wield equal power and shall not be coerced into making decisions. Attempts to coerce shall be considered a gross violation of the fundamental principles of GYEITI, EITI and the MSG and must be brought to the attention of the MSG at the earliest MSG Meeting and immediately to the attention of the GYEITI Secretariat.

4.2 The MSG GYEITI shall have the sole authority and responsibility to formulate, adopt and modify from time to time, the rules deemed appropriate and necessary by the members, for the governance of the GYEITI.

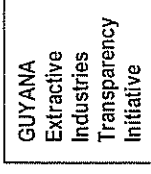
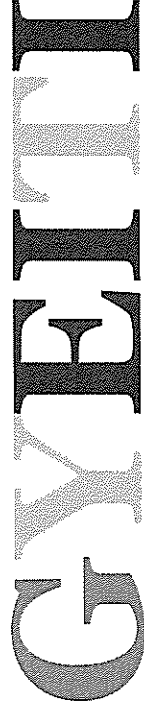
4.3 The MSG GYEITI shall assess and outline the scope of GYEITI; articulate its agreement on what shall be deemed to be the “extractive industry” in Guyana and delineating “materiality parameters” for the purpose of the GYEITI.

4.4 The MSG must develop and approve, as appropriate, the following:

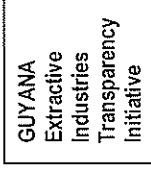
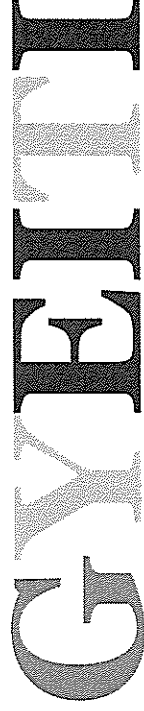
4.4.1 Annual Work Plan, with budget and time-lines, for achievement of the objectives of GYEITI, containing measurable targets and a timetable for implementation that incorporates an assessment of capacity constraints and other significant guidance published by the international EITI Board.

4.4.2 The procurement of all goods and services necessary for the effective implementation of the objectives, policies and activities of the GYEITI.

4.4.3 The appointment of the Independent Administrator



- 4.4.4 The Terms of Reference for the Independent Administrator
- 4.4.5 The annual Guyana EITI Country Reports, and
- 4.4.6 The internal GYEITI Secretariat Annual Progress Reports
- 4.5 The MSG shall direct the **work and functioning of the GYEITI Secretariat; as further described in Annex 1** of this document.
- 4.6 The MSG must have the capacity to carry out its duties in an open and transparent manner.
- 4.7 The MSG must undertake effective outreach activities with civil society groups and companies, by developing a communication plan that will build awareness about EITI, its objectives and the progress of its implementation in Guyana.
- 4.8 The MSG must ensure that the annual EITI Report is widely disseminated to the public.
- 4.9 MSG must adequately liaise with their respective constituency groups and organizations.
- 4.10 The MSG must oversee the EITI reporting process and engage in Validation.
- 4.11 Any member has the right to table an issue for discussion.
- 4.12 The MSG must agree its procedures for:
 - 4.12.1 nominating representatives
 - 4.12.2 changing representatives
 - 4.12.3 decision-making
 - 4.12.4 duration of the mandate, and
 - 4.12.5 frequency of meetings
- 4.13 MSG members must be given sufficient advance notice of meetings.
- 4.14 Prior to debate and proposed adoption, documents must be circulated in a timely manner to members.
- 4.15 MSG must keep written records of its discussions and decisions.

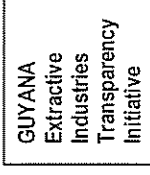
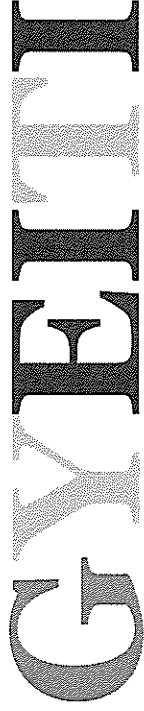


5.0 Membership

- 5.1 The inaugural GYEITI MSG shall comprise twelve (12) Primary Members, four (4) each adequately representing the following sectors: Government, Civil Society and the Extractive Industry.
- 5.2 Each Primary Member shall have one corresponding Alternate Member.
- 5.3 Primary Members and Alternate Members of each sector shall be selected by their respective stakeholder groups following open and transparent processes agreed by each sector.
- 5.4 Appointment of Primary Members and Alternate Members shall be made in writing by the Minister with responsibility for the management of natural resources based on the nominations of the sectors.
- 5.5 An alternate Member may attend meetings of the MSG as a de facto observer (with voice/no vote) even when their Primary Member is in attendance.
- 5.6 In the absence of a Primary Member, his/her Alternate Member shall participate in meetings with full rights of voice and vote.
- 5.7 The list of Members and Alternates of the inaugural MSG is shown in Appendix 1 of these Terms of Reference.

6.0 Duration of service

- 6.1 The initial duration of service of each Primary Member and Alternate Member shall be for a period of three (3) years.
- 6.2 Primary Members and Alternate Members are eligible for reappointment following the defined processes for nomination and appointment.
- 6.3 Primary Members and Alternate Members may resign or otherwise properly vacate their appointment at any time upon serving notice in



writing to the Minister with responsibility for the management of natural resources.

6.4 The appointment of a Primary Member or an Alternate Member may be terminated by the Minister with responsibility for the management of natural resources on the recommendation of the MSG GYEITI after a vote in favour by not less than nine (9) members, including at least two (2) members from each sector, for the following reasons:

- a.** conflict of interest,
- b.** proven misconduct, or
- c.** as a Primary Member, being absent without being excused for five (5) or more meetings of the MSG in any calendar year.

6.5 In the event that a member resigns, or for any reason cannot perform his or her service as a member of the MSG, or has his or her appointment terminated he/she shall be replaced by a representative from the sector through the established transparent and open nomination process.

7. Sub-Committees

7.1 The MSG may form Sub-Committees and/or Working Groups with specific mandate and time frame to address particular issues in order to advance the work of the MSG.

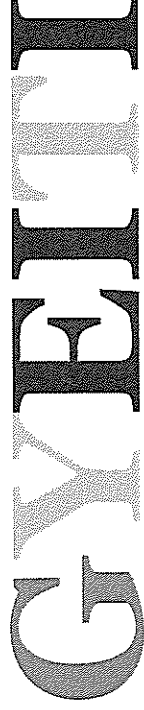
7.2 Each Sub-Committee shall be chaired by a duly appointed Primary Member or Alternate Member decided upon by consensus of the MSG.

7.3 Primary Members, Alternate Members and non-members may participate in Sub-Committees.

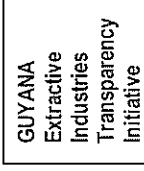
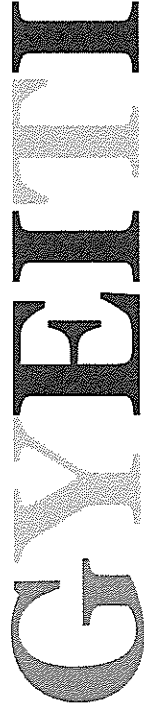
7.4 A Sub-Committee Chairperson may, with the agreement of all MSG sub-committee members, invite experts in relevant fields to participate in deliberations of the Sub-Committee.

7.5 Sub-Committees shall not take decisions on the behalf of the MSG and shall provide recommendations to the MSG for consideration.

8.0 Code of Conduct and Confidentiality

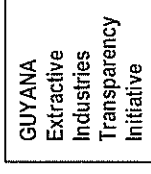
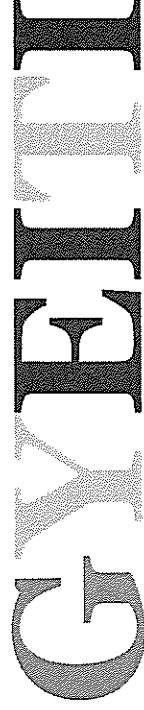


- 8.1** The EITI Code of Conduct, provided in **Appendix 2** of this TOR, shall apply where not otherwise stated.
- 8.2** All Primary Members and Alternate Members have a duty to hold in strictest confidence any information, classified information, which he/she may come in contact with during the conduct of their professional relationship; and this information should not be divulged outside of the MSG meetings by the MSG office holder unless it is required for EITI reporting or the member is expressly or impliedly authorized by GYEITI to do so.
- 8.3** In the spirit of openness, the MSG shall rely on the International EITI Code of Conduct which includes and states that: *“confidentiality: EITI Office Holders shall not use any information that is provided in his or her role as EITI Office Holder and which is not already in the public domain in any manner other than in furtherance of his or her duties. EITI Office Holders continue to be bound by this obligation for two years after termination of their mandate”*.
- 8.4** Each member of the MSG shall sign a Confidentiality Agreement and will be bound by the terms and conditions set out therein.
- 9.0 Chairperson, Quorum, Meetings and Frequency of meetings**
 - 9.1** At meetings of the MSG the **Robert’s Rules of Order** shall apply where not otherwise stipulated. See **Appendix 3** of the Terms of Reference.
 - 9.2** The MSG shall have three (3) Co-Chairs, including the Minister of Natural Resources and one (1) Primary Member each nominated from Civil Society and Industry determined by a caucus of the Primary Members and Alternate Members of the respective sectors.
 - 9.3** The Minister of Natural Resources, who is the EITI Champion, shall be the First among equals of the Co-Chairs and shall be the Chairperson for meetings of the MSG.
 - 9.4** In the absence of the Minister of Natural Resources, meetings of the MSG shall be chaired by the other Co-Chairs, pro rata.



- 9.5** Nine Members with full rights of voice and vote, with at least two being from each sector, shall constitute a quorum for meetings of the Multi-Stakeholder Group.
- 9.6** Statutory Meetings of the MSG will be held on the second Wednesday of every month or as otherwise agreed by the MSG.
- 9.7** The Minister of Natural Resources shall approve the scheduling of all MSG meetings and approve meeting agendas.
- 9.8** The Chairperson for any meeting of the MSG may adjourn such meeting if he/she determines adjournment to be necessary.
- 9.8** The Minister of Natural Resources may convene an extraordinary meeting of the MSG in the event that necessary or urgent issues need to be discussed and decided upon.
- 9.9** Primary Members and Alternate Members may submit matters for inclusion on the agenda of any meeting at least 5 days prior to the date set for such meetings.
- 9.10** The agenda and announcement of statutory meetings of the MSG shall be circulated to members at least one week before the meeting date.
- 9.11** Minutes of meetings of the MSG will be circulated to the MSG one week after the meeting.
- 9.12** Names of attendees will be listed in the minutes but individual views that have been expressed within the meeting will not be allocated to individuals.
- 9.13** Minutes of MSG meetings will be compiled and presented to reflect decisions taken and not details of deliberations or individual contributions.
- 9.14** Detail transcripts of meeting shall be preserved, for the record.
- 9.15** Attendees and/or members must declare in writing to the Chairperson at least (3) three days prior to attending an MSG meeting any real or potential conflict of interest with regards to any matter to be discussed at that meeting.

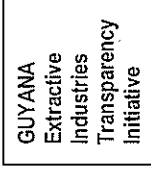
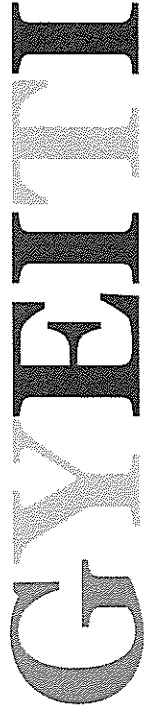
10.0 Decision-Making Protocol



- 10.1** The MSG shall, in good faith, make decisions by consensus.
- 10.2** While consensus is not always possible, decision-making principles shall be preferred to build the greatest possible consensus.
- 10.3** In the event that consensus is not reached on any matter within reasonable time, the Chairperson may, at his/her discretion, refer it to either a working group or a formal vote.
- 10.4** Working groups for the purpose of decision-making shall consist of equal numbers of members from each sector.
- 10.5** Working groups shall provide decisions for ratification by the MSG.
- 10.6** Any matter referred for decision by a formal vote shall be resolved by two third of votes of members present and includes a minimum of 2 representatives from each sector.
- 10.7** In any case in which there is an equality of votes, the matter shall be referred for a vote by the Co-Chairs.
- 10.7** For matters requiring urgent decision, the necessary information shall be circulated through email so that decisions can be made electronically with the consensus of all parties involved.

11.0 Record Keeping and GYEITI Secretariat

- 11.1** All proceedings of MSG GYEITI meetings shall be properly recorded in accordance with normal corporate and office practice.
- 11.2** The secretariat shall be responsible for the documentation and preparation of the minutes of meetings.
- 11.3** All records and documents of the MSG GYEITI must be kept safely in an organized way to allow for easy retrieval and use.
- 11.4** Records of the MSG must be prepared and stored in a manner consistent with standard office procedures and best practice.
- 11.5** Electronically stored documents must be adequately protected with virus protection software, passcodes and such other features which will guarantee that records will never be destroyed, lost or easily tampered with without trace.



- 12. Amendment of these Terms of Reference**
These Terms of Reference may be reviewed and/or amended by the MSG at a duly constituted meeting of the MSG.

THE ABOVE TERMS OF REFERENCE WERE UNANIMOUSLY ADOPTED BY THE MULTI-STAKEHOLDER GROUP OF THE GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE.

GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI)

MULTI-STAKEHOLDER GROUP - LIST OF INITIAL MEMBERS AND ALTERNATES

No.	Member Name	Organization	Signature	Telephone	Address
1	Hilbert	Shields	Industry	Member, Co-Chair	(592) 600 6161
2	Ayaana	Jean-Baptiste	Industry	Alternate	(592) 600 2646
3	Patrick	Harding	Industry	Member	(592) 626 0297
4	Allison	Butters-Grant	Industry	Alternate	(592) 672 2431
5	Deonarine	Ramsaroop	Industry	Member	(592) 619 4712
6	Brian	Gittens	Industry	Alternate	(592) 619 4465
7	Jeff (Relaced by Rod Henson)	Simons	Industry	Member	(592) 231 2866
8	Ryan	Ramjit	Industry	Alternate	(592) 600 4286
Government					
1	Raphael G. C.	Trotman	Government	Member, Co-Chair	(592) 601 4248
2	Joslyn	McKenzie	Government	Alternate	(592) 600 2895
3	Godfrey	Statia	Government	Member	(592) 620 1076
4	Hema	Khan	Government	Alternate	(592) 619 8751
5	Omar	Bissoon	Government	Member	(592) 603 1719
6	Wallace	Ng-See-Quan	Government	Alternate	(592) 600 7649
7	Gillian	Pollard	Government	Member	(592) 672 2552
8	Tarachand	Balgobin	Government	Alternate	(592)227 3992
Civil Society					
1	Curtis	Bernard	Civil Society	Member, Co-Chair	(592) 624 6346
2	Vanda	Radzik, A.A.	Civil Society	Alternate	(592) 648 8843
3	Paul	Atkinson	Civil Society	Member	(592) 672 2012
4	Laura	George	Civil Society	Alternate	(592) 697 3093
5	Najuma	Nelson	Civil Society	Member	(592) 663 8053
6	Gomin	Camacho	Civil Society	Alternate	(592) 671 1696
7	Larry	Carryl	Civil Society	Member	(592) 655 1221
8	Mike	McCormack	Civil Society	Alternate	(592) 686 9513

EITI ASSOCIATION CODE OF CONDUCT

1. Scope

All EITI Board Members, their alternates, Members of the EITI Association, secretariat staff (national and international), and members of multi-stakeholder groups (below referred to as “EITI Office Holders”) shall abide by this Code of Conduct.

2. Personal behaviour, integrity and values

EITI Office Holders shall observe the highest standards of integrity and ethical conduct and shall act with honesty and propriety. The personal and professional conduct of EITI Office Holders should, at all times, command respect and confidence in their status as Office Holders of an association that promotes an international standard for transparency and accountability and should contribute to the good governance of the EITI.

EITI Office Holders should dedicate themselves to be leading by example and should represent the interests and mission of the EITI in good faith and with honesty, integrity, due diligence and reasonable competence in a manner that preserves and enhances public confidence in their integrity and the integrity of the EITI, and ensuring that his or her association with the EITI remains in good standing at all times.

3. Compliance

EITI Office Holders shall discharge their duties to the EITI in compliance with applicable national laws and regulations and with the EITI Rules, interests and objectives.

4. Respect for others

EITI Office Holders will respect the dignity, EITI-related needs and private lives of others and exercise proper authority and good judgment in their dealings with colleagues, members of the other EITI bodies, staff members, the general public and anyone whom they come in contact with during the discharge of their duties to the EITI.

5. Professionalism

EITI Office Holders should perform his or her assigned duties in a professional and timely manner and should use his or her best efforts to regularly participate in professional development activities.

6. Discrimination

EITI Office Holders shall not engage in or facilitate any discriminatory or harassing behaviour directed toward anyone whom they come in contact with during the discharge of their duties to the EITI.

7. Confidentiality

EITI Office Holders shall not use any information that is provided in his or her role as EITI Office Holder and which is not already in the public domain in any manner other than in furtherance of his or her duties. EITI Office Holders continue to be bound by this obligation for two years after termination of their mandate.

8. Expenditure of EITI resources and use of EITI property

EITI Office Holders shall respect the principle of value-for-money and be responsible in the use of funds dedicated to the EITI. No EITI Office Holder shall misuse EITI property or resources and will at all times keep EITI property secure and not allow any person not appropriately authorised to have or use such property.

EITI Office Holders shall only bill at actual cost travel, operational or other costs related to the fulfilment of duty as an EITI Office Holder. EITI Office Holders shall provide goods or services to the EITI as a paid vendor to the EITI only after full disclosure to, and advance approval by the EITI Board or EITI multi-stakeholder group.

9. Conflict of interest and abuse of position

EITI Office Holders shall at all times act in the best interest of the EITI and not for interests such as personal and private benefits or financial enrichment.

EITI Office Holders shall avoid conflicts of private interest. For the purposes of this code, a conflict of interest is a situation or circumstance in which interests of EITI Office Holders influence or may influence the objective and impartial performance of their official EITI duties. In this regard, private interests include any advantage for themselves, their families or personal acquaintances.

EITI Office Holders finding themselves in such a situation must recuse themselves and inform the EITI Board or multi-stakeholder group of such recusal. For EITI Board Members the rules established in Article 5.6 of the EITI Articles of Association apply.

Specifically, EITI Office Holders shall follow these guidelines:

- Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the EITI; while the receipt of incidental personal or third-party benefit may necessarily flow from certain EITI-related activities, such benefit must be merely incidental to the primary benefit to the EITI and its purposes. Any per diems set, paid or obtained should be based on reasonable actual costs and good international practice.¹
- Refrain from overstepping the conferred powers. Office Holders shall not abuse EITI office by improperly using the EITI Association or the EITI's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; EITI Office Holders shall not represent to third parties that their authority as an EITI Office Holder extends any further than that which it actually extends.
- Do not engage in any outside personal activities that could, directly or indirectly, materially adversely affect the EITI.

10. Gifts, trips and entertainment

EITI Office Holders shall not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity that are intended to be, or that can reasonably be perceived to be, a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the EITI.

¹ In establishing reasonable actual costs and good international practice, stakeholder may wish to consult the practices of the International Secretariat. When the Secretariat provides per diems (which it does not do to its staff), it often follows US Department of State's foreign per diem rates (http://aoprals.state.gov/content.asp?content_id=184&menu_id=81). In establishing per diems, national laws and regulations should of course be adhered to.

Any offering or receiving of gifts, free trips or other compensation over the value of USD 100 directly or indirectly related to the discharge of EITI responsibilities should be declared to the EITI Board or the respective EITI multi-stakeholder group (through the international or national secretariats). Any offering or receiving of gifts considered excessive should be refused. In case of doubt whether a gift is excessive, the EITI Secretariat or multi-stakeholder group should be consulted. Should it be inappropriate to refuse an offering, notably because such refusal could prove embarrassing to the donor, the gift is to be surrendered to the EITI Secretariat or the multi-stakeholder group.

11. Implementation

The EITI Board, the respective EITI multi-stakeholder groups, the international or national secretariats are responsible for making EITI Office Holders familiar with this Code of Conduct and for providing advice and, if required, training on the interpretation and implementation thereof. Those, including EITI multi-stakeholder groups, responsible for making the EITI Office Holders familiar with this Code should annually confirm that EITI Office Holders are familiar with the Code and report on its implementation to the Board through the International Secretariat.

12. Reporting

EITI Office Holders with a concern related to the interpretation, implementation or potential violation of this Code of Conduct shall bring such issues to the attention to the immediate EITI body. Where matters are brought to the attention of the EITI Board, the Board will consider the circumstances and consider whether action is necessary in accordance with the EITI Principles, the EITI Standard and the Articles of Association. Anybody who is uncomfortable to raise any such concerns with the immediate EITI body may bring their concerns to the attention to the EITI Board through its Governance Committee and its chair.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, stand and address the chair.**
- **If you approve the motion as is, vote for it.**
- **If you disapprove the motion, vote against it.**
- **If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.**
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.**
- **If you want time to think the motion over, move that consideration be deferred to a certain time.**
- **If you think that further discussion is unnecessary, move the previous question.**
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.**
- **If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.**
- **If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.**
- **If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.**
- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complains about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

	Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No
	Adjourn	No	No	No
	Question of Privilege	No	Yes	No
	Call for Order of Day	No	No	Yes
Incidental Motions	Appeal	Yes	No	Yes
	Objection to Consideration of a Question	No	No	Yes
	Point of Information	No	No	No
	Point of Order	No	No	No
	Read Papers	No	No	Yes
	Suspend the Rules	No	No	No
	Withdraw a Motion	No	No	Yes
		No	No	Yes
Subsidiary Motions	Lay on the Table	No	No	Yes
	The Previous Question (close debate)	No	No	Yes
	Limit or Extend Debate	No	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes
	Refer to Committee	Yes	Yes	No
	Amend the Amendment	Yes	No	No
	Amendment	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes
Main Motion	Main or Procedural Motion	Yes	Yes	No
		Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

PRIMARY AMENDMENT

Must be germane to the main motion

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Must be germane to the primary amendment

SECONDARY AMENDMENT
(not amendable)

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.