

TEAM SCORING FORM

Institution _____

			Score
Part 1. Written Test	From Team's Cumulative Score		
Part 2. Chair	From Chair Scoring Form	Judge No. 1	
Part 3. Secretary	From Secretary Scoring Form	Judge No. 2	
Part 4. Assembly	From Assembly Scoring Form		
	Judge No. 3		Divided by 2
	Judge No. 4		
	Total Team Score →		

FINAL RANKING SHEET FOR ALL TEAMS

Rank	Score	Written Test	University
1			
2			
3			
4			
5			□
Rank	Score	Chair	University
1			
2			
3			
4			
5			
Rank	Score	Secretary	University
1			
2			
3			
4			
5			
Rank	Score	Assembly	University
1			
2			
3			
4			
5			
Rank	Score	Team	University
1			
2			
3			
4			
5			

PERMISSIBLE MOTIONS FORM

Handling Main Motions

Details for handling main motions and amendments are listed in *Dunbar's Meeting Procedure Guide*. See the references listed on the last page.

1. A member rises and addresses the chair (chairman)
2. The member is recognized by the chair
3. The member proposes a main motion
4. Another member seconds the main motion
5. The chair states the main motion to the assembly
6. The assembly debates the main motion
7. The chair takes a voice vote on the main motion
8. The chair announces the result of the vote on the main motion and the effect of the action

BASIC RULES RELATING TO MOTIONS					
Motion Classes and Names	Second Required	Debatable	Amendable	Vote Required	Reconsideration
Privileged					
Raise a Question of Privilege	No	No	No	(1)	No
Incidental					
Point of Order	No	No	No	(1)*	No
Division of the Assembly	No	No	No	(2)	No
Appeal	Yes	*	No	(3)	Yes
Parliamentary Inquiry	No	No	No	(1)	No
Withdraw a Motion	*	No	No	Majority *	Yes (neg.)
Subsidiary					
Lay on the Table	Yes	No	No	Majority	Yes* (neg.)
Previous Question	Yes	No	No	2/3	Yes*
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	(4)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Yes (affirm)
Main					
Main Motion	Yes	Yes	Yes	Majority	Yes
Motions that Bring a Question Again Before the Assembly					
Take from the Table	Yes	No	No	Majority	No
Reconsider	Yes	(4)	No	Majority	No
Rescind	Yes	Yes	Yes	(5)	Yes (neg.)

*Refer to *Robert's Rules of Order Newly Revised* or the *Parliamentary Procedure Judging Guide* for rule (s)

- (1) The chair decides. Normally no vote taken.
- (2) The chair can complete a *Division of the Assembly* (standing vote) without permission of the assembly and any member can demand it.
- (3) Majority or tie vote sustains the chair
- (4) Debatable when applied to a debatable motion.
- (5) Majority with notice; or 2/3 without notice or majority of entire membership

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PARLIAMENTARY PROCEDURE CONTEST REFERENCES

1. *Robert's Rules of Order Newly Revised*, current (10th) edition*
2. *Dunbar's Manual of Parliamentary Procedure Questions*. (Multiple-choice test questions from this manual are used for the written test. Even numbered questions will be used on even-numbered years, and odd numbered questions will be used on odd-numbered years)*
3. *Parliamentary Procedure Judging Guide**
4. *Dunbar's Meeting Procedure Guide* (FREE brochure)**
5. *Dunbar's Guide for Making Motions* (FREE brochure)**
6. Basic Rules for 25 Motions (FREE wallet size card)**
7. References for debating motions:
--www.northwest.net/parli-pro, click on "Debating Motions" on the Main Menu
--*Parliamentary Procedure Judging Guide*
8. Parliamentary Procedure Test Questions (CD)*

* Available on www.northwest.net/parli-pro.
(Suggest that ATA Chapters ask their college or department libraries to purchase copies.)

** Available **FREE** for the five team members and advisors only. Contact dunbar@northwest.net