Parliamentary Procedure
for
Deliberative Assemblies

By
HERMAN A. PHILLIPS

Six Years Assistant Journal Clerk and Eight Years Journal Clerk of the National House of Representatives

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FORT SCOTT, KANSAS
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PREFACE

The long experience of the writer in the United States House of Representatives convinces him that a reference book wherein the principles of parliamentary law are explained in terms readily understood, will be welcomed by any one desirous of acquiring a knowledge of the procedure, or wishing to participate in the deliberations of an organized body or assembly, and he presents this little book, shorn of tedious and unnecessary explanations of the intricate precedents, customs, and decisions, upon which the law is established, firmly believing that any one possessing ordinary ability can master it without the aid of a personal instructor.

It is the aim of the author in presenting this book to give to beginners, in a simple way, those essentials in parliamentary law which, when mastered, will enable him not only with confidence to take active part in the proceedings but if called upon so to do, to act with ease and distinction as presiding officer in any deliberative body.

Herman A. Phillips.

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Washington, D. C.
INTRODUCTION.

Rules for governing debates in deliberative bodies originated in the English Parliament. Thomas Jefferson when he was Vice-President of the United States Senate 1797 to 1801, compiled from these rules, for his own use, a Manual (Jefferson's Manual). The United States House of Representatives in 1837 adopted those provisions of the Manual which did not conflict with the Standing Rules and Orders of the House. The Manual is rarely quoted in the House today although the rule adopted by the House in 1837 still exists.

The Rules of the National House of Representatives should be recognized as authority by all deliberative bodies in this country in so far as they are applicable, and do not conflict with the special rules of an assembly. This does not mean that the rules of the House of Representatives can be relied upon to settle every matter of detail that may arise during the deliberations of a society, but in determining questions of fundamental importance they should govern.
PARLIAMENTARY LAW

TEMPORARY ORGANIZATIONS.

If you should invite a number of your neighbors to your house to discuss some matter of local importance, the first business would be to perfect a temporary organization so that order might be preserved. The way to do this is for some person to call the meeting to order, state for what purpose the meeting was called and either nominate some person for Chairman or call for nominations. After the nomination has been made some one can second it, but it is not necessary so to do in a temporary organization. When a Chairman has been decided upon, a Secretary should be nominated and elected in the same manner. This constitutes a temporary organization, and the meeting is ready to proceed with its business. If your society is to be made permanent you should perfect a permanent organization.

PERMANENT ORGANIZATIONS.

To perfect a permanent organization, a committee should be appointed or elected to draft a constitution, by-laws and rules. This committee should consist of members of ability and should be very carefully selected for the reason that the work they are to perform is very important. When this committee completes the writing of the constitution, by-laws and rules, they should submit a written copy to a full meeting of the organization, and this should be taken up for consideration by the organization, section by section, in order that it may be amended if necessary. When the organization is satisfied that the constitution is as they want it to be, it should be adopted as a whole. The constitution and by-laws, when adopted, constitute the ORGANIC LAW of the organization and must be obeyed.
CONSTITUTION.

Nothing should be written into the constitution but FUNDAMENTAL rules; such as the name of the organization; the object of the organization; eligibility of membership; the officers, their duties, and how elected; filling of vacancies and such matters, and it should be so drawn as to meet the requirements of the society without adding thereto or taking away therefrom by amendment. If, however, it becomes necessary at some future time to amend any part of the constitution it should be made as difficult so to do as possible. Ample notice of all proposed amendments should be given in writing at a regular meeting, and all members should receive a written notice of the proposed amendments, in which notice the meeting at which the proposed amendments are to be offered should be made known, and in order to adopt an amendment to the constitution a TWO THIRDS vote should be required. Members should be given an opportunity to sign the constitution, and when they have done so they become members of the organization, are entitled to take active part in the deliberations of the organization, and can vote on any proposition that may come up for consideration. The constitution should be adopted before the permanent officers are elected.

BY-LAWS.

Nothing should be inserted in the BY-LAWS which will conflict with the constitution. BY-LAWS should contain nothing but matters in relation to initiation fees, dues, rules for the government of the organization's affairs, time and place of meeting, number necessary to constitute a quorum, etc. The BY-LAWS should never be changed until ample notice has been given to each member of the proposed change, and a two-thirds vote should be required to adopt any
amendment thereto. It is understood, of course, that the constitution or by-laws, BEFORE THEIR ADOPTION, can be amended by a majority vote.

STANDING RULES.

STANDING RULES are of less importance than BY-LAWS and care should be taken that they do not conflict either with the CONSTITUTION or BY-LAWS. STANDING RULES are subject to the will of the MAJORITY at any regular meeting. They bind the organization as long as they remain in force, but can be modified by amendment, suspended, or rescinded by a MAJORITY vote at any REGULAR meeting. PARLIAMENTARY LAW should govern the action of the members of an organization when it is desired to change the constitution, by-laws and rules, UNLESS the organization has prescribed other ways for so doing.

CONVENTIONS AND ASSEMBLIES.

CONVENTIONS and ASSEMBLIES are sometimes made up of members or delegates who are entitled to seats therein, by reason of an election held by their people in their home counties, cities, towns, districts, etc., or by appointment. Where a large number of delegates are sent to a convention, it will be readily seen that disputes might arise as to the right of certain delegates to sit as such. The way to settle these disputes, should they arise, is to form a temporary organization, as already explained. The chairman is usually authorized to appoint a committee on credentials. It is the duty of this committee on credentials to examine into and to submit a written report to the convention or assembly in which report they are to say what delegates are entitled to seats in the convention or assembly. Any delegate whose right to a seat is questioned is entitled to be heard by
this committee on credentials or by the convention itself before a vote on the adoption of the committee's written report is taken. The written report of this committee on credentials must be adopted by the convention or assembly, and only delegates holding credentials that are NOT in dispute are entitled to vote. When it has been decided what members are entitled to seats in the convention or assembly, the convention perfects the organization by making the temporary organization PERMANENT, or by electing PERMANENT officers. The PERMANENT officers being elected, the temporary officers retire, the PERMANENT officers assume their respective duties, and the convention is ready for business.

OFFICERS.

The officers of a permanent society are the president, vice-president, secretary, and such other officers as are believed by the society necessary to carry out the will of the society.

PRESIDING OFFICER.

It is the duty of a president of a society to take the chair at precisely the hour to which the society shall have adjourned at the last sitting, immediately call the members to order, and on the appearance of a quorum cause the minutes of the proceedings of the last session to be read. After the minutes have been read and approved, the president should call up the business of the association in its order. He should preserve order and decorum, pay close attention to all questions that come up before the society for consideration, and rule fairly but firmly. He should possess tact, common sense, and should remember that he is the servant of the society and not its dictator. If the presiding officer be absent, the vice-president serves, and if he be absent, the secretary calls the meeting to
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order, and the society elects a temporary presiding officer.

SECRETARY.

It is the duty of the secretary not only to keep the minutes of the meetings, but he should keep a complete record of all business transacted. It is his duty to keep in his possession all papers of every description belonging to the society. The duties of a secretary are arduous, and one well qualified to perform such services should be selected.

HOW TO SECURE RECOGNITION.

Knowing how to perfect a temporary and permanent organization, the student should next learn how to obtain the floor. To do this he should rise and address the presiding officer, as "Mr. President." The President will then recognize the Member by calling his name. There are some questions that can be stated by a member without waiting for recognition by the Chair. They are as follows:

- Objection to consideration.
- Parliamentary inquiry.
- A call for the orders of the day.
- Point of order.
- Appeal.
- Question of Privilege.
- Withdrawal of a motion.
- Call for division of the vote.
- Seconding a motion.
- Doubting title to the floor.
- Changing a vote.
- Questions of no quorum.

Should two or more members rise and address the Chair at the same time, the Chair should recognize the one who, in his opinion first asked for recognition. The decision of the Chair in recognizing a member in a case
of this kind can be appealed from. The way to bring about this action is for some member to address the Chair as, "Mr. President, I respectfully appeal from the decision of the Chair." The member need not wait for recognition to do this.

When a member has been recognized by the Chair, all other members should immediately take their seats and the member recognized should state his proposition or motion. Sometimes when a motion is very long or difficult to understand, upon a demand being made by any member the motion must be reduced to writing.

A motion must be seconded. This second is usually made by a member who favors the proposition contained in the motion, or who wants to hear the motion discussed. After a motion has been put and seconded, the mover can change or modify it before it has been stated by the Chair, and he can withdraw it entirely if the one who seconded it agrees. If the mover should change his motion in such a way as to displease the member who seconded it the latter can withdraw his second, in which case some other member must second the modified motion before it can be considered. When a motion has been stated by the Chair, it cannot be changed without the unanimous consent of the assembly. If the unanimous consent cannot be secured a motion may be made to allow the motion to be withdrawn, and if carried by a majority vote, the motion is withdrawn.

When a motion is before the society it becomes the MAIN question, which simply means that it is the question before the society for consideration.

POINTS OF ORDER.

If a member violates any rule of an assembly, the way to compel him to proceed in order, is to rise and make a point of order that the gentleman is not pro-
ceeding in order and state wherein he is out of order. The presiding officer will then rule, and until he has ruled all other business is suspended.

**PARLIAMENTARY INQUIRY.**

Should a member desire information necessary to enable him to properly present some motion that he wishes to make, or if he believes that some rule has been violated but is not quite sure about it he may rise to a parliamentary inquiry. The way to do this is to rise, address the Chair, and say: “Mr. Chairman, I rise to a parliamentary inquiry.” The presiding officer will then ask the member to state it, and after it has been stated the Chair will give the information desired.

**DEBATE.**

Every member, who wishes to talk about any question before an assembly should be given that right, but the mover of the proposition should be first recognized as a matter of courtesy. He has no right to demand to be recognized first. Remarks should be confined to the question before the assembly. If a member discusses some matter foreign to the question before the society he does so by unanimous consent—that is, no one objects. Should objection be made the member would have to talk to the main question.

When the presiding officer believes that debate on a question has been concluded, he should say, “Are you ready for the question?” If further recognition is not requested, he should put the question.

**ORDER OF BUSINESS.**

Every permanent society should have an order of business and the particular order in which its business is to be called up should be stated in the rules of the society. The following order is suggested when no rule has been adopted:
(1) Reading and approval of the minutes of the previous session of the society.

(2) Reports of Standing Committees.

(3) Reports of Select Committees.

(4) Unfinished Business.

(5) New Business.

QUORUM.

A quorum is a majority of the members of an assembly, unless there is a special rule to the contrary. Societies having a large membership usually adopt a rule fixing a smaller number than a majority as a quorum for the reason that a majority are seldom present, and also for the reason that without a quorum no business can be transacted if the point of order that no quorum is present is made. When a society finds itself without a quorum nothing can be done but to adjourn if the point is made. A majority of a COMMITTEE always constitutes a quorum.

MOTIONS.

The author desires to impress upon the student the great importance of learning the different motions that can be made in a deliberative body; what these several motions mean, and when it is permissible under parliamentary rules to make them. Any one who will learn this can readily answer almost any question that may be propounded in reference to parliamentary law. It is not contemplated that the reader or student will find in this little volume all that is contained in well known text books upon this subject. Larger or more comprehensive books are not necessary to answer the purpose intended by this book. It is the aim and purpose of this work simply to furnish in a convenient and inviting form the principles and elements of parliamentary law so that they may be readily mastered and applied.
SOME motions have precedence over other motions.

They are called privileged motions, and take rank as follows:

To fix the time to which to adjourn.
To adjourn (when unqualified).
Orders of the day.
To lay on the table.
The previous question.
To postpone to a time certain.
To commit or refer.
To amend.
To postpone indefinitely.

The first motion in this group, "TO FIX THE TIME TO WHICH TO ADJOURN" takes precedence over all other motions. It can be amended by a motion to alter the time because the time fixed in the original motion might not please the majority, and for that reason should be amended. It can be interrupted by a question of privilege if the question of privilege is very important and should be immediately disposed of, because the question of privilege might involve the welfare of the society itself, or the individual rights of some member, and it might be extremely important that the matter be called to the attention of the society forthwith. It can also be interrupted by a point of order because there might be so much confusion that members cannot understand what is going on, and the only way to get order would be for someone to make a point of order "That the society is not in order." It is debatable if made when there is no other question before the society because, among other things, members should be given permission to show why the society, in their opinion, should meet at a certain time. It is not debatable when a certain question is before the society because it can be made at any time and should not be permitted to stop all other business. It can be made
even after a motion to adjourn has been agreed to if the result of the vote to adjourn has not been announced by the Chair, because if no time had been previously agreed upon to which the society should adjourn, an adjournment would serve to dissolve the organization. It can be reconsidered.

**MOTION TO ADJOURN.**

This motion ranks next in point of privilege to the motion "TO FIX THE TIME TO WHICH TO ADJOURN." It is used to stop proceedings until the next meeting of the society. It is not debatable if the BY-LAWS or rules of the society fix a time and place of meeting. If no time has been fixed it is debatable and loses its privilege. The motion to adjourn is not in order when another member has the floor, and it cannot be renewed until some business has intervened. All assemblies should have a rule limiting debate (ten minutes is usually allowed.) If a member refuses to yield the floor when it is believed that the society should adjourn, when his time expires, some member should move to adjourn.

**MOTION TO AMEND.**

To amend means to take away from or to add words to a motion or resolution. This can be done by striking out certain words; by striking out certain words and inserting in their place other words; by substituting a different proposition on the same subject; and by dividing the question. Four motions to amend may be pending at once; to amend, to amend the amendment, to amend by a substitute, and to amend the substitute.

Example:

A offers a resolution.
B offers an amendment to the resolution.
C offers an amendment to the amendment.
D offers a substitute for the resolution offered by A.

E offers an amendment to the substitute.

The resolution offered by A should first be perfected. The vote would first come on C’s amendment to B’s amendment, then on B’s amendment as amended.

The substitute should then be perfected in the same manner. The vote should be first taken on E’s amendment, then the vote should be taken on the substitute. If the substitute is voted down, the vote should then be put on the Original Resolution as perfected.

An amendment must be germane—that is, an amendment must not contain subject matter different from the proposition to which the amendment is offered.

All amendments are debatable, but debate must be confined to the subject matter contained in the Amendment or to the main question which it seeks to amend, and debate on an amendment should be limited to five minutes on a side. The motion to amend takes precedence over the question proposed to be amended, but over nothing else. It yields to any of the nine privileged motions (See page 12) except the motion TO POSTPONE INDEFINITELY.

MOTION TO APPEAL.

This is an incidental motion. If a member believes that the Chairman has decided a question incorrectly he should rise and say: “I appeal from the decision of the Chair.” The Chairman will then put the question: “Shall the decision of the Chair stand as the judgment of the society?” If the vote is in the affirmative, or if it is a tie vote the Chair is sustained. It takes a majority vote to reverse a decision of the Chair. The motion must be made immediately after the Chair has ruled, otherwise it is not in order. It cannot be amended. This motion insures an assembly against the arbitrary control of a presiding officer.
A member may not speak more than once on an appeal except by unanimous consent. The vote on an appeal may be reconsidered. An appeal is not debatable when it relates to indecorum, transgression of the rules, priority of business or if made when the previous question is pending. Otherwise it is debatable.

**MOTION TO COMMIT OR REFER.**

Whenever a resolution or any original question does not contain matter easily understood by the members of an assembly, or if it requires much amending in order that it may be perfected, and the assembly does not care to devote such time to its consideration, some member should move to commit or refer it to a proper committee, with instructions to report it back with corrections. The motion can be amended by changing the Committee. It is debatable and opens the merits of the entire question to debate.

**MOTION TO CLOSE DEBATE.**

This motion is not debatable. When it is the desire of the society to allow limited debate on any question the convenient and proper procedure is to move to close debate on the question at a certain time. If an amendment is pending and a motion is made and carried to limit debate on the AMENDMENT to any stated hour, when that time arrives no further debate on the amendment is permissible, but the MAIN question would be open to debate. If it is the desire of the society to close debate on the main question and all amendments thereto, care should be taken to so state in the motion. A two-thirds vote is required to close debate. If, when the hour arrives for closing debate, it is the desire of a society to grant more time in which to discuss the question a motion to EXTEND THE LIMIT OF DEBATE would be the proper one to make.
LAY ON THE TABLE.

This is a subsidiary motion. A subsidiary motion is one that can be applied to other motions in order to dispose of them. The motion to LAY ON THE TABLE takes precedence over all other subsidiary motions or questions. It may not be debated nor can it be amended. If the motion to LAY ON THE TABLE is carried it cannot be reconsidered. The object of this motion in general parliamentary law is to postpone action on a pending question temporarily. The question thus postponed can be again taken up on motion at any time the society so desires. It is the motion that is used to suppress or "kill" a question when it is certain that a majority vote cannot be secured to take it from the table. If a motion to lay an amendment on the table is carried the main question goes to the table with the amendment, but there are exceptions: (1) If a motion to reconsider some question is laid on the table the original question stands exactly where it stood before the motion to reconsider was made. (2) An appeal from the decision of the Chair being laid on the table does not take the original subject to the table. (3) If an amendment is offered to the minutes of a meeting and on motion that AMENDMENT is laid on the table the MINUTES do not go to the table with the Amendment. This motion to LAY ON THE TABLE is highly privileged and was made so on the theory that it was to be resorted to in order that a question might be temporarily laid aside, but you will readily see that a majority of a society by the use of this motion could suppress business whenever they cared so to do, and for that reason it should be very sparingly used.

QUESTIONS OF CONSIDERATION.

Whenever a member of your society offers for consideration some matter with which your order has
nothing to do, or if it is some business that is liable to produce bitter feeling the motion usually used, and the proper one, if you feel that the matter should not be taken up, is to raise the question of consideration. As the motion cannot be debated or amended or have any other motion added to it, the Chair will at once put the question: “Shall the Society consider the question?” If it is decided in the negative by a TWO THIRDS vote the same question cannot again be considered by the Society during the session. Of course, if a TWO THIRDS vote is not secured to prevent consideration, the question must be proceeded with the same as it would be had the question of consideration never been raised.

ORDERS OF THE DAY.

This is the motion to make when an assembly wishes to proceed to the consideration of its regular business. It is usually resorted to after some special matter has been under consideration and when it becomes necessary to end the discussion upon this special subject in order that the society may proceed to the consideration of its regular business. This motion takes precedence over all other motions except a motion to RECONSIDER. The motion is not debatable, and it cannot be amended. A second is not necessary. When the motion is made, the Chairman should instantly put the question: “Shall the society now proceed to the consideration of orders of the day?” If the motion is carried, the special matter before the society is temporarily laid aside and the regular order of business is proceeded with.

POSTPONE TO A TIME CERTAIN.

This motion is used when it is desired to put off the consideration of a question until a particular time. The motion can be debated, but debate must be confined to the question of postponement. It can be
amended by changing the time named in the original motion. The consideration of a motion cannot be put off beyond a session of an assembly unless it be postponed to the next session, and in that event it comes up as unfinished business at the next session. The motion takes precedence over a motion to commit or amend, and it can be made when these notions are pending. It must yield to any privileged motion (see page (12). If it should be the desire of the society to take up the postponed matter before the time arrives to which its further consideration has been postponed, this can be done by a two thirds vote only.

**POSTPONE INDEFINITELY.**

The object of this motion is to make it impossible to consider a question during the remainder of a session. It has the same effect as if the question had come to a vote and the vote was a negative vote. It yields to any privileged motion or to any incidental motion except the motion to amend. It is not amendable and when made it opens the main question to debate just as though the main question were up for consideration and the motion to POSTPONE INDEFINITELY had never been made. In order to get quick action on the motion the PREVIOUS QUESTION should be moved. This motion will now be explained.

**PREVIOUS QUESTION.**

The beginner should fix in his mind that this motion has nothing whatever to do with any matter previously considered. Its name might imply that it had. This motion when made and carried simply means that the debate on the question pending must cease, when the society will at once vote on the question before it. This motion is not debatable, and it cannot be amended. It can be moved when any question is before the
PARLIAMENTARY LAW.

society. It has the effect of shutting off debate at any time the majority so wills. When debate has proceeded long enough in the opinion of the majority, it is only necessary for some member to move the previous question when the presiding officer should instantly put the question “As many as favor ordering the previous question say “Aye,” and then, after the affirmative vote has been taken, “Opposed, No.” If the previous question has been ordered, that is, if the majority vote is in favor of ordering the previous question, the presiding officer should at once put the question on the proposition before the society, whatever it may be. If it is desired to have no debate at all upon a resolution, when the resolution is offered, the party submitting the resolution, as soon as it is read, should move the PREVIOUS QUESTION. This motion is not debatable. Before the previous question is ordered, it is in order to move to lay the question under discussion on the table. The motion for the PREVIOUS QUESTION yields to privileged motions as well as incidental motions. The PREVIOUS QUESTION being ordered on an amendment and the amendment having been disposed of, the main question is again debatable. A motion for the PREVIOUS QUESTION requires a two thirds vote. When this motion is resorted to unjustly, it is called “gag law” and it should not be resorted to in deliberative assemblies unless an overwhelming majority of the members present favor it or unless certain members are trying to talk to death a pending resolution or some other matter before the assembly, for the reason that the right of free debate should be recognized by every society. Sometimes, however, it is necessary or convenient to resort to this motion, as above explained.
READING OF PAPERS.

Any member of a society has a right to demand that a paper be read if it is to be voted upon. This privilege should not be abused, however. The request should be made in good faith and not for the purpose of delay. Papers that are not to be voted upon may not be read except by unanimous consent. If any member objects to the reading of a paper which is not to be voted upon, a motion that the paper be read can of course be made, but this motion is not debatable or amendable.

RECONSIDERATION OF A QUESTION.

Should a resolution be passed by a society and for some good reason it is desired to change its wording by amendment, the thing to do is to move to reconsider the vote by which the resolution was passed. The motion to reconsider applies to a motion or to an amendment as well as to a resolution. This motion is in order after it has been moved to adjourn and even while the vote to adjourn is being taken, but not after it has been announced. It is in order when another member has the floor. It can be made on the day the resolution, motion, or amendment was carried or on the next succeeding day, but it can not be considered while another question is before a society. The motion can only be made by a member who voted on the prevailing side. Any member may second the motion. It can be applied to all motions except to ADJOURN, SUSPEND THE RULES, LAY ON THE TABLE, or TAKE FROM THE TABLE. The motion to reconsider can be LAID ON THE TABLE. The motion to reconsider requires only a majority vote. If the question to which it is applied was debatable, then it is also debatable; otherwise it is not debatable. If it is debatable it opens to debate the merits of the question sought to be reconsidered.
If the motion is not called up on the day it is made or on the next succeeding day, its effect ends. When the motion to reconsider is called up it takes precedence over all other motions except a motion to adjourn.

RESCIND.

When it is too late to move or reconsider a question, and it is desired to annul some previous action, the way to do this is to move to RESCIND the resolution or whatever it may be that you wish to annul. You can RESCIND any previous action at any time. Like the motion to Reconsider, the motion to Rescind is debatable if the question it is sought to rescind was debatable. Any subsidiary motion may be applied to it. It cannot be reconsidered. This motion should be used when a society wishes to stamp some previous action with its disapproval. It is not by any means always used for this particular purpose, however, but when it is so used there should be coupled with it a motion to expunge from the records the objectionable resolution, which is done by crossing out the words and writing across the face of the resolution “Expunged by order of the Society.”

SPECIAL ORDER.

If a society desires to set aside some particular time for the consideration of some matter, this should be provided for by a SPECIAL ORDER. It is most convenient to do this by unanimous consent, but it can be embodied in a motion of course. Sometimes a society is anxious to consider some question, but will not be disposed to devote the time necessary to its consideration until at some future meeting. The member most interested in the matter should ask unanimous consent or move that on (name the day and hour) it shall be in order to consider the question. If consent is given
or the motion is carried, when the time arrives this SPECIAL ORDER will take precedence over all business. If the motion is made it should require a two-thirds vote. When the time arrives to consider a Special Order, it can be postponed to some other time by a majority vote.

SUSPEND THE RULES.

When this motion is made and carried it suspends all rules. Sometimes a society desires to pass quickly some resolutions that its rules interfere with, that is, the rules of the Society preclude its consideration or immediate action thereupon. Some member then addresses the Chair and says: “I move to suspend the rules and pass the resolution which I send to the Secretary’s desk.” The Chair then puts the question: “Shall the rules be suspended and the resolution passed?” The motion cannot be debated or amended and no other motion may be applied to it. It requires a two-thirds vote to suspend the rules. It cannot be renewed at the same meeting for the same purpose.

EXAMPLES OF PROCEEDING.

Practical Example of making motions and the manner of putting them by the Chairman: (Members making motions or addressing the Chair should rise. After saying, “Mr. Chairman” they should not proceed until the Chair recognizes them by calling their names).

Mr. Jones: Mr. Chairman.
Chairman: Mr. Jones.
Mr. Jones: I offer this resolution and move its adoption: Resolved, That to remain ignorant means to remain a slave.
Mr. Smith: Mr. Chairman, I second the motion.
Chairman: It is moved and seconded that the res-
olution, Resolved, That to remain ignorant means to
remain a slave, be adopted. Are you ready for the
question?

Mr. White: Mr. Chairman, I move to amend the
resolution by striking out the word “means” and insert-
ing in lieu thereof the word “is.”

Mr. Green: Mr. Chairman, I second the motion.

Chairman: It is moved and seconded to amend the
resolution by striking out the word “means” and in-
serting in lieu thereof, the word “is” so that the reso-
lation will read:

Resolved, That to remain ignorant is to remain a
slave. As many as favor the motion say “Aye”........
Opposed, “No”.............The ayes seem to have it
(The Chair should here pause a moment to give oppor-
tunity for a demand for a division). The ayes have it
and the amendment is agreed to. The question now is
on the resolution as amended. As many as favor the
adoption of the resolution as amended say “Aye”......
Those opposed “No”............ The ayes have it, and
the amended resolution is adopted.

(The above amendments are debatable).

(NOTE).

If a member believes the Chair errs in announcing
the result of a vote he should rise and say: Mr. Chair-
man, I ask for a division. Thereupon the Chair should
say: A division is demanded. Those in favor of the
amended resolution will rise and remain standing until
counted. After the affirmative have voted, the Chair
should say: Those opposed will rise and remain stand-
ing until counted. After counting, the vote will then be
announced. If a vote is desired by ballot and a mem-
ber demands such a vote, two-fifths of the members
present should be required to order it. Slips of paper
should be distributed upon which each member present
desiring to vote should write “Aye” or “No” and these
slips of paper should be collected and counted by two members selected by the Chair (one from each side of the question).

SECOND EXAMPLE.

Mr. Polloc: Mr. Chairman.
Chairman: Mr. Polloc.

Mr. Polloc: Mr. Chairman, I offer the following resolution and move its adoption: Resolved, That the People's College located at Fort Scott, Kansas, because of its generous offer to educate the working class gratis, should be maintained at public expense.

Miss Sherot: Mr. Chairman, I second the motion.

Chairman: It has been moved and seconded that the resolution: Resolved, That the People's College located at Fort Scott, Kansas, because of its generous offer to educate the working class gratis, should be maintained at public expense, be adopted. Are you ready for the question?

Mr. Black: Mr. Chairman (being recognized by the Chair,) I offer the following amendment: Add after the word "College" the words "a college of all the working class." I move the adoption of the amendment.

Mr. Green: I second the motion.

Chairman: It is moved and seconded that the amendment offered by Mr. Black be agreed to. Are you ready for the question?

Mrs. Polloc: Mr. Chairman, please have the resolution as amended read.

Chairman: The Secretary will read the resolution as it is proposed to be amended for the information of the society.

Secretary: Resolved, That the People's College, a College of all the working class, located at Fort Scott Kansas, because of its generous offer to educate the working class gratis, should be maintained at public expense.
Chairman: Are you ready for the question?

Mr. Holly: (being recognized). Mr. Chairman, I move to amend the amendment by striking out the word "all."

Mrs. Black: Mr. Chairman, I second the motion.

Chairman: It is moved and seconded to amend the amendment by striking out of the amendment the word "all" so the resolution will read (Reads the amended resolution). Are you ready for the question? As many as are in favor of the amendment to the amendment say "Aye"... Opposed "No".... The "Ayes" have it, and the amendment to the amendment is agreed to.

Mr. Warren: Mr. Chairman.

Chairman: Mr. Warren.

Mr. Warren: Mr. Chairman, I offer the following as a substitute, and move its adoption: Strike out all after the word "Resolved" and insert: That a great institution of learning, conceived in love and dedicated in charity to the Working Class; a college of the workers, by the workers, and for the workers ought to commend itself to every public spirited man and woman in our nation.

Resolved, That the People's College of Fort Scott, Kansas, being an institution of learning that will bring education within the reach of every man, woman and child in our land ought to be maintained at public expense.

Miss Wharton: Mr. Chairman: I second the motion.

Chairman: Ladies and Gentlemen it has been moved and seconded that the following substitute (reads the substitute) be adopted. Are you ready for the question?

Mr. Sheppard: Mr. Chairman (being recognized), I offer the following amendment to the substitute and
move its adoption: Insert in the second resolution after the word “will” the following: “Under the management of competent instructors who are to receive no profit from the College.”

Miss Lowe: Mr. Chairman, I second the motion.

Chairman: It has been moved and seconded that the substitute be amended by inserting after the word “will” in the second resolution the words “Under the management of competent instructors who are to receive no profit from the college, so that the resolution will read, Resolved, That a great institution of learning, conceived in love and dedicated in charity to the working class, a College of the workers, by the workers, and for the workers, ought to commend itself to every public spirited man and woman in our nation.

Resolved, That the People’s College, of Fort Scott, Kansas, being an institution of learning that will, under the management of competent instructors who are to receive no profit from the college, bring education within the reach of every man, woman and child in our land, ought to be maintained at public expense.

Are you ready for the question?

Mr. Callery: Mr. Chairman, I desire to submit a few remarks upon the amendment to the substitute.

Chairman: The gentleman will proceed.

After remarks:

Chairman: Are you ready for the question?

Mr. Grouch: Mr. Chairman (being recognized) I move to lay the substitute resolution on the table.

Mr. Warren: Mr. Chairman (being recognized) It is beyond me to understand.

Chairman: The Chair calls the gentleman’s attention to the fact that the motion to “Lay on the table” is not debatable. The question is on Mr. Grouch’s motion to lay the resolution on the table. As many as favor the motion say “Aye” . . . . . Opposed “No.” . . . .
The "Noes" have it and the motion to lay the substitute on the table is not agreed to. Chairman: The question is on perfecting the original resolution and the first vote will be taken on the amendment offered by Mr. Holly to the amendment offered by Mr. Black. As many as favor the amendment to the amendment say "Aye" . . . Opposed "No" . . . The "Ayes" have it, and the amendment to the amendment is agreed to. The question now is on the amendment to the original resolution as amended. As many as favor the Amendment as amended say "Aye" . . . Opposed "No" . . . The "Ayes" have it, and the amendment as amended is agreed to. The question now is on perfecting the substitute and the first vote comes on the amendment submitted by Mr. Sheppard to the substitute. As many as favor the amendment to the substitute say "Aye" . . . Opposed "No" . . . The "Ayes" have it and the amendment to the substitute is agreed to. The question now is on the substitute as amended.

Mr. Smith: Mr. Chairman, I desire to submit a parliamentary inquiry.

Chairman: The gentleman will state his inquiry.

Mr. Smith: What I desire to know is, if the substitute is adopted, what becomes of the original resolution?

Chairman: If the substitute is adopted, the original resolution will be defeated without further action by the society. If the substitute is defeated then the vote will come on the original resolution as amended. The question is on agreeing to the substitute as amended. As many as favor the adoption of the substitute as amended say "Aye" . . . Opposed "No" . . . The "Ayes" seem to have it. (After a short pause). The "Ayes" have it and substitute resolution is adopted.

Mr. Warren: Mr. Chairman, I move to reconsider-
the (vote by which the substitute resolution was adopted. Cannot be amended).

Miss Sherot: Mr. Chairman, I second the motion.

Miss Wharton: Mr. Chairman, (being seconded), I move to lay the motion to reconsider on the table.

Chairman: The question is shall the motion to reconsider be laid on the table? As many as favor this motion say "Aye".... Opposed "No"....The Ayes have it, and the motion to reconsider is laid on the table.

NOTE: It will be observed that friends of the resolution moved to reconsider and lay the motion to reconsider on the table. This action is taken to prevent the motion to reconsider being entered later. The motion to lay on the table the motion to reconsider being agreed to, the motion to reconsider cannot again be made. (See page 16).

KEY TO TABLE:

D. Debatable.
N. D. Not Debatable.
L. D. Limited Debate.
Ref. Allows reference to the main question.
N. Ref. Allows no reference to the main question.
A. May be amended.
N. A. May not be amended.
Rec. May be reconsidered.
N. Rec. May not be reconsidered.
AN. Rec. Affirmative vote may not be reconsidered.
M. Simple majority necessary to carry.
2-3 Two-thirds vote necessary to carry.
U. Unanimous vote necessary.
S. Must be seconded.
N. S. Need not be seconded.
### MEMORIZE THIS TABLE

<table>
<thead>
<tr>
<th>Action</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn, to fix time to which to call to order</td>
<td>Amend an Amendment, Amend the Rules, Delay, to limit, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Appeal, from decision of chair</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Call to Order</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Committee (same as Refer)</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Defer, to close</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Lijry on the Table</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Objection to Consider Question</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Orders of the Day</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Previous Question</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
<tr>
<td>Position Immediately</td>
<td>Abide, to close, Debate, to close, Postpone indefinitely, Reconsider debatable questions, Reconsider undebatable questions, Rescind, Special Order, Suspend Rules, Take from Table, Take to the Table, Withdraw motion, Whichever motion is most protracted</td>
</tr>
</tbody>
</table>

See key to this table on preceding page.
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