

**University Support Staff  
Senate  
of  
Pittsburg State University**

# **Senator's Handbook**

Revised – Fall 2014 Spring 2019

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Pittsburg State University  
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## **Mission Statement**

The mission of the University Support Staff Senate of Pittsburg State University is to:

- Represent the University Support Staff (as a whole) in all capacities,
- Campaign for employee benefits,
- Promote a gratifying work environment, and
- Assist in achieving the University's mission.

Approved July 9, 1996. [Revised 03/2015]

## **History of the Classified Staff/University Support Staff Senate**

During 1983, the only organization on the campus of Pittsburg State University that represented the Classified Staff was the Pittsburg State University Civil Service Club. At that time, the Civil Service Club was primarily a social organization. The University of Kansas classified employees had already formed a Classified Senate to be a voice for their people. Members of the Civil Service Club, including Linda Grilz, Lee Ann Yartz, Carol Murphy, Bev Barnes, Gala Clark, Evelyn Hemmens and Kathy Blackwell began to take notice of the KU Classified Senate and of other entities forming on our own campus to represent faculty and students. At the time, Ft. Hays also had a Classified Senate and the Classified Senate at Wichita was in the forming stages, as well. Carol Heitz helped to obtain information about the KU Senate, which served as a guideline for those people who were beginning to construct a Mission Statement and Constitution for the Pittsburg State University Classified Senate. Linda Grilz and Bev Barnes made a trip to KU to see firsthand how their organization functioned.

Following the construction of the Constitution, a meeting of all Classified employees was held to explain the purposed of the Classified Senate and to field questions pertaining to it. At that time, several other employees became interested and involved in it, including Steve Hawn, who would become the first President of the Classified Senate at Pittsburg State University. The Classified Staff would have to approve the Constitution with a majority vote before it could become a campus organization. The Constitution of the Senate was approved by a large majority and it became an important and much-needed entity on the campus. The Regulations to the Constitution evolved as needed.

Cliff Beougher, then University Director of Business and Fiscal Affairs, was a strong supporter of the Senate. He made a personal monetary donation to help the Senate in its beginnings. Since that time, the Presidents of the University have been supportive of the Senate and have recognized the importance of its place as a voice for the classified employee.

The Kansas Council of Classified SenatesUniversity Support Staff Council became a reality in the past few years, allowing the Senates from across the state to network. The Council produces an annual position paper to present to the legislators as a guideline for our needs as classified employees of Regent's institutions.

In 2011 Donna Jacobs, President of the Classified Senate began to have conversations with Dr. Scott about the possibility of classified staff moving out of the legislative system and under the control of the Board of Regents. In June 2014May 2013, Dr. Scott created the University Support Staff Study Group to explore the option of leaving the legislative system. On February 11, 2014 all full-time eligible employees had the opportunity to vote on whether we wanted to stay classified employees or move outside of the control of the legislature and be called University Support Staff. We had 250 people vote out of 289 eligible employees. The vote was 171 yes to 79 no. As of pay date June 8, 2014 we became University Support Staff and received our first cost of living raise since 2008.

## **Constitution of the University Support Staff Senate of Pittsburg State University**

Pittsburg State University is an educational institution governed by the state Board of Regents composed of students, faculty, classified staff, and administrators working cooperatively in support of the mission of higher education [Revised 03/2015].

The University Support Staff members are unique in that they are employees at a Regents' institution where their functions, knowledge, skills, and talents are a significant resource, yet they are subject, in various areas, to the rules and regulations of the state government. Therefore, the University Support Staff Senate is formed to make the university support staff members a more integral part of the University community and to communicate the values and interests of this group to other University Support Staff employees, the local administration, the Regents' institutions, the state Board of Regents, and the state government [Revised 03/2015].

### **ARTICLE I. Name**

The name of this organization shall be the University Support Staff (hereinafter Senate) of Pittsburg State University (hereinafter University) [Revised 03/2015].

### **ARTICLE II. Purpose**

#### **Section 1. Support Higher Education**

The Senate holds as foremost the mission of higher education and fosters its continuance.

#### **Section 2. Provide Communication**

The Senate exists to provide an open two-way channel of communication to express the values and interests of the University Support Staff members of the University.

#### **Section 3. Promote Interests**

The Senate shall actively promote the values and interests of the University Support Staff members through the appropriate individuals and channels of the University, the Board of Regents, and/or the Legislature or other appropriate individuals and organizations. [Revised 03/2015]

#### **Section 4. Participate with Administration**

The Senate shall, with concurrence of the administration of the University, serve as an information resource and actively participate in decision making on those issues appropriate to University Support Staff. [Revised 03/2015]

#### **Section 5. Work Cooperatively**

The Senate may work cooperatively with the Student Government Association, Unclassified Professional Senate and/or the Faculty Senate of the University for the accomplishment of common goals and objectives.

### **ARTICLE III. Senate Electorate Defined: University Support Staff Employee Voting Rights**

All university support staff employees, permanent and employed no less than 6 months, of Pittsburg State University, except temporary and emergency employees, shall constitute the electorate of the Senate (hereinafter Electorate). Any member of the Electorate shall have the right to nominate and to vote for the candidate(s) for Senator to represent his/her appropriately designated area of function and to vote in all other elections held in connection with Senate activities as provided by this Constitution. [Revised 03/2015]

#### **ARTICLE IV. Senate Eligibility**

Eligibility for election to the Senate shall be extended to all members of the Electorate as defined in Article III above. If at all possible, a University Support Staff employee shall represent an areas of function as a Senator as a member of that area of function. An at-large position may be created under certain criteria (see Regulation #7 & 8). [Revised 03/2015]

#### **ARTICLE V. Composition of the Senate**

##### **Section 1. Number**

The Senate shall be composed of twenty-one (21) Senators chosen by the Electorate as provided by this Constitution.

##### **Section 2. Representation**

The twenty-one Senators, each having one vote in the Senate, shall be elected in general proportion to the number of University Support Staff employees, permanent and employed no less than 6 months, in the designated areas of function (Section 3 following), to carry out the purposed of the Senate as set forth in Article II. Although Senators are elected by University Support Staff employees by areas of function, each Senator should be readily available and open to the needs of all University Support Staff employees at the University if called upon to do so. Because of the varied locations of employees on campus, this will give each employee a chance to maintain contact with a Senator. [Revised 03/2015]

The formula to be used for the calculation of the number of Senators to employees in each area of function will be as follows: a) divide the total number of University Support Staff employees by 21 (number of Senators); b) divide the number obtained from this into the number of employees in each area of function listed below. Round this number to the nearest whole number. [Revised 03/2015]

##### **Section 3. Areas of Function (amended 1/09)**

The areas of function are determined by the four five divisions within the university's organizational flowchart. Every university support staff position falls under one of these divisions as determined by HRS.

- President
- Provost and Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Student Life
- Vice President for University Advancement

[Revised 03/2015; 01/2016]

#### **ARTICLE VI. Elections**

##### **Section 1. Term of Office**

The term of office for a Senator shall be two Senate Years. (As used throughout this Constitution, the term "Senate Year" is understood to designate the time from *July 1 of one calendar year through June 30 of the following calendar year.*) After serving two full terms, a Senator shall for one Senate year be ineligible for re-election: (unless an at-large position has been open for one month or longer, then said Senator shall be eligible for said at-large position.) Any term of more than one year but less than two years shall count as a full term of office. Any term of one year or less shall not be counted as a full term [amended 12/1992; 02/1998; 09/2010; 03/2015]. At large positions are held until the next annual election.

## Section 2. Normal Procedure

During the month of April, Electorates under areas of function that have a senate term expiring June 30, shall elect a Senator for each of the expiring terms. This process will be under the direction of the Election Committee. The person receiving the most votes in the elective process is considered duly elected to represent that area of function. If for any reason the individual receiving the most vote's declines his/her elective office, the next individual receiving the most votes will be contacted to serve [amended 06/1998, 06/1999; 03/2015].

## Section 3 Filling of Vacancies

It is the responsibility of the Senator who deems it necessary to forfeit his position on the University Support Staff Senate to notify the Executive Council in writing prior to the next scheduled Senate meeting. The Senate Executive Council shall then get with the Election Committee to take the necessary steps to replace said Senator as specified in Section 2. [Amended 03/2015]

## Section 4. First-Year ProcedureSenate Composition -

Election of Senators will be from the current Areas of Representation. While Elections will occur every year, election of seats within Senate will differ on even years from odd years as follows:

- A. Even Years:
  - a. Student Life (2 Senators)
  - b. Provost (3 Senators)
  - c. University Advancement (1 Senator)
  - d. Administration & Finance (5 Senators)
- B. Odd Years
  - a. Student Life (2 Senators)
  - b. Provost (3 Senators)
  - c. President (1 Senator)
  - d. Administration & Finance (4 Senators)

Positons will be up for election as regular two-year term positions. Every Senate Year thereafter elections will be held by the constituencies of the eleven and ten positions (whichever the case may be) where a two-year term is expiring. The rest of the elective procedure will be the same as that described in the preceding Section 2, with each constituency electing either one or two Senators to represent it, as provided by Article V, Section 3. [Revised 01/2016]

# **ARTICLE VII. Senate Executive Council**

## Section 1. Election

The Executive Council of the Senate shall consist of a President, President-Elect, Past President, Secretary, and Treasurer. The election of the Executive Council shall be the first order of business of the first last Senate meeting of the May meeting Senate year.

## Section 2. Duties

The Senate Executive Council shall meet as determined by the President.

The President of the Senate shall preside over all Senate meetings and act as the "official representative" of the University Support Staff.

The President –Elect of the Senate shall assume the duties of the President in the event of the latter's absence or incapacity, and will assume the presidency for the next election year.

The Past President shall provide support to the President of the Senate. If the Past President has completed two full consecutive terms and is not elected to an at-large position for the following year, they can serve in an ex-officio capacity for one year.

The Secretary of the Senate shall keep minutes of all meetings of the Senate, chair the Election Committee and carry on official correspondence at the direction of the Senate [amended 06/10/91].

The Treasurer shall have the right to make payment of any normal/routine expenditures with the approval of the Executive Council or any unusual expenditures with the approval of a majority of the Senate present at the next regularly scheduled meeting [amended 06/10/91].

### Section 3. Term of Office

The Senate Executive Council shall be elected for a term of one Senate Year and shall commence immediately upon election upon the beginning of the new Senate year. After serving one full term as a member of the Senate Executive Council, a Senator shall for one Senate Year be ineligible for election to the same office: provided that any term of more than six months but less than or equal to one year shall count as a full term of office, and any term of less than or equal to six months shall not be counted as a full term [amended 12/92].

### Section 4. Filling of Vacancies

When a vacancy shall occur on the Senate Executive Council (President, President-Elect, Secretary, or Treasurer for any reason, the Senate shall fill that vacancy by election at the next regular or special meeting [amended 06/10/91].

## **ARTICLE VIII. Meetings**

### Section 1. Regular Meetings

The Senate shall meet in regular session at least nine times each Senate Year. These regular meetings shall be held on the same day of the week, the same hour of the day, and in the same location throughout the Senate Year if at all possible. The establishment of a regular meeting schedule for the year shall be an agenda item of the first regular meeting in August [amended 6/98].

### Section 2. Special Meetings

Special meetings of the Senate shall be called by the President upon the written request of two or more Senators. Each Senator must be notified at least twenty-four (24) hours in advance of a special meeting. Special meetings may consider only the business for which they are called. The Executive Council of the Senate may meet at its discretion.

### Section 3. Quorum

Eleven or more Senators present shall constitute a quorum sufficient to conduct official business at any regular or special meeting of the Senate.

## **ARTICLE IX. Committees/Liaisons**

The President of the Senate may, with the advice and consent of a majority of the Senate, establish committees and appoint liaisons from University Support Staff employees for research, study, and /or for any other legitimate purpose consistent with the expressed or perceived interests of the University Support Staff employees of the University.

## **ARTICLE X. Senate Regulations**

Where necessary to ensure the orderly and proper functions of the Senate, regulations to accompany this Constitution may be proposed by a Senator(s) at any Senate meeting and passed upon a second reading by an affirmative vote of fourteen (14) Senators [amended 04/86].

**ARTICLE XI. Consultant/Observers**

All employees and students of the University and their guests may attend regular Senate meetings. However, no one except an elected Senator shall have the right to vote on Senate business. The Senate may invite other persons to sit with it as consultants or as observers when it meets.

**ARTICLE XII. Amendments**

Section 1.

Amendments to this Constitution may be proposed by any Senator. If fourteen or more Senators are in favor, the proposed amendment shall be submitted to the Electorate. The amendment shall be considered adopted if it is approved by a two-thirds majority of the members of the electorate who vote on that issue.

Section 2.

Regulations may be amended upon second reading at any meeting of the Senate by a simple majority of those present and voting, a quorum being present [adopted 03/04/86; amended 4/22/86].

**ARTICLE XIII. Adoption of the Constitution**

This Constitution shall be considered adopted and established when it shall have been approved by a simple majority of those members of the electorate voting in an election held to consider the question:

“Shall the eligible classified employees of Pittsburg State University establish a Classified Senate as described in the proposed Constitution?”

Further, this Constitution shall be considered adopted when approved by the President or within thirty days after notifying the President if the President takes no formal action.

Adopted: February 24, 1984

Witnesseth:	Stephen J. Hawn	Gala F. Clark
	Carol Murphy	Patricia High
	Lee Ann Yartz	Kathy Blackwell
	Marsha R. Vance	Linda Grilz

Approved by: Electorate; February 24, 1984

PSU President and Coordinating Council; February 24, 1984

Signed at the first meeting, April 5, 1984, by President Donald W. Wilson

## **Regulations to the Constitution of the University Support Staff Senate of Pittsburg State University**

### **REGULATION #1 ELECTIONS**

#### **A. Senator**

1. Prior to the annual spring election of the University Support Staff Senate, members of each area of function where a Senate term is expiring shall be polled by the Secretary, Chairperson of the Election Committee, to determine their willingness to serve as a Senator if nominated [revised 11/13/86; 06/12/91; 6/1/95].
2. In the event that the most votes for nominees for a Senate position end in a tie during any election, those tied nominees' names shall be re-submitted to their constituency within their area of function until a winner is determined [revised 11/13/86.]

#### **B. Executive Council**

1. Any person nominating an individual to serve on the Executive Council shall state the reason or qualifications for that nomination.
2. If a Senator is elected to the position of President-Elect at the beginning of the second year during their first Senate term, that Senator shall, with the consent of a simple majority of the Senate, retain the Senate position without election for a second term of two years. This would allow that Senator to fulfill their obligation as Senate President during the third year (or the first year of their second term).
3. A Senator serving in his/her fourth Senator year (second year of a second term) shall not be eligible for nomination to the position of President-Elect.
4. In the event the most votes for nominees for any Executive Council position end in a tie during any election, those tied nominees' name shall be resubmitted to vote by any absentee Senators via telephone documented poll as soon as possible. The Senate will reconvene at the nearest available time in order to hear the results of the vote for the tied position, as well as from all committees. [revised 6/1/95].

### **REGULATION #2 RESIGNATIONS**

- A. Any Senator desiring to resign from their Senate position shall submit a letter of resignation to the Senate through the Senate President stating their desire and the specific reason for forfeiting the position.
- B. When a Senator is transferred from one area of function to another, a Letter of resignation to the Senate through the Senate President shall be submitted before the next stated meeting (see Regulation #8, A) [adopted 09/12/90].

### **REGULATION #3 CONDUCT AND ATTENDANCE OF SENATORS**

#### **A. Conduct**

1. The guidelines of conduct for all Senators is to uphold the purpose of the University Support Staff Senate and the Constitution. If at any time, a Senator is deemed to not follow these guidelines, then at the request of two or more Senators in writing, an inquiry into misconduct will be held by the full Senate at a special meeting. On the basis of this inquiry, and if a just claim of misconduct is found, then by a vote of 2/3 of the majority of the Senate (14) his/her resignation from office will be requested.

#### **B. Attendance**

1. Any Senator who does not attend two consecutive regular meetings shall be requested by the President of the Senate to submit a letter of justification to the Senate. If the letter of justification is not accepted by a simple majority of the Senate (11) then that Senator will be asked to resign.

#### **REGULATION #4 RULES OF ORDER**

- A. In the absence of any special rules which the University Support Staff Senate may adopt, Roberts Rules of Order, Newly Revised, shall govern the conduct of procedure of Senate meeting.

#### **REGULATION #5 SENATE ELIGIBILITY**

- A. Any Senator who transfers from one area of function to another during that Senators term as President, President-Elect, Secretary, or Treasurer shall continue in that current position to fulfill their responsibility as an officer. [revised 01/08/92; 10/14].

#### **REGULATION #6 NUMBER**

- A. In the event any Senator who is currently serving as President-Elect, Secretary, or Treasurer is transferred from one area of function to another, the number of Senators shall be adjusted to give representation to that area of function left without a Senator due to this transfer [06/12/91].

#### **REGULATION #7 NORMAL PROCEDURE**

- A. Once elections have been held and no University Support Staff employee is willing to serve as a representative in their area of function, an at-large position shall be created or if a Senator resigns during a term of office and no one is willing to serve in their area of function, an at-large position shall be created. University Support Staff persons willing to serve during the last election, but not elected, will be listed on the new ballot for the at-large position, given that there were other persons and that the persons are still waiting to serve. The at-large position will represent the University Support Staff as a whole and will be voted upon by all University Support Staff employees [revised 1/10/90]
- B. In the event that an at-large position isn't filled within one month and an ineligible former senator expresses a desire to fill an at-large position, then a majority vote of the University Support Staff Senate can elect the former senator to that at-large position. The senator selected to fill an at-large position will fulfill or complete the term of the senator they are replacing (See Article 6 Sec. 1) [revised 08/27/2010]

#### **REGULATION #8 FILLING OF VACANCIES**

- A. When a Senator resigns due to a transfer from one area of function to another, the following procedure shall be followed:  
The Secretary shall (see Regulation #2, B) [revised 06/12/91].:
  1. List nominee(s) from the last election ballot, for the area of function represented by the resignee, in descending order, by number of votes received.
  2. Determine nominee's willingness to accept unexpired term of resigned Senator. (If not, will proceed through list.)
  3. If no one in that area of function, on the last election ballot, is willing to serve in the vacancy created by the resignation, the resigning senator may be allowed to fulfill the normal term of office.

4. If the resigning Senator does not wish to serve, an at-large position shall be created and procedures followed as specified in Regulation #7.

Regulation #1 (Regarding Article VI. Section 2 and Article VII. Section 3);  
Regulation #2 (Regarding Article VI. Section 4 and Article VII. Section 4);  
Regulation #3; and Regulation #4: Adopted 2/11/86.

Changed name from Bylaws to the Constitution of the Classified Senate of Pittsburg State University to Regulations to the Constitution of the Classified Senate of Pittsburg State University on 3/4/86.

Changed name from Regulations to the Constitution of the Classified Senate of Pittsburg State University to Regulations to the Constitution on the University Support Staff Senate on (date).

Regulation #5 (Regarding Article IV): Adopted 12/14/88.  
Regulation #6 (Regarding Article V. Section 1): Adopted 5/10/89.  
Regulation #7 (Regarding Article VI. Section 2): Adopted 6/14/89.  
Regulation #8 (Regarding Article VI. Section 4): Adopted 9/12/90.

### **University Support Staff Senate of Pittsburg State University Executive Committee Descriptions**

The Executive Committee of the Senate shall consist of a President, President-Elect, Past President, Secretary, and Treasurer. The election of the Executive Council shall be the first order of business of the May meeting last meeting of the Senate year.

Upon serving one full term, a Senator shall for one Senate year be ineligible for election to the same office. Provided that any term of more than six months, but less than or equal to one year shall count as a full term of office, and any term of less than or equal to six months shall not be counted as a full term.

#### **President**

The President of the Senate shall preside over all Senate meetings and act as the “official representative” of the University Support Staff.

The President may, with the advice and consent of a majority of the Senate, establish committees and appoint liaisons from University Support Staff employees for research study, and/or for any other legitimate purpose consistent with the expressed or perceived interests the University Support Staff employees of the university.

The President shall call a special meeting upon written request of two or more Senators. Each Senator must be notified at least 24 hours in advance of a special meeting. Only business for which the meeting has been called may be considered.

#### **President-Elect**

The President-Elect shall assume the duties of the President in the event of the latter’s absence or incapacity, and assumes the presidency for the next election year.

If a Senator is elected to the position of President-Elect at the beginning of the second year during his/her first Senate term, that Senator shall, with the consent of a simple majority of the Senate, retain the Senate position without election for a second term of two years. This would allow that Senator to fulfill their obligation as Senate President during the third year (or the first year of their second term).

A Senator serving in his/her fourth Senator year (second year of a second term) shall not be eligible for nomination to the position of President-Elect.

### **Secretary**

Secretary of the Senate shall keep minutes of all meeting of the Senate, all general meetings of the University Support Staff employees, and carry on official correspondence at the direction the Senate.

The Secretary serves as Chairperson of the Election Committee. Prior to the annual election, the Secretary contacts the Budget Human Resources Office for a budget report of areas of function. The Secretary then conducts a written poll of those employees who are employed in and willing to serve in areas of function requiring election(s). Upon determining the number of employees who are willing to serve, an election is held to fill the existing vacancies. Areas of function with no employee willing to serve are represented by an employee willing to serve from another area of function, who serves as a senator at large. Balloting records for each election are maintained for that year. Should a vacancy occur, the Secretary informs the Executive Committee the name of the next person eligible to serve.

### **Treasurer**

The Treasurer shall have the right to make payment of any normal/routine expenditures with the approval of the Executive Council or any unusual expenditures with the approval of majority of the Senate present at the next regularly scheduled meeting.

## **University Support Staff Senate of Pittsburg State University Senate Committee Descriptions**

### **Election Committee**

This committee is charged with the responsibility of:

1. preparing, collecting, and tabulating ballots;
2. maintaining balloting records should a vacancy occur;
3. notifying Executive Committee of eligible people for vacancies;
4. in April, look at the list of senators to see what positions are expiring and ask for nominations under each area of function (Ref. Article 5. Sec. 3)

### **Welcoming & Public Relations Committee**

This committee is charged with the responsibility of:

1. making contact with new University Support Staff employees to inform them about University Support Staff Senate and provide them with a brochure.
2. Maintain the University Support Staff Senate display case as needed.

All committees report to the Senate body at each meeting. Other committees may be formed, as the Senate body deems necessary.

**Pittsburg State University  
Administrative Committees  
Office of the President**

Because of the ever-changing need of the university, new committees are formed and old ones dissolved. University Support Staff Senate will provide representation on committees as requested. Here is the link to the current President's Office Committees. <http://www.pittstate.edu/office/president/administrative-committees.dot>

**Calendar of Events**

<b>July</b>	No regularly scheduled senate meeting
<b>August</b>	Election of At-Large vacancies Election of Senate Committees
<b>September</b>	Presentation to Kansas Board of Regents by the host school Meeting for Regent Wide University Support Staff Council
<b>October</b>	
<b>November</b>	
<b>December</b>	
<b>January</b>	Presentation to Kansas Board of Regents by the host school
<b>February</b>	
<b>March</b>	Begin election process
<b>April</b>	Submission of Budget to Vice President of University Advancement Election of senators
<b>May</b>	Confirmation of new senators Election of officers Senate luncheon – current & incoming senators
<b>June</b>	Confirmation of new senators No regularly scheduled senate meeting Last meeting of the Senate year

### Summary of Motions Privileged Motions

Kind of Motion	Second Req'd	Debatable	Amendable	Vote Req'd	Purpose
Adjourn	Yes	No	No	Majority	To end the meeting.
Take a Recess	Yes	No	Yes	Majority	To interrupt a meeting for a short time or provide an intermission.
Raise a Question Privilege	No	No	No	None	To obtain action of immediately in an emergency.

### Subsidiary Motions

Lay on the Table	Yes	No	No	Majority	To set aside an item of business temporarily.
Previous Question	Yes	No	No	2/3	To close debate immediately.
Parliamentary Inquiry	No	No	Yes	None	To provide members with correct parliamentary information.
Request for Information	No	No	No	None	To answer questions for members.
To Withdraw a Motion	No	No	No	None*	To withdraw a motion before it is voted on.

\*Majority if objection is made.

### Unclassified Motions

Kind of Motion	Second Req'd	Debatable	Amendable	Vote Req'd	Purpose
Take a Motion from the Table	Yes	No	No	Majority	To bring before the group a motion previously tabled.
Reconsider	Yes	Yes**	No	Majority voted on	To secure a new vote on a motion previously
Rescind-Repeal	Yes	Yes	Yes	2/3 without previous notice	To void previous action of the organization.
Postpone to a Certain Time	Yes	Yes	Yes	Majority	To delay action.
Refer to a Committee	Yes	Yes	Yes	Majority	To place business in the hands of a committee.
Amend	Yes	Yes	Yes	Majority motion.	To modify or alter
Postpone Indefinitely	Yes	Yes	No	Majority	To kill a motion without bringing it to a vote

\*\*Yes, if motion to be reconsidered is debatable.

### The Main Motion

Kind of Motion	Second Req'd	Debatable	Amendable	Vote Req'd	Purpose
Main Motion	Yes	Yes	Yes	Majority	To introduce new business

### Incidental Motions NonRanking

Kind of Motion	Second Req'd	Debatable	Amendable	Vote Req'd	Purpose
Point of Order	No	No	No	None	To enforce the rules of the organization
Appeal from the Decision	Yes	No	No	Majority	To insure that a majority of the group agrees with the ruling of the chairman
Suspension of the Rules	Yes	No	No	2/3	To facilitate business ordinarily against the rules of the organization
Division of the Assembly	No	No	No	None	To secure a counted vote
To Close Nominations	Yes	No	Yes	2/3	To limit number of nominees

\*Highest ranking motions are at the top of the list. While any motion is pending the motions above are in order and the ones below are out of order. While this list is not complete it does contain those motions which members should understand and possess some skill in handling.

For a complete list see "Robert's Rules of Order."