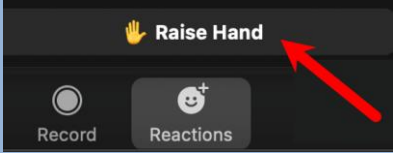


**HOW TO PRESENT IN ZOOM COMMONLY USED MOTIONS AT THE HOUSE OF DELEGATES**

Based on selected motions from the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* and the *MMS Procedures of the HOD*.  
(MMS-Specific Motions\*)

<p><b>Motions</b></p>	<p><b>To Make Any of the Motions Below, Use the Raise Hand Icon:</b></p>  <p><b>When the HOD Speaker Acknowledges You:</b></p> <ol style="list-style-type: none"> <li>1. Accept the request to unmute;</li> <li>2. State your first and last name, your district, who you are speaking on behalf of {myself, district, caucus, committee, etc.}; and</li> <li>3. <b>State</b> the applicable motion below.</li> </ol>
<p><b>If you wish to:</b></p>	<p><b>State:</b></p>
<p>*Refer item to the Board of Trustees (BOT) for decision.</p>	<p>"I move that this item be referred to the BOT for Decision."</p>
<p>*Refer item to the BOT for a report back/recommendation to the HOD.</p>	<p>"I move that this item be referred to the BOT for report back at: [specify which HOD meeting within the next year]."</p>
<p>*Refer item to MMS Committee on Ethics, Grievances, and Professional Standards.</p>	<p>"I move that this item be referred to the Committee on Ethics, Grievances, and Professional Standards."</p>
<p>Close debate and vote immediately. (Also known as "Call the question")</p>	<p>"I move to close debate and vote immediately on..." [Qualify whether it is on all pending motions or just the current motion.]</p>
<p>Propose an amendment to the main motion.</p>	<p><b>Amendments over three words: Delegates MUST complete an amendment form:</b> <a href="http://www.massmed.org/interim2023/amend">http://www.massmed.org/interim2023/amend</a>. Please email amendment form <b>in advance</b> by Thursday 12/7, 7:00pm to: <a href="mailto:houseofdelegates@mms.org">houseofdelegates@mms.org</a>. Although amendments may be submitted during the HOD second session using the same form, out of respect for your colleagues and MMS staff, it will take extra time to type amendments live, therefore, your Speakers very much appreciate you submitting your amendments in advance.</p> <p><b>State:</b> "I would like to propose an amendment: [over three words, allow staff to project your form] I move to amend the main motion by [for example] addition/deletion/substitution..."</p>
<p>Propose an amendment to the amendment. (I.e., a delegate has proposed an amendment, and you want to propose an amendment to that. Also known as "secondary amendment.")</p>	<p><b>During the meeting, secondary amendments over three words: Delegates MUST complete amendment form:</b> <a href="http://www.massmed.org/interim2023/amend">http://www.massmed.org/interim2023/amend</a> and email it to: <a href="mailto:houseofdelegates@mms.org">houseofdelegates@mms.org</a>.</p> <p><b>State:</b> "I move a secondary amendment by addition/deletion/substitution..."</p>
<p>Restore the original (amend the reference committee version by restoring the original).</p>	<p><b>State:</b> "I would like to propose an amendment: I move to amend the reference committee version by restoring the original language."</p>
<p>To separate a multi-part item.</p>	<p>"I request to divide the question."</p>
<p>Dispose of a main motion without any (or further) debate and without a direct vote.</p>	<p>"I move that this motion be tabled."</p>
<p>Put off consideration/further consideration of a pending main motion until a specific time (within same meeting).</p>	<p>"I move to postpone discussion of this item until... [after lunch, the last item for this reference committee, etc.]."</p>
<p>Limit/extend debate.</p>	<p>"I move to limit/extend debate to..."</p>
<p>Suspend the rules.</p>	<p>"I move to suspend the rules and..."</p>

For complete list of motions and additional information, please see *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (2012). McGraw Hill.

Below is a diagrammatic representation of the *precedence* of motions. This is the *hierarchy* of the various motions that delegates can make during the meeting. The authority of each motion increases at each step up on the pyramid. For example, if a delegate makes a motion to table an item (highest order), it would not be in order for another delegate to make a motion to amend the item.

### **THE PRECEDENCE OF MOTIONS**



\* Not Debatable