

## CIVIL DEBATE IN PEVA (EZ RROO)

**SPEAK ONCE** - each speaker should go to a microphone and when recognized, limit your comments to 3 minutes [Announcements 6. ACTIONS – PEVA Packet]

**BE NICE** – always respectful and courteous; no clapping or booing [Seeking to be Faithful Together – PEVA Packet]

**MOTIONS** – motions or amendments must be in writing to the Clerks [Announcements 7 – PEVA Packet]

**STEPS OF THE MOTION** [Adapted from *Parliamentary Procedures in Presbyterian Church (USA)* by Marianne L. Wolfe, PRP]

1. *Commissioner* rises and addresses the Moderator.
2. *Moderator* recognizes commissioner and grants the floor.
3. *Commissioner* makes motion. (No debate)
4. *Another commissioner* seconds the motion without recognition from the Moderator.
5. *Moderator* states the motion.
6. *Moderator* calls for debate. (Maker of the motion has the privilege of first debate.) All speakers must address the Moderator and be recognized by the Moderator.
7. *Moderator* states the motion.
8. *Moderator* takes the vote and announces the results.

**USEFUL MOTIONS** [Adapted from *Parliamentary Procedures in Presbyterian Church (USA)* by Marianne L. Wolfe, PRP]

1. Amend. There are only three forms of simple amendment.
  - a) to delete or strike out
  - b) to add or insert
  - c) to strike out and insertThe words proposed for deletion or addition *must be consecutive words*.
2. Commit or Refer. To commit or refer back to committee for further study.
3. Postpone to a Particular Time. This motion takes precedence over the preceding two and has the power to grant additional time to a particular member or committee or do further study or consultation. It should always be used in preference to “table” because it permits debate on the propriety of postponement.
4. Previous Question. The maker of the motion “to move the previous question” (close debate and immediately take the vote) must be recognized by the Moderator and the motion must receive a second. *It is never in order when called from the floor*. This motion should never be considered when it is used to prevent legitimate debate.
5. Lay on Table. This motion is seldom necessary. The motion “to postpone” is always preferable because of its lower rank and its debate ability. Misuse of this subsidiary motion can be a strategy that seriously abridges the rights of the assembly because of its high rank and its adoption by a majority vote without debate. The Moderator is obligated to explain carefully to the assembly the implications of this motion should it be made.