

**CUSHING'S MANUAL  
OF  
PARLIAMENTARY  
PRACTICE**

**NEW EDITION  
REVISED AND ENLARGED  
BY ALBERT S BOLLES PhD LLD**

# CUSHING'S MANUAL OF PARLIAMENTARY PRACTICE

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RULES OF PROCEDURE  
AND DEBATE IN DELIB-  
ERATIVE ASSEMBLIES

BY  
LUTHER S. CUSHING

*NEW EDITION*

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—INCLUDING—

A SELF-EXPLANATORY CHART, SHOWING THE  
PRECEDENCE OF MOTIONS

TYPICAL EXAMPLES OF A CONSTITUTION  
AND BY-LAWS AND HOW TO ORGANIZE AND  
CONDUCT MEETINGS

THE CONSTITUTION OF THE UNITED STATES  
THE DECLARATION OF INDEPENDENCE, ETC.

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least in part, in virtue of certain legal provisions; while others, of an occasional or temporary character, such as conventions and political meetings, constitute and organize themselves on their assembling together for the purposes of their appointment.

3. **Temporary Organization.**—The most usual and convenient mode of organizing a deliberative assembly is the following:—The members being assembled together, in the place, and at the time appointed for their meeting, one of them, addressing himself to the others, requests them to come to order; the members thereupon seating themselves, and giving their attention to him, he suggests the propriety and necessity of their being organized, before proceeding to business, and requests the members to nominate some person to act as chairman of the meeting; a name or names being thereupon mentioned, he declares that such a person (whose name was first heard by him) is nominated for chairman, and puts a question that the person so named be requested to take the chair. If this question should be decided in the negative, another nomination is then to be called for, and a question put upon the name mentioned (being that of some other person)

as before, and so on until a choice is effected. When a chairman is elected, he takes the chair, and proceeds in the same manner to complete the organization of the assembly, by the choice of a secretary and such other officers, if any, as may be deemed necessary.

4. **Permanent Organization.**—An organization, thus effected, may be, and frequently is, sufficient for all the purposes of the meeting; but if, for any reason, it is desired to have a greater number of officers, or to have them selected with more deliberation, it is the practice to organize temporarily, in the manner above mentioned, and then to refer the subject of a permanent organization, and the selection of persons to be nominated for the several offices, to a committee; upon whose report the meeting proceeds to organize itself, conformably thereto, or in such other manner as it thinks proper.

5. **Officers.**—The presiding officer is usually denominated the *president*, and the recording officer the *secretary*; though sometimes these officers are designated, respectively, as the *chairman* and *clerk*. It is not unusual, besides a president, to have one or more vice-presidents, who take the chair, occasionally, in

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## PARLIAMENTARY PRACTICE.

### INTRODUCTION.

1. **Organization.**—The purposes, whatever they may be, for which a deliberate assembly of any kind is constituted, can only be effected by ascertaining the sense or will of the assembly, in reference to the several subjects submitted to it, and by embodying that sense or will in an intelligible, authentic, and authoritative form. To do this, it is necessary, in the first place, that the assembly should be promptly constituted and organized; and, secondly, that it should conduct its proceedings according to certain rules, and agreeably to certain forms, which experience has shown to be the best adapted to the purpose.

2. **Municipal and Corporate Organization.**—Some deliberative assemblies, especially those which consist of permanently established bodies, such as municipal and other corporations, are usually constituted and organized, at

being a fundamental rule of all deliberative assemblies, that those members, whose rights as such are not yet set aside, constitute a judicial tribunal to decide upon the cases of those whose rights of membership are called in question.\* Care should always be taken, therefore, in the selection of the officers, and in the appointment of committees, to name only those persons whose rights as members are not objected to.

**9. Right of Membership.**—The place where an assembly is held, being in its possession, and rightfully appropriated to its use, no person is entitled to be present therein, but by the consent of the assembly; and, consequently, if any person refuse to withdraw, when ordered to do so, or conduct himself in a disorderly or improper manner, the assembly may unquestionably employ sufficient force to remove such person from the meeting.

**10. Established Rules.**—Every deliberative assembly, by the mere fact of its being assembled and constituted, does thereby necessarily adopt and become subject to those rules

\* By the federal constitution and the constitution of the States. each House acts as a judge of the elections, returns and qualifications of its own members.—B.

and forms of proceeding, without which it would be impossible for it to accomplish the purposes of its creation. It is perfectly competent, however, for every such body—and where the business is of considerable interest and importance, or likely to require some time for its accomplishment, it is not unusual—to adopt also certain special rules for the regulation of its proceedings. Where this is the case, these latter supersede the ordinary parliamentary rules, in reference to all points to which they relate; or add to them in those particulars in reference to which there is no parliamentary rule; leaving what may be called the common parliamentary law in full force in all other respects.

**11. Rules of Proceeding.**—The rules of parliamentary proceedings in this country are derived from, and essentially the same with, those of the British parliament; though, in order to adapt these rules to the circumstances and wants of our legislative assemblies, they have, in some few respects, been changed,—in others, differently applied,—and in others, again, extended beyond their original intention. To these rules, each legislative assembly is accustomed to add a code of its own, by

which, in conjunction with the former, its proceedings are regulated. The rules, thus adopted by the several legislative assemblies, having been renewed in successive legislatures,—with such extensions, modifications and additions as have been from time to time thought necessary,—the result is, that a system of parliamentary rules has been established in each State, different in some particulars from those of every other State, but yet founded in and embracing all the essential rules of the common parliamentary law.

#### 12. Parliamentary Practice in Force.

—The rules of proceeding, in each State, being of course best known by the citizens of that State, it has sometimes happened, in deliberative assemblies, that the proceedings have been conducted not merely according to the general parliamentary law, but also in conformity with the peculiar system of the State in which the assembly was sitting, or of whose citizens it was composed. This, however, is erroneous; as no occasional assembly can ever be subject to any other rules than those which are of general application, or which it specially adopts for its own government; and the rules adopted and practised upon by a legislative

assembly do not thereby acquire the character of general laws.

13. **Orders, Resolutions and Votes.**—The judgment, opinion, sense, or will of a deliberative assembly is expressed, according to the nature of the subject, either by a resolution, order, or vote. When it commands, it is by an *order*; but facts, principles, its own opinions or purposes, are most properly expressed in the form of a *resolution*; the term *vote* may be applied to the result of every question decided by the assembly. In whatever form, however, a question is proposed, or by whatever name it may be called, the mode of proceeding is the same.

14. **Ascertaining the Will of the Assembly.**—The judgment or will of any number of persons, considered as an aggregate body, is that which is evidenced by the consent or agreement of the greater number of them; and the only mode by which this can be ascertained, in reference to any particular subject, is for some one of them to begin by submitting to the others a proposition, expressed in such a form of words, that, if assented to by the requisite number, it will purport to express the judgment or will of the assembly. This prop-

osition will then form a basis for the further proceedings of the assembly; to be assented to, rejected, or modified, according as it expresses or not, or may be made to express the sense of a majority of the members. The different proceedings which take place, from the first submission of a proposition, through all the changes it may undergo, until the final decision of the assembly upon it, constitute the subject of the rules of debate and proceeding in deliberative assemblies.

#### 15. Motions and Forms of Question.

—If the proceedings of a deliberative assembly were confined to the making of propositions by the individual members, and their acceptance or rejection by the votes of the assembly, there would be very little occasion for rules in such a body. But this is not the case. The functions of the members are not limited to giving an affirmative or negative to such questions as are proposed to them. When a proposition is made, if it be not agreed to or rejected at once, the assembly may be unwilling to consider and act upon it at all; or it may wish to postpone the consideration of the subject to a future time; or it may be willing to adopt the proposition with certain modifica-

tions; or, lastly, approving the subject-matter, but finding it presented in so crude, imperfect, or objectionable a form, that it cannot in that state be considered at all, the assembly may desire to have the proposition further examined and digested before being presented. In order to enable the assembly to take whichever of the courses above indicated it may think proper, and then to dispose of every proposition in a suitable manner, certain motions or forms of question have been invented, which are perfectly adapted to the purpose, and are in common use in all deliberative assemblies.

15 a. **Object of Meeting.**—Rules of procedure somewhat differ with the object of association. If the association is to be permanent, then its rules of procedure are either established by law, or by the association itself, at an early meeting. If the association is of a temporary character, then as soon as the organization is completed the chairman inquires what is the object of the meeting, often using the well-known phrase, "What is the further pleasure of the meeting?" The meeting may be a public one, at which some person offers a series of resolutions that have been pre-



viously prepared ; or if none have been, some person may state the object of the meeting, and move the appointment of a committee to prepare and report resolutions.—B.

**15 b. Methods of Procedure.**—In every case, when one rises to address the chair, the chairman responds, calling the speaker by name, or, if not knowing it, inquiring of the speaker himself for his name. Sometimes the speaker on rising will state his name, if he thinks it is not known by the chairman, or perhaps some one else will announce the name. When he has thus obtained the floor and been recognized, he may, if having resolutions to offer, preface them with an explanation, and then move their adoption and immediately hand them to the chairman or secretary. In legislative bodies all resolutions and other papers are sent to the secretary's desk, but in temporary bodies it is proper to deliver the resolutions to the chairman himself.—B.

**15 c. Resolutions.**—When resolutions have thus been presented, one of several courses may be taken. The chairman may direct the secretary to read them again, or such a request may be made to him ; if so, they are usually read again for the better understanding of all pres-

ent. When their reading is completed, the chairman states that the question is on the adoption of the resolutions just read, and, pausing for a moment, he adds: "Are you ready for the question?" His action does not signify that he intends to put the question at once. This is simply a formal manner of bringing the resolutions before the body for consideration. Now, therefore, is the time for discussing them, and a discussion often follows. If the resolutions are important, some one usually wishes to say something, or to offer an amendment. But if there is silence, the chairman then puts the question by saying, "As many as are in favor of the adoption of the resolutions just read will say aye ;" and often after the ayes have voted, he says, "As many as are of a contrary mind will say no." Then he announces the result by saying, if the ayes have prevailed, "The resolutions are adopted;" or, "The ayes have it, the resolutions are adopted."—B.

**15 d. Purpose of Meeting.**—It may be that a meeting is called for a well-known purpose, but no resolutions have been prepared as the probable expression of its action. In such a case, after an organization has been effected,

and the chairman has inquired what is the pleasure of the meeting, some one rises and, either after making a further explanation than was made at the outset, or perhaps none at all, moves the appointment of a committee to draft resolutions expressive of the sense of the meeting on the subject before it. After the seconding of the motion, the chairman asks, "Are you ready for the question?" and if no one discusses the motion the question is put and the result is announced.—B.

**15 e. Committee on Resolutions.**—He next inquires, "Of how many shall the committee consist?" Sometimes only one number is mentioned; if so, he is governed by the seeming will of those present. If more than one number is mentioned, he states them all; and then asks for a vote on each, beginning either with the smallest or the largest number, and continuing until a number is determined. The next inquiry relates to their manner of appointment. The chairman asks, "How shall they be appointed?" and in many cases those present say, "By the chair," and if no objection is heard to this method, he makes a selection. Usually the person who makes the motion is appointed first, and thereby becomes

chairman. The chair may appoint the committee at once, or ask for delay. Not unfrequently the work of these meetings is well-arranged beforehand,—the selection of a chairman, secretary and members of committees,—and the chairman is merely a part of the machinery, and in appointing committees is merely announcing names selected by others behind the scene.—B.

**15 f. Naming the Committee.**—If, however, some persons in the meeting favor the other method, "By nomination," then the chairman must follow their wishes, unless there is a vote on the matter, which is rarely taken. In naming members of a committee, no person, except by unanimous consent, can name more than one, and a vote is taken on each nomination. When the chairman appoints, there is one vote on all the appointees.—B.

**15 g. Committee Reports.**—The member first nominated or appointed then requests the other members to meet him at a designated place, or this request may be made through the chairman. While they are considering what to report, the meeting may adjourn "subject to the call of the chairman," or remain in session entertaining itself as best it can. When

the report is ready the chairman of the committee, addressing the chairman, says: "The committee appointed to draft resolutions are prepared to report." To this the chairman responds by saying that "the meeting will now listen to the report of the committee," which is usually read by the chairman of the committee, and afterward handed to the presiding officer or to the secretary. This done, the committee is dissolved without action by the meeting.—B.

**15 h. Action on Report.**—Action is now taken on the report. Some one moves its "adoption" or "acceptance." In assemblies more strictly governed there are two processes, the acceptance of the report and its adoption, for a report can be received and the committee be discharged without adopting the report, and thus making it the sense of all. Of course, the report is now before the meeting for debate, modification, acceptance, or rejection. When final action is taken there is nothing further to do, and a motion "to adjourn" is made, and the result is announced by the chairman.—B.

**15 i. Organization of Continuous Bodies.**  
—The organizing of some other bodies may be

briefly considered. One of these is a body the membership of which consists partly of existing or continuing members, and new ones. "In all cases where part of the public body remains, and is to be completed by the reception of new members, it remains as an organized nucleus, and in its organized form it receives the new members, and then proceeds to the election of new officers, if any are to be elected. The old nucleus is not dissolved by the incoming elements, but these are added to it, and then the whole body proceeds to the exercise of all its functions."\* Thus an ordinance of the common council of a city provided that the clerk and his assistant should continue in office until the organization of the new council and until their successors should be duly elected. At the organization of the new council there were present twenty-three members whose term did not end for a year, among whom was the president. The president and clerks were in their usual places on the day and at the hour appointed by law for organizing the new council. Two bodies organized, but it was declared by the court that it was the right of the officers above

\* Chief Justice Lowrie in *Kerr v. Trego*, 57 Pa., 297

mentioned to organize the council by first calling the roll of members whose terms had not expired, and then requiring the new members to present their certificates, that their names might also be enrolled. Such a mode of proceeding, said the court, "has the sanction of the common usage of every public body into which only a portion of new members is annually infused. It is the periodical form of reorganizing the Select Council [of Philadelphia] and Senate of the State [of Pennsylvania], and also the form of organizing the Senate of the United States on the meeting of a new Congress, where the vice-president does not appear, and the last president *pro tem.* does; 'and we understand this custom to be uniform throughout the United States.' " \*—B.

**15 j. Corporate Organization.**—Two cases of organizing meetings may be given in which the courts considered the question whether or not proper organizations had been effected. In one of these a corporation in New Jersey held a stockholders' meeting for the purpose of authorizing the issue of some

\* 57 Pa. Rep., 292.

bonds. A by-law provided that five-eighths of its stock should be represented at such a meeting. The stock was divided into three thousand shares, and at the meeting above mentioned only four stockholders were present who represented 469 shares. But the wives of two of them owned 2000 shares; the minutes, however, did not show either that they were present, or that their husbands were authorized to act for them. Notwithstanding this defect in the minutes, the proof showed that their husbands did present proxies for them and voted on their stock. As the proof was complete, the court declared that the bonds issued were valid. In another case a disorder occurred at a corporate meeting in which all parties participated. After the disorder had ceased, several of the stockholders withdrew for the purpose of carrying out a preconceived scheme to organize and conduct the meeting in their own interests. Their call to withdraw was not made to all the stockholders, but only to members of their own faction. They organized another meeting, but before voting sent an invitation to the other stockholders to come and vote. Nevertheless, the acts of the meeting were illegal, and the invitation to the other

stockholders was ineffectual to cure the radical defects of organization.\*—B.

\* 158 Pa. Rep., 476.

“The violation of parliamentary law does not of itself make void the proceedings of a deliberative body.”  
—Pleasants, J., 48 Southwestern Rep., 790.

If in electing corporate officers no particular mode of proceeding is prescribed by law, and the wishes of the incorporators have been fairly expressed, and the election has been conducted in good faith, it will not be set aside for any informality in the manner of conducting it.—1 Paige's Rep., 598.

## CHAPTER I.

### Of Certain Preliminary Matters.

**16. Preliminary Matters.**—Before entering upon the subject of the forms and rules of proceeding, in the transaction of business, it will be convenient to consider certain matters of a preliminary nature, which are more or less essential to the regularity, despatch and efficiency of the proceedings.

#### Section I. Quorum.\*

**17. Need of.**—In all councils, and other collective bodies of the same kind, it is neces-

\* “The term *quorum* (literally, *of whom*) is one of the words used in England in the Latin form of the commission to justices of the peace. The part of the document wherein the word occurs reads thus: ‘We have assigned you, and every two or more of you, *quorum aliquem vestrum*, A, B, C, D, etc., *unum esse volumus*, —i.e., *of whom* we will that any one of you, A, B or C, etc., shall be one.’ This made it necessary that certain individuals, who, in the language of the commission, were said to be of the *quorum*, should be present during the transaction of business.”—Blackstone's Commentaries, *l.*, 352.

sary that a certain number, called a quorum, of the members should meet and be present, in order to the transaction of business. This regulation has been deemed essential to secure fairness of proceeding, and to prevent matters from being concluded in a hasty manner, or agreed to by so small a number of the members as not to command a due and proper respect.

**18. Number and How Fixed.**—The number necessary to constitute a quorum of any assembly may be fixed by law, as is the case with most of our legislative assemblies; or by usage, as in the English House of Commons;\* or it may be fixed by the assembly itself; but if no rule is established on the subject, in any of these ways, a majority of the members composing the assembly is the requisite number.

**18 a. Federal Rule.**—The Constitution of the United States provides that “a majority of each [house] shall constitute a quorum to do business.” “In other words,” says Mr. Justice Brewer, “when a majority are present the house is in a position to do business. Its capacity to transact business is then established,

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\* In the House of Commons, forty constitute a quorum. In the House of Lords, three.

created by the mere presence of a majority, and does not depend upon the disposition or assent or action of any single member or fraction of the majority present.”—[B.]

**18 b. When a Quorum Consists of a Majority.**—A quorum, unless a specific rule has been established by positive law, consists of a majority of the members of the body, and a quorum possesses all the powers of all. Furthermore, a majority of the quorum govern. Thus, if a body consists of twelve councilmen, seven is the least number that can constitute a valid meeting, though the action of four of the seven may bind the rest. In other words, action by the four binds the twelve.—[B.]

**18 c. Quorum of a Voluntary Association.**—When a voluntary association composed of an indefinite number of members has no rule prescribing the number that shall constitute a quorum, but has been accustomed to hold meetings pursuant to notices published in the newspapers and to transact its business regardless of the number in attendance, the members attending any meeting constitute a quorum. Those who do not attend impliedly assent that those who do should by a majority

vote transact the business of the association.\* And when the members attending such a meeting constitute a quorum, the withdrawal from it of a minority does not affect the right of those remaining to proceed with the transaction of business.†—[B.]

**18 d. Quorum of Directors.**—With respect to directors, a majority of a board form a quorum, unless a positive regulation exists; and a majority of the quorum determine the action of the board. “It has been held that if a quorum of the directors of a company meet and unite in any determination, the company is bound thereby, whether the other directors were notified or not. But this view is certainly not correct. The shareholders in a corporation are entitled not only to the votes of the directors, but also to their influence and argument in the discussion which leads to the passage of their resolutions. While it may not be the duty of every director to be present at every meeting of the board, yet it is certainly the intention of the shareholders that every director shall have a right to be present at every meeting in order to acquire full information

\* 43 New York Supp., 852.

† *Ib.*

concerning the affairs of the corporation, and to give the other directors the benefit of his judgment and advice. If meetings could be held by a bare quorum, without notifying the other directors, the majority might virtually exclude the minority from all participation in the management of the company. If it appears that a meeting of the directors was attended by a quorum, it will be presumed, in the absence of the contrary, that due notice of the meeting was given to all the directors, and that all necessary formalities have been complied with.\* —[B.]

**18 e. Number Necessary at Meetings of Shareholders.**—It is not necessary for a majority of all the shareholders of a corporation to be present at a meeting to render effective and binding any resolutions that may be passed. Unless there be an express provision to the contrary, the rule is that the stockholders who actually assemble at a properly convened meeting constitute a quorum for the transaction of business, and a majority of that quorum have authority to represent the corporation.†—[B.]

\* Morawetz on Private Corporations, §532.

† Morawetz on Corporations, §476.

**18 f. Force of By-law Fixing Quorum of Shareholders.**—A by-law providing that a quorum shall consist of one-third of the stockholders holding at least one-third of the shares does not require that one-third of the authorized shares of stock be represented, but only that those present shall hold one-third of the shares actually issued.\*—[B.]

**19. Must be Present.**—No business can regularly be entered upon until a quorum is present; nor can any business be regularly proceeded with when it appears that the members present are reduced below that number; consequently, the presiding officer ought not to take the chair until the proper number is ascertained to be present; and if, at any time, in the course of the proceedings, notice is taken that a quorum is not present, and, upon the members being counted by the presiding officer, such appears to be the fact, the assembly must be immediately adjourned.

**19 a. How Presence of May be Determined.**—In determining the presence of a majority the Constitution has prescribed no method of doing it. As it is silent, Mr. Jus-

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\* 50 Ct. Rep., 558.

tice Brewer has declared that it is "within the competency of the house to prescribe any method which shall be reasonably certain to ascertain the fact." Consequently Rule XV. of the House of Representatives of the fifty-first Congress, that "on the demand of any member, or at the suggestion of the speaker, the names of members sufficient to make a quorum in the hall of the house who do not vote shall be noted by the clerk and recorded in the journal, and reported to the speaker with the names of the members voting, and be counted and announced in determining the presence of a quorum to do business," is a constitutional mode of ascertaining the presence of a quorum.\*—[B.]

## Sect. II. Rules and Orders.

**20. Power of Assembly to Provide Rules.**—Every deliberative assembly, as has already been observed, is, by the fact alone of its existence, subject to those rules of proceeding, without which it could not accomplish the purposes of its creation. It may also provide rules for itself, either in the form of a general

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\* United States v. Ballin, 144 U. S. Rep., 1.



code established beforehand, or by the adoption, from time to time, during its sitting, of such special rules as it may find necessary.

**21. How Amended.**—When a code of rules is adopted beforehand, it is usual also to provide therein as to the mode in which they may be amended, repealed, or dispensed with. Where there is no such provision, it will be competent for the assembly to act at any time, and in the usual manner, upon questions of amendment or repeal; but in reference to dispensing with a rule, or suspending it, in a particular case, if there is no express provision on the subject, it seems that it can only be done by general consent.

**22. How Enforced.**—When any of the rules, adopted by the assembly, or in force, relative to its manner of proceeding, is disregarded or infringed, every member has the right to take notice thereof and to require that the presiding officer, or any other whose duty it is, shall carry such rule into execution; and, in that case, the rule must be enforced, at once, without debate or delay. It is then too late to alter, repeal, or suspend the rule; so long as any one member insists upon its execution, it must be enforced.

### Sect. III. Time of Meeting.

**23. Time of Meeting.**—Every assembly, which is not likely to finish its business at one sitting, will find it convenient to come to some order or resolution beforehand, as to the time of reassembling, after an adjournment; it being generally embarrassing to fix upon the hour for this purpose, at the time when the sitting is about to close, and in connection with the motion to adjourn.

### Sect. IV. Principle of Decision.

**24. Rule of Majority.**—The principle, upon which the decisions of all aggregate bodies, such as councils, corporations, and deliberative assemblies, are made, is that of the majority of votes or suffrages; and this rule holds not only in reference to questions and subjects which admit only of an affirmative on one side and a negative on the other, but also in reference to elections in which more than two persons may receive the suffrages.

**24 a. A Proposition is Carried by Majority of Votes Cast.**—Unless there be a regulation to the contrary, when a quorum of a body is present and its journal properly shows

their presence, a proposition is carried by a majority of the votes cast. "The exercise of law-making power is not stopped by the mere silence and inaction of some of the law-makers who are present. An arbitrary, technical and exclusive method of ascertaining whether a quorum is present operating to prevent the performance of official duty and obstruct the business of government is no part of our common law."—[B.]\*

**25. Rule of Majority Qualified.**—But this rule may be controlled by a special rule in reference to some particular subject or question, by which any less number than a majority may be admitted, or any greater number required to express the will of the assembly. Thus, it is frequently provided, in legislative assemblies, that one-third or one-fourth only of the members shall be sufficient to require the taking of a question by yeas and nays, and, on the other hand, that no alteration shall take place in any of the rules and orders, without the consent of at least two-thirds, or even a larger number.

**25 a. Rights of Minority of Stockholders.**—The rights of a minority at a stock-

\* 62 New Hamp. Rep., 383.

holders' meeting is often a question of the utmost importance. It has been decided that a stockholder owning a majority of the subscribed capital stock of a corporation who has acquiesced in the organization of a stockholders' meeting and participated in its business, for example, nominating persons for directors, cannot withdraw from the meeting and organize another at the same time and in the same place, and elect the same persons directors for whom he had voted at the other meeting. A case of this kind arose in North Dakota in which the court remarked that it was the duty of the principal stockholder who thus withdrew and attempted to hold another meeting "to remain at the stockholders' meeting as organized, and vote his stock at that meeting. This he did not do, and we are of opinion that voting the stock at another meeting, which he held with others in the same room, at the same time, was of no effect. A minority must have a right to insist that, after a meeting is organized, the majority shall not withdraw from it and organize another meeting, at which the minority must appear and lose their rights. Once concede the right, and there is no limit to the number of wrecked meetings which may,

at the caprice of a majority, precede the transaction of any business."—[B.]\*

**25 b. Rights of Minority of Committee.**—"As a general rule, it may be stated, that not only where the corporate power resides in a select body, as a city council, but where it has been delegated to a committee or agents, then, in the absence of special provisions otherwise, a minority of the select body, or of the committee or agents, are powerless to bind the majority or do any valid act. If all the members of the select body or committee or if all of the agents are assembled, or if all have been duly notified, and the minority refuse or neglect to meet with the others, a majority of those present may act, provided those present constitute a majority of the whole number. In other words, in such a case, a major part of the whole is necessary to constitute a quorum, and a majority of the quorum may act. If the major part withdraw so as to leave no quorum, the power of the minority to act is, in general, considered to cease."—[B.]†

\*1 North Dak. Rep., 434, 449.

† Dillon on Municipal Corporations, §283.

## CHAPTER II.

### Of the Officers.

**26. Officers.**—The usual and necessary officers of a deliberative assembly are those already mentioned, namely, a presiding and a recording officer, both of whom are elected or appointed by the assembly itself, and removable at its pleasure. These officers are always to be elected by absolute majorities, *even in those States in which elections are usually effected by a plurality*, for the reason that, being removable at the pleasure of the assembly, if any number short of a majority were to elect, a person elected by such less number would not be able to retain his office for a moment; inasmuch as he might be instantly removed therefrom, on a question made for that purpose, by the votes of those who had voted for other persons on the election; and it is essential to the due and satisfactory performance of the functions of these officers that they should possess the confidence of the assembly, which they cannot be said to

do, unless they have the suffrages of at least a majority.

### Sect. I. The Presiding Officer.

**27. Duties of.**—The principal duties of this officer are the following :—

To open the sitting, at the time to which the assembly is adjourned, by taking the chair and calling the members to order ;

To announce the business before the assembly in the order in which it is to be acted upon ;

To receive and submit, in the proper manner, all motions and propositions presented by the members ;

To put to vote all questions, which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result ;

To restrain the members, when engaged in debate, within the rules of order ;

To enforce on all occasions the observance of order and decorum among the members ;

To receive all messages and other communications and announce them to the assembly ;

To authenticate, by his signature, when necessary, all the acts, orders, and proceedings of the assembly ;

To inform the assembly, when necessary, or when referred to for the purpose, in a point of order or practice ;

To name the members (when directed to do so in a particular case, or when it is made a part of his general duty by a rule,) who are to serve on committees ; and, in general,

To represent and stand for the assembly, declaring its will, and in all things obeying implicitly its commands.

**28. When the Vice-President Presides.**—If the assembly is organized by the choice of a president and vice-presidents, it is the duty of one of the latter to take the chair, in case of the absence of the president from the assembly, or of his withdrawing from the chair for the purpose of participating in the proceedings.

**29. Pro Tempore President.**—Where but one presiding officer is appointed, in the first instance, his place can only be supplied, in case of his absence, by the appointment of a president or chairman *pro tempore* ; and in the choice of this officer, who ought to be elected before any other business is done, it is the duty of the secretary to conduct the proceedings.

**29 a. When Speaker Can Appoint a Substitute.**—The speaker of the National House of Representatives may appoint a substitute for one day, or, if sick for a longer period, not exceeding ten days, provided the House approves his choice. If the speaker omits to make an appointment, or is absent, the House elects a speaker *pro tem.*—[B.]

**29 b. Election of Federal and State Presidents Pro Tempore.**—The president *pro tempore* of the United States Senate is elected for a Congress, and of a State Senate for a session. He is sometimes elected at the close of a session of a State legislature to serve at the next session. During the absence of the regular officers of the two Houses of Parliament, the chairman of the committee of ways and means of each house serves as speaker.—[B.]

**30. When He Should Sit or Stand.**—The presiding officer may read sitting, but should rise to state a motion or put a question to the assembly.

**30 a. Power of President of Corporate Meeting.**—A person who has been chosen to preside at a corporate meeting is entitled to call an adjourned meeting to order, and to

continue to preside unless superseded in some orderly and recognized parliamentary manner. [B.]

**30 b. When He Cannot Adjourn It.**—A president of a corporation cannot adjourn a stockholders' meeting without day against their will. Otherwise he could prevent the annual election of directors, and perpetuate in office indefinitely, at his own pleasure, himself and the other directors.\*—[B.]

## Sect. II. The Recording Officer.

**31. Duties of.**—The principal duties of this officer consists in taking notes of all the proceedings, and in making true entries in his journal of all "the things done and past" in the assembly; but he is not, in general, required to take minutes of "particular men's speeches," or to make entries of things merely proposed or moved, without coming to a vote. He is to enter what is done and past, but not what is said or moved. This is the rule in legislative assemblies. In others, though the spirit of the rule ought to be observed, it is generally expected, of the secretary, that his

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\* 49 Pacific Rep., 41.

record shall be both a journal and in some sort a report of the proceedings.

**31 a. His Duty to Make Roll of Members.**—The clerk of the lower House of Congress makes up the roll of membership, presides until the speaker is elected, and announces his election.—[B.]

**31 b. Entering of Minutes of Corporation.**—The minutes of a corporation need not be entered up in the handwriting of the secretary, or “approved by the board.” Indeed, a resolution passed by a board, if the fact be proved, would be valid though never entered on the minutes.—[B.]\*

**32. Duties of Secretary.**—It is also the duty of the secretary to read all papers, etc., which may be ordered to be read; to call the roll of the assembly, and take note of those who are absent when a call is ordered; to call the roll and note the answers of the members when a question is taken by yeas and nays; to notify committees of their appointment and of the business referred to them; and to authenticate by his signature (sometimes alone and sometimes in conjunction with the president)

\* 19 New Jersey Eq. Rep., 402.

all the acts, orders, and proceedings of the assembly. [The clerk may, on motion, enter the protest of any member, and his reason therefor, against a measure, on the journal. In some States this right is secured to members by constitutional provision. In 1834 President Jackson sent a protest to the Senate against some condemnatory resolutions passed against him by that body, but it refused to receive his protest, declaring that it was a breach of privilege.—B.]

**33. Custody of Papers, etc.**—The clerk is also charged with the custody of all the papers and documents of every description belonging to the assembly, as well as the journal of its proceedings, and is to let none of them be taken from the table by any member or other person, without the leave or order of the assembly.

**34. Secretary Pro Tempore.**—When but a single secretary or clerk is appointed, his place can only be supplied, during his absence, by the appointment of some one to act *pro tempore*. When several persons are appointed, this inconvenience is not likely to occur.

**35. When He Should Stand.**—The clerk should stand while reading or calling the assembly.

## CHAPTER III.

Of the Rights and Duties of the  
Members.

36. **Equality.**—The rights and duties of the members of a deliberative assembly, as regards one another, are founded in and derived from the principle of their absolute equality among themselves. Every member, however humble he may be, has the same right, with every other, to submit his propositions to the assembly, to explain and recommend them in discussion, and to have them patiently examined and deliberately decided upon by the assembly; and, on the other hand, it is the duty of every one so to conduct himself, both in debate and in his general deportment in the assembly, as not to obstruct any other member in the enjoyment of his equal rights. The rights and duties of the members require to be explained only in reference to words spoken in debate (whether spoken of a member or otherwise) and to general deportment. The first will be most con-

veniently noticed in the chapter on Debate; the other will be considered in this place.

37. **Decorum.**—The observance of decorum by the members of a deliberative assembly is not only due to themselves and to one another, as gentlemen assembled together to deliberate on matters of common importance and interest, but is also essential to the regular and satisfactory proceeding of such an assembly. The rules on this subject, though generally laid down with reference to decorum in debate, are equally applicable whether the assembly be at the time engaged in debate or not; and, therefore, it may be stated, generally, that no member is to disturb another, or the assembly itself, by hissing, coughing, or spitting; by speaking or whispering to other members; by standing up to the interruption of others; by passing between the presiding officer and a member speaking; going across the assembly room, or walking up and down in it; taking books or papers from the table, or writing there.

38. **Breaches of Decorum.**—All these breaches of decorum are doubtless aggravated by being committed while the assembly is engaged in debate, though equally contrary to the rules of propriety under any other circumstances.

Assaults, by one member upon another,—threats,—challenges,—affrays, etc., are also breaches of decorum.

39. **Wearing of the Hat.**—It is also a breach of decorum for a member to come into the assembly room with his head covered, or to remove from one place to another with his hat on, or to put his hat on in coming in or removing, or until he has taken his seat; and in many assemblies, especially those which consist of a small number of members, it is not the custom to have the head covered at all.

40. **Proceedings When One is Disorderly.**—In all instances of irregular and disorderly deportment, it is competent for every member, and is the special duty of the presiding officer, to complain to the assembly, or to take notice of the offence, and call the attention of the assembly to it. When a complaint of this kind is made by the presiding officer, he is said to *name* the member offending; that is, he declares to the assembly that such a member, calling him by name, is guilty of certain irregular or improper conduct. The member who is thus charged with an offence against the assembly is entitled to be heard in his place in exculpation, and is then to withdraw. Being

withdrawn, the presiding officer states the offence committed, and the assembly proceeds to consider the degree and amount of punishment to be inflicted. The assembly may allow the member complained of to remain, when he offers to withdraw; or, on the other hand, it may require him to withdraw, if he do not offer to do so of his own accord. The proceedings are similar when the complaint is made by a member, except that the offence is stated by such member, instead of being stated by the presiding officer.

41. **When Disorderly Member Should Not be Present.**—No member ought to be present in the assembly when any matter or business concerning himself is debating; nor, if present by the indulgence of the assembly, ought he to vote on any such question. Whether the matter in question concern his private interest, or relate to his conduct as a member,—as for a breach of order, or for matter arising in debate,—as soon as it is fairly before the assembly the member is to be heard in exculpation, and then to withdraw until the matter is settled. If, notwithstanding, a member should remain in the assembly and vote, his vote may and ought to be disallowed; it



being contrary, not only to the laws of decency, but to the fundamental principle of the social compact, that a man should sit and act as a judge in his own case.

**42. Punishments.**—The only punishments which can be inflicted upon its members by a deliberative assembly of the kind now under consideration consist of reprimanding,—exclusion from the assembly,—a prohibition to speak or vote, for a specified time,—and expulsion; to which are to be added such other forms of punishment, as by apology, begging pardon, etc., as the assembly may see fit to impose, and to require the offender to submit to, on pain of expulsion.

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#### CHAPTER IV,

##### Of the Introduction of Business.

**43. How Business is Set in Motion.**—The proceedings of a deliberative assembly, in reference to any particular subject, are ordinarily set in motion, in the first instance, by some one of the members either presenting a communication from persons not members, or

himself submitting a proposition to the assembly.

**44. Communications.**—Communications made to the assembly are of two kinds, namely, those which are merely for its information in matters of fact, and those which contain a request for some action on the part of the assembly, either of a general nature or for the benefit of an individual. The latter only, as they alone constitute a foundation for future proceedings, require to be noticed.

**45. Motions.**—Propositions made by members are drawn up and introduced, by motion, in the form which they are intended by the mover to bear, as orders, resolutions, or votes, if they should be adopted by the assembly. These propositions, of whatever nature they may be, are usually denominated motions, until they are adopted; they then take the name which properly belongs to them.

**46. How to Obtain the Floor.**—When a member has occasion to make any communication whatever to the assembly,—whether to present a petition or other paper, or to make or second a motion of any kind, or merely to make a verbal statement,—as well as when one desires to address the assembly in debate, he

must in the first place, as the expression is, "obtain the floor" for the purpose he has in view. In order to do this, he must rise in his place,\* and, standing uncovered, address himself to the presiding officer by his title; the latter, on hearing himself thus addressed, calls to the member by his name; and the member may then, but not before, proceed with his business.

**47. Conflicting Claims to Floor.**—If two or more members rise and address themselves to the presiding officer at the same time, or nearly so, he should give the floor to the member whose voice he first heard. If his decision should not be satisfactory, any member may call it in question, saying that in his opinion such a member (not the one named) was first up, and have the sense of the assembly taken thereon, as to which of the members should be heard. In this case, the question should be

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\* In the House of Representatives of Massachusetts, where each member's seat is regularly assigned to him, and numbered, it has been found useful, in deciding upon the claims of several competitors for the floor, to prefer one who rises in his place to a member who addresses the speaker from the area, the passageways, or the seat of any other member.

first taken upon the name of the member announced by the presiding officer; and, if this question should be decided in the negative, then upon the name of the member for whom the floor was claimed in opposition to him.

**48. Proceedings on Communications from Non-Members.**—The mode of proceeding upon such communications from persons not members as are above alluded to may be explained by that adopted on the presentation of a petition, which may be considered as the representative of the whole class to which it belongs.

**49. Petition.**—A petition, in order to be received, should be subscribed by the petitioner himself, with his own hand, either by name or mark, except in case of inability from sickness, or because the petitioner is attending in person; and should be presented or offered, not by the petitioner himself, but by some member to whom it is intrusted for that purpose.

**50. Statement of Substance of Petition.**—The member who presents a petition should previously have informed himself of its contents, so as to be able to state the substance of it on offering it to the assembly, and also to be prepared to say, if any question should be

made, that in his judgment it is couched in proper language, and contains nothing intentionally disrespectful to the assembly.

**51. Mode of Presenting Petition.**—Being thus prepared, the member rises in his place, with the petition in his hand, and informs the assembly that he has a certain petition, stating the substance of it, which he thereupon presents or offers to the assembly, and at the same time moves (which, however, may be done by any other member) that it be received; this motion being seconded, the question is put whether the assembly will receive the petition or not. This is the regular course of proceeding; but in practice there is seldom any question made on receiving a petition, the presiding officer usually taking it for granted that there is no objection to the reception, unless it be stated. If, however, any objection is made to a petition before it has been otherwise disposed of, the presiding officer ought to retrace his steps and require a motion of reception to be regularly made and seconded.

**52. Action on Petition.**—If the question of reception is determined in the affirmative, the petition is brought up to the table by the member presenting it, and is there read as of course

by the clerk. It is then regularly before the assembly, to be dealt with as it thinks proper; the usual course being either to proceed to consider the subject of it immediately, or to assign some future time for its consideration, or to order it to lie on the table for the examination and consideration of the members individually.

**53. Motions and Resolutions.**—Whenever a member introduces a proposition of his own, for the consideration of the assembly, he puts it into the form he desires it should have, and then moves that it be adopted as the resolution, order, or vote of the assembly. If this proposition so far meets the approbation of other members that one of them rises in his place and seconds it, it may then be put to the question; and the result, whether affirmative or negative, becomes the judgment of the assembly.

**54. Motion Must be in Writing.**—A motion must be submitted in writing; otherwise the presiding officer will be justified in refusing to receive it; he may do so, however, if he pleases, and is willing to take the trouble himself to reduce it to writing. This rule extends only to principal motions, which, when adopted, become the act and express the sense

of the assembly; but not to subsidiary or incidental motions,\* which merely enable the assembly to dispose of the former in the manner it desires, and which are always in the same form. In the case of a motion to amend, which is a subsidiary motion, the rule admits of an exception, so far as regards the insertion of additional words, which, as well as the principal motion, must be in writing.

**55. Motion Must be Seconded.**—A motion must be seconded, that is, approved by some one member, at least, expressing his approval by rising and saying that he seconds the motion; and if a motion be not seconded, no notice whatever is to be taken of it by the presiding officer; though, in practice, very many motions, particularly those which occur in the ordinary routine of business, are admitted without being seconded. This rule applies as well to subsidiary as principal motions. The seconding of a motion seems to be required, on the ground that the time of the assembly ought not to be taken up by a question which, for anything that appears, has no one in its

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\* Such as, to adjourn,—lie on the table,—for the previous question,—for postponement,—commitment, etc.

favor but the mover. There are some apparent exceptions to this rule, which will be stated hereafter, in those cases in which one member alone has the right of instituting or giving direction to a particular proceeding; and an actual exception is sometimes made by a special rule requiring certain motions to be seconded by more than one member.

**55 a. When Motion Need Not be Seconded.**—At a meeting of shareholders of an English company a motion may be put by the chairman that has not been seconded. On one occasion Lord Justice James said: "In my opinion, if the chairman put the question without its having been either proposed or seconded by anybody, that would be perfectly good."—[B.]\*

**56. Statement of Motion by Presiding Officer.**—When a motion has been made and seconded, it is then to be stated by the presiding officer to the assembly, and thus becomes a question for its decision; and, until so stated, it is not in order for any other motion to be made, or for any member to speak of it; but, when moved, seconded, and stated from the

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\* Law Rep., 11 Ch. Div., 110 117.

chair, a motion is in the possession of the assembly, and cannot be withdrawn by the mover but by special leave of the assembly, which must be obtained by a motion made and seconded as in other cases.

**56 a. Modification of Previous Rule.—**

This rule has been modified in later practice. By the rule of the United States Senate, "a motion or resolution may be withdrawn or modified by the mover at any time before a decision, amendment, or ordering of the yeas and nays, except a motion to reconsider, which shall not be withdrawn without leave of the Senate." By the rule of the House, a motion "may be withdrawn at any time before a decision or amendment." But after a motion has been amended, or any minor decision has been made thereon, it cannot be withdrawn by the mover without leave of the majority, ascertained in the regular manner.—[B.]

**57. When Motion May be Debated.—**

When a motion is regularly before the assembly, it is the duty of the presiding officer to state it, if it be not in writing, or to cause it to be read, if it be, as often as any member desires to have it stated or read for his information.

**58. When Pending Motion Cuts Off Another Motion.—**When a motion or proposition is regularly before the assembly, no other motion can be received, unless it be one which is previous in its nature to the question under consideration, and consequently entitled to take its place for the time being, and be first decided.

**58 a. Proper Action When Presiding Officer Refuses to Put Motion. —** Sometimes a presiding officer refuses to put a motion, either because he thinks it is out of order, illegal, or otherwise improper. One of these occasions was a meeting held by five trustees, at which a motion was made and seconded, but not put because the chairman declared that it was illegal. It was therefore put by the trustee who made the motion, and it received the vote of three of the five members, the other two refusing to vote. This was legal and affective. The court remarked, "It is perhaps true that this presents a case of failure to pursue the practice which ordinarily obtains when persons gathered together as a body are acting as a body. But it cannot be said that every violation of parliamentary usage will annul the action of the body guilty of such irregularity."

The course of procedure rests largely with the discretion of the majority, provided the course adopted affords a reasonable guaranty that the sense of the body on the particular measure before it has been fairly taken. In large bodies, slight deviations from established practice might be fatal. But in smaller bodies,—one, for instance, composed of five members sitting around the same table, each under the eye and within reach of the voice of every other member,—a strict observance of all the formalities prescribed by parliamentary usages is not necessary.”\*—[B.]

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CHAPTER V.

Of Motions in General.

**59. Subsidiary Motions.**—When a proposition is made to a deliberative assembly for its adoption, the proposition may be in such a form as to be put to the question, and the assembly may be in such a state as to be willing

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\* 66 Northwestern Rep., 234, 243.

to come to a decision upon it at once; and when this is the case, nothing more can be necessary than to take the votes of the members and ascertain the result. But a different state of things may and commonly does exist; the assembly may prefer some other course of proceeding to an immediate decision of the question in the form in which it is presented; and, as it is proper that every parliamentary body should have the means of fitly disposing of every proposition which may be made to it, certain forms of question have from time to time been invented, and are now in general use for that purpose. These forms of question may properly be called *subsidiary*, in order to distinguish them from the principal motion or question to which they relate.

**60. Different Kinds of Subsidiary Motions.**—The different states of mind in which a proposition may be received by a deliberative assembly, and the corresponding forms of proceeding, or subsidiary motions, to which they give rise, in order to ascertain the sense of the assembly, are the following:

*First.* The assembly may look upon the proposition as useless or inexpedient, and may therefore desire to suppress it, either for a time

or-altogether. The subsidiary motions, for this purpose, are the previous question and indefinite postponement.

*Second.* The assembly may be willing to entertain and consider a proposition, but not at the time when it is made,—either because more information is wanted by the members individually, or because they desire further time for reflection and examination, or because the assembly is then occupied with some other matter which has more pressing claims upon its present attention. The usual motions, under such circumstances, are postponement to some future day or time, and to lie on the table.

*Third.* The subject-matter of a proposition may be regarded with favor, but the form in which it is introduced may be so defective that a more careful and deliberate consideration than can conveniently be given to it in the assembly itself may be necessary to put it into a satisfactory form. In this case, it is most proper to refer the proposition to a committee.

*Fourth.* The proposition may be acceptable, and the form in which it is presented so far satisfactory that the assembly may be willing to consider and act upon it, with such altera-

tions and amendments as may be thought proper. The motion adapted to this case is to amend.

**61. Other Kinds of Subsidiary Motions.**—It is not to be supposed that the subsidiary motions above specified are the only ones that have at any time been adopted or used, or that it is not competent for a deliberative assembly to frame new motions at pleasure; but these are the forms in most common use, and are entirely sufficient for all practical purposes.\* Neither is it to be supposed that these motions are always applied strictly to the cases to which they most appropriately belong; several of them are frequently used to effect purposes for which others would be more proper. These misapplications will be taken notice of under the heads of the several motions.

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\* It is usual, in legislative assemblies, to specify the particular motions that are to be used, and the order in which they may be made. Thus, the rule in the House of Representatives of Congress is, that “when a question is under debate, no motion shall be received but to adjourn, to lie on the table, for the previous question, to postpone to a day certain, to commit, to amend, to postpone indefinitely, which several motions shall have precedence in the order in which they are arranged.”

**61 a. Parliamentary Usages in Corporate Meetings.**—It cannot be expected that corporate meetings will follow parliamentary usages so closely as legislative bodies. In a case before Lord Justice Chitty he remarked: "It appears to be that meetings of this kind are not bound to model all their proceedings strictly on the rules of the House of Commons. They are too complex for the apprehension of ordinary shareholders. . . . I think the chairman is not to be caught suddenly by an expression of opinion when he, without very much experience, on the spur of the moment has to come to some conclusion upon some proposal before the meeting, and I am prepared to hold, and do hold, that he is allowed to explain his opinion in a deliberative way." In the case in which this opinion was stated, H., a proprietor, attended a meeting of the proprietors, and proposed that, to qualify a person for the directory, he must have held shares for a specified period. The chairman ruled this motion out of order. H. then moved an amendment, that the time-period for qualifying shareholders to vote for directors be expunged. This was seconded, and the chairman was about to ask for a vote on the amendment,

when the solicitor of the company told him that this could not be done, and that the original resolution must be put, and accepted or rejected. The original resolution was then passed, H. moving its rejection and voting against it. The court decided that the chairman was wrong in refusing to put the amendment, that H. was under no obligation to contest the ruling or to leave the meeting, but was justified in voting against the resolution, and that by doing so he had not acquiesced in the ruling, and was not prevented from taking action to have the proceedings set aside as improper.—[B.]

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## CHAPTER VI.

### Of Motions to Suppress.

**62. Previous Question and Indefinite Postponement.**—When a proposition is moved which it is supposed may be regarded by the assembly as useless and inexpedient, and which it may therefore be desirous to get rid of, such proposition may be suppressed for a time by means of the previous question, or al-



together by a motion for indefinite postponement.

#### Sect. I. Previous Question.

63. **Use of Previous Question.**—The original and proper parliamentary use of the previous question being, as above stated, the suppression of a main question, it seems proper to consider it as one of the subsidiary motions for that purpose; although, in this country, it has been perverted to a wholly different use, namely, the suppression of debate. This consideration, in connection with the difficulty of the subject, and the importance of a correct understanding of it, makes it proper to devote more room to the previous question than needs to be given to most of the other subsidiary motions. It will first be considered according to its original use and intention; and, afterwards, as used in this country.

64. **Origin of Previous Question.**—There are several motions which give rise to questions previous in their nature to other questions to which they relate; but the term *previous* has been applied exclusively to a motion denominated the *previous question*, which has for its object the suppression of a principal motion or question. This motion was intro-

duced into the House of Commons in England more than two centuries ago, for the purpose of suppressing subjects of a delicate nature relating to high personages, or the discussion of which might call forth observations of an injurious tendency. When first made use of, the form of motion was, *Shall the main question be put?* and the effect of a decision of it in the negative was to suppress the main question for the whole session. The form of it was afterwards changed to that which it has at present, namely, *Shall the main question be now put?* and the effect of a negative decision of it now is to suppress the main question for the residue of the day only. The operation of this motion in suppressing the question to which it is applied results from the principle that no further consideration or discussion can regularly be had of a subject which it has been decided shall not be put to the question; and, therefore, when on the motion of the previous question it has been decided that the principal question shall not now be put, that question is disposed of for the day, and cannot be renewed until the next or some succeeding day. This is the purpose for which the previous question was originally invented,

and for which it is still used in the British parliament.

**65. Effect of Deciding Previous Question in the Negative.**—But the previous question may be decided in the affirmative, as well as the negative, that is, that the main question shall now be put; in which case that question is to be put immediately, without any further debate, and in the form in which it then exists. This operation of the previous question, when decided affirmatively, has led to the use of it for the purpose of suppressing debate on a principal question, and coming to a vote on it immediately; and this is ordinarily the only object of the previous question as made use of in the legislative assemblies of the United States.\* The operation of a negative decision is different in different assemblies; in some, as, for example, in the House of Representatives of Congress, it operates to dispose of the principal or main question by suppressing or removing it from before the house for the day;

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\* Mr. Jefferson (Manual, § xxxiv.) is of the opinion that “the uses of the previous question would be as well answered by other more simple parliamentary forms, and therefore it should not be favored, but restricted within as narrow limits as possible.”

but in others, as in the House of Representatives of Massachusetts, and in the House of Assembly of New York (in the former by usage only, and in the latter by a rule), the effect of a negative decision of the previous question is to leave the main question under debate for the residue of the sitting, unless sooner disposed of by taking the question, or in some other manner.

**66.** In England the previous question is used only for suppressing a main question; the object of the mover is to obtain a decision of it in the negative; and the effect of such a decision, though in strictness only to suppress the question for the day, is, practically and by parliamentary usage, to dispose of the subject altogether. In this country the previous question is used chiefly for suppressing debate on a main question; the object of the mover is to obtain a decision of it in the affirmative; and the effect of a decision the other way, though in some assemblies operating technically to suppress the main question for the day only, is, in general, merely to suspend the taking of the question for that day; either leaving the debate to go on during the residue of the day, or the subject to be renewed on the next or some other day. The operation of an affirmative

decision is the same in both countries, namely, the putting of the main question immediately and without further debate, delay, or consideration.

## Sect. II. Indefinite Postponement.

**67. Motion for Indefinite Postponement.**—In order to suppress a question altogether, without coming to a direct vote upon it, in such a manner that it cannot be renewed, the proper motion is for indefinite postponement; that is, a postponement or adjournment of the question, without fixing any date for resuming it. The effect of this motion, if decided in the affirmative, is to quash the proposition entirely; as an indefinite adjournment is equivalent to a dissolution, or the continuance of a suit without day is a discontinuance of it. A negative decision has no effect whatever.

**67 a. When this Motion Cannot be Made.**—This motion cannot be made while any motion except the main question, either in its original or amended form, is pending. As the merits of the main question are still open for consideration on this motion, it is less useful for closing debate than a motion "that the question lie on the table." The motion to indefinitely postpone cannot be amended.—[B.]

## CHAPTER VII.

### Of Motions to Postpone.

**68. Motions to Postpone and Lay on Table.**—If the assembly is willing to entertain and consider a question, but not at the time when it is moved, the proper course is either to postpone the subject to another day, or to order it to lie on the table.

**69. Postponement to a Future Day.**—When the members individually want more information than they possess at the time a question is moved, or desire further time for reflection and examination, the proper motion is to postpone the subject to such future day as will answer the views of the assembly.

**70. Improper Use of Motion to Postpone.**—This motion is sometimes used improperly, to get rid of a proposition altogether, as would be done by an indefinite postponement. This is effected by fixing upon a day which, according to the common course of things, will not arrive until after the assembly

has been brought to a close. But a motion worded in this manner is precisely equivalent to a motion for indefinite postponement, and should be so considered and treated.

**70 a. When Motion to Postpone Can be Made.**—A motion to postpone to a certain time can be made during the pendency of a motion to amend, commit, or postpone indefinitely. It is subject to amendment, and the previous question may be applied to it without affecting any other motion that may be pending. The time for postponing must not be beyond the life of that particular legislative body. Debate on this motion must be limited to such explanations as are needful for the members to judge of the propriety of passing it.—[B.]

**71. Motion to Lay Matter on Table.**—If the assembly has something else before it which claims its present attention, and is therefore desirous to postpone a particular proposition until that subject is disposed of, such postponement may be effected by means of a motion that the matter in question lie on the table. If this motion prevails, the subject so disposed of may be taken up at any time afterwards, and considered, when it may suit the convenience of the assembly.

**72. Other Uses of Motion to Lay on Table.**—This motion is also sometimes made use of for the final disposition of a subject; and it always has that effect, when no motion is afterwards made to take it up.

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## CHAPTER VIII.

### Of Motions to Commit.

**73. Motion to Commit.**—The third case for the use of a subsidiary motion, as already stated, occurs when the subject-matter of a proposition is regarded with favor, but the form in which it is introduced is so defective that a more careful and deliberate consideration is necessary than can conveniently be given to it in the assembly itself, in order to put it into a satisfactory form. The course of proceeding then is to refer the subject to a committee, which is called a commitment, or, if the subject has already been in the hands of a committee, a recommitment.

**74. Reference of Motion to Standing Committee.**—If there is a standing commit-

tee, of the assembly whose functions embrace the subject in question, the motion should be to refer it to that committee; if there is no such committee, then the motion should be to refer it to a select committee. If it is a matter of doubt whether a particular standing committee is appropriate or not, and propositions are made for a reference to that committee, and also for a reference to a select committee, the former proposition should be first put to the question.

**75. Motion May be Without Instructions.**—When a subject is referred or recommended, the committee may be instructed or ordered by the assembly as to any part or the whole of the duties assigned them, or the subject may be left with them without instructions. In the former case the instructions must be obeyed, of course; in the latter, the committee have full power over the matter, and may report upon it in any manner they please, provided they keep within the recognized forms of parliamentary proceedings.

**76. Part May be Committed.**—A part only of a subject may be committed, without the residue; or different parts may be committed to different committees.

**77. Use of Motion to Commit with Instructions.**—A commitment with instructions is sometimes made use of as a convenient mode of procuring information, and, at the same time, of postponing the consideration of a subject to a future though uncertain day.

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## CHAPTER IX.

### Of Motions to Amend.

**78. Motions to Amend.**—The last case, for the introduction of subsidiary motions, is when the assembly is satisfied with the subject-matter of a proposition, but not with the form of it, or with all its different parts, or desires to make some addition to it. The course of proceeding then is to bring the proposition into the proper form and make its details satisfactory by means of amendments, or of certain proceedings of a similar character and having the same general purpose in view. The latter will be first considered.

#### Sect. I. Division of a Question.

**79. Motion May be Divided.**—When a proposition or motion is complicated, that is,

composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, and it is supposed that the assembly may approve of some but not of all these parts, it is a compendious mode of amendment to divide the motion into separate questions, to be separately voted upon and decided by the assembly. This division may take place by the order of the assembly, on a motion regularly made and seconded for the purpose.

**80. Divided Motion Becomes a Series of Questions.**—When a motion is thus divided it becomes a series of questions, to be considered and treated, each by itself, as an independent proposition, in the order in which they stand; and when they have all been gone through with and decided, the result will be the same as if motions to amend by striking out the several parts had been made and put to the question. When a motion for a division is made, the mover ought to specify in his motion the manner in which he proposes to make the division; and this motion, like every other of the nature of an amendment, is itself susceptible of amendment.

**81. Division of Question is Not a**

**Member's Right.**—It is sometimes asserted that it is the right of every individual member to have a complicated question (provided it is susceptible of division) divided into its several parts, and a question put separately on each, on his mere demand, and without any motion or any vote of the assembly for that purpose. But this is a mistake; there is no such rule of parliamentary proceeding; a complicated question can only be separated by moving amendments to it in the usual manner, or by moving for a division of it in the manner above stated.

**82. Rule for Dividing.**—It is not unusual, however, for a deliberative assembly to have a rule providing for the division of a complicated question (provided it is susceptible of division) into its several parts upon the demand of a member. When this is the case, it is for the presiding officer (subject, of course, to the revision of the assembly) to decide, when the division of a motion is demanded, first, whether the proposition is susceptible of division, and, secondly, into how many and what parts it may be divided.

**83. What Proposition Can be Divided.**  
—A proposition, in order to be divisible, must comprehend points so distinct and entire that,

if one or more of them be taken away, the others may stand entire and by themselves; but a qualifying paragraph, as, for example, an exception or a proviso, if separated from the general assertion or statement to which it belongs, does not contain an entire point or proposition.

#### Sect. II. Filling Blanks.

84. **Blanks.**—It often happens that a proposition is introduced with blanks purposely left by the mover to be filled by the assembly, either with times and numbers, or with provisions analogous to those of the proposition itself. In the latter case, blanks are filled in the same way that other amendments by the insertion of words are made. In the former, propositions to fill blanks are not considered as amendments to the question, but as original motions, to be made and decided before the principal question.

85. **Motions to Fill.**—When a blank is left to be filled with a time or number, motions may be made for that purpose, and the question taken on each by itself, and before another is made; or several motions may be made and pending before any of them are put to the

question. This last mode of proceeding, which is the most usual as well as convenient, requires that the several propositions should be arranged, and the question taken on them, in such order as will the soonest and with the most certainty enable the assembly to come to an agreement.

86. **Order of Filling.**—In determining upon the order to be adopted, the object is not to begin at that extreme which, and more being within every man's wish, no one can vote against it, and yet, if it should be carried in the affirmative, every question for more would be precluded, but at that extreme which will be likely to unite the fewest, and then to advance or recede until a number or time is reached which will unite a majority.

87. **When Longest Time is First Put In.**—Hence, when several different propositions are made for filling blanks with a time or number, the rule is that if the *larger* comprehends the *lesser*, as in a question to what day a postponement shall take place,—the number of which a committee shall consist,—the amount of a fine to be imposed,—the term of an imprisonment,—the term of irredeemability of a loan,—or the *terminus in quem* in any other case, the question must begin *a maximo*, and

be first taken upon the greatest or farthest, and so on to the least or nearest, until the assembly comes to a vote ; but, if the *lesser* includes the *greater*, as in questions on the limitation of the rate of interest,—on the amount of a tax,—on what day the session of a legislative assembly shall be closed by adjournment,—on what day the next session shall commence,—or the *terminus a quo* in any other case, the question must begin *a minimo*, and be first taken on the least or nearest, and so on to the greatest or most remote, until the assembly comes to a vote.\*

**Sect. III. Addition,—Separation,—  
Transposition.**

**88. Condensing.**—When the matters contained in two separate propositions might be better put into one, the mode of proceeding is to reject one of them, and then to incorporate

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\* In the Senate of the United States, the rule is, the **LARGEST** sum and **LONGEST** time shall be first put. In the House of Commons, in England, the rule established by usage is, that the **SMALLEST** sum and the **LONGEST** time shall be first put.

the substance of it with the other by way of amendment. A better mode, however, if the business of the assembly will admit of its being adopted, is to refer both propositions to a committee, with instructions to incorporate them together in one.

**89. Distributing.**—So, on the other hand, if the matter of one proposition would be more properly distributed into two, any part of it may be struck out by way of amendment, and put into the form of a new and distinct proposition. But in this, as in the former case, a better mode would generally be to refer the subject to a committee.

**90. Transposition.**—In like manner, if a paragraph or section requires to be transposed, a question must be put on striking it out where it stands, and another for inserting it in the place desired.

**91. Numbering Sections, etc.**—The numbers prefixed to the several sections, paragraphs or resolutions which constitute a proposition are merely marginal indications, and no part of the text of the proposition itself; and, if necessary, they may be altered or regulated by the clerk, without any vote or order of the assembly



**Sect. IV. Modification of Amendment by the Mover.**

**92. Amending Motion.**—The mover of a proposition is sometimes allowed to modify it, after it has been stated as a question by the presiding officer; but, as this is equivalent to a withdrawal of the motion, in order to substitute another in its place, and since, as has already been seen, a motion regularly made, seconded, and proposed, cannot be withdrawn without leave, it is clear that the practice alluded to rests only upon general consent; and that, if objected to, the mover of a proposition must obtain the permission of the assembly, by a motion and question, for the purpose, in order to enable him to modify his proposition.

**93. Acceptance of Amendment.**—So, too, when an amendment has been regularly moved and seconded, it is sometimes the practice for the mover of the proposition to which it relates to signify his consent to it, and for the amendment to be thereupon made, without any question being taken upon it by the assembly. As this proceeding, however, is essentially the same with that described in the preceding paragraph, it of course rests upon

the same foundation, and is subject to the same rule.

**Sect. V. General Rules Relating to Amendments.**

**94. Different Forms of Amendments.**—All amendments, of which a proposition is susceptible, so far as form is concerned, may be effected in one of three ways, namely: either by inserting or adding certain words; or by striking out certain words; or by striking out certain words and inserting or adding others. These several forms of amendment are subject to certain general rules, which, being equally applicable to them all, require to be stated beforehand.

**95. Numerical Sequence.**—*First Rule.* When a proposition consists of several sections, paragraphs, or resolutions, the natural order of considering and amending it is to begin at the beginning, and to proceed through it in course by paragraphs; and when a latter part has been amended, it is not in order to recur back and make any alteration or amendment of a former part.

**96. Limitation of Amendment.**—*Second Rule.* Every amendment which can be pro-

posed, whether by striking out, or inserting, or striking out and inserting, is itself susceptible of amendment; but there can be no amendment of an amendment to an amendment; this would be such a piling of questions one upon another as would lead to great embarrassment; and as the line must be drawn somewhere, it has been fixed by usage after the amendment to the amendment. The object which is proposed to be effected by such a proceeding must be sought by rejecting the amendment to the amendment in the form in which it is proposed, and then moving it again in the form in which it is wished to be amended, in which it is only an amendment to an amendment; and, in order to accomplish this, he who desires to amend an amendment should give notice that, if rejected in the form in which it is presented, he shall move it again in the form in which he desires to have it adopted.

**97. Rule Explained.**—Thus, if a proposition consists of A B, and it is proposed to amend by inserting C D, it may be moved to amend the amendment by inserting E F; but it cannot be moved to amend this amendment, as, for example, by inserting G. The only

mode by which this can be reached is to reject the amendment in the form in which it is presented, namely, to insert E F, and to move it in the form in which it is desired to be amended, namely, to insert E G F.

**98. Agreement of Assembly Cannot be Amended.**—*Third Rule.* Whatever is agreed to by the assembly, on a vote, either adopting or rejecting a proposed amendment, cannot be afterwards altered or amended.

**99. Rule Explained.**—Thus, if a proposition consists of A B, and it is moved to insert C; if the amendment prevail, C cannot be afterwards amended, because it has been agreed to in that form; and so, if it is moved to strike out B, and the amendment is rejected, B cannot afterwards be amended, because a vote against striking it out is equivalent to a vote agreeing to it as it stands.

**100. Disagreement Cannot be Moved Again.**—*Fourth Rule.* Whatever is disagreed to by the assembly, on a vote, cannot be afterwards moved again. This rule is the converse of the preceding, and may be illustrated in the same manner.

**101. Rule Explained.**—Thus, if it is moved to amend A B by inserting C, and the

amendment is rejected, C cannot be moved again; or, if it is moved to amend A B by striking out B, and the amendment prevails, B cannot be restored, because in the first case C, and in the other B, have been disagreed to by a vote.

**102. Inconsistency.**—*Fifth Rule.* The inconsistency or incompatibility of a proposed amendment with one which has already been adopted is a fit ground for its rejection by the assembly, but not for the suppression of it by the presiding officer as against order; for, if questions of this nature were allowed to be brought within the jurisdiction of the presiding officer as matters of order, he might usurp a negative on important modifications, and suppress or embarrass instead of subserving the will of the assembly.

#### Sect. VI. Amendments by Striking Out.

**103. Striking Out Amendments.**—If an amendment is proposed by striking out a particular paragraph or certain words, and the amendment is rejected, it cannot be again moved to strike out the same words or a part of them; but it may be moved to strike out the same words with others, or to strike out a

part of the same words with others, provided the coherence to be struck out be so substantial as to make these, in fact, different propositions from the former.

**104. Rule Explained.**—Thus, if a proposition consist of A B C D, and it is moved to strike out B C, if this amendment is rejected it cannot be moved again; but it may be moved to strike out A B, or A B C, or B C D or C D.

**105. Agreement to Strike Out.**—If an amendment by striking out is agreed to, it cannot be afterwards moved to insert the same words struck out, or a part of them; but it may be moved to insert the same words with others, or a part of the same words with others, provided the coherence to be inserted make these propositions substantially different from the first.

**106. Rule Explained.**—Thus, if the proposition A B C D is amended by striking out B C, it cannot be moved to insert B C again; but it may be moved to insert B C with other words, or B with others, or C with others.

**107. How Motion to Strike Out May be Amended.**—When it is proposed to amend by striking out a particular paragraph, it may be moved to amend this amendment in three different ways, namely; either by striking out

a. part only of the paragraph, or by inserting or adding words, or by striking out and inserting.

108. **Rule Explained.**—Thus, if it is moved to amend the proposition A B C D by striking out B C, it may be moved to amend this amendment by striking out B only, or C only, or by inserting E, or by striking out B or C and inserting E.

109. **When Motion to Retain Amended Paragraph Must be Made if Motion to Strike Out is Pending.**—In the case of a proposed amendment by striking out, the effect of voting upon it, whether it be decided in the affirmative or negative according to the third and fourth rules above mentioned, renders it necessary for those who desire to retain the paragraph to amend it, if any amendment is necessary, before the vote is taken on striking out; as, if struck out, it cannot be restored, and if retained it cannot be amended.

110. **Precedence of Motions to Amend.**—As an amendment must necessarily be put to the question before the principal motion, so the question must be put on an amendment to an amendment before it is put on the amendment; but, as this is the extreme limit to which motions may be put upon one another, there

can be no precedence of one over another among amendments to amendments, and, consequently, they can only be moved one at a time, or, at all events, must be put to the question in the order in which they are moved.

111. **Form of Motions to Strike Out.**—When a motion for striking out words is put to the question, the parliamentary form always is, whether the words *shall stand as part* of the principal motion, and not whether they *shall be struck out*. The reason for this form of stating the question probably is that the question may be taken in the same manner on a part as on the whole of the principal motion, which would not be the case if the question was stated on striking out; inasmuch as the question on the principal motion, when it comes to be stated, will be on agreeing to it, and not on striking out or rejecting it. Besides, as an equal division of the assembly would produce a different decision of the question, according to the manner of stating it, it might happen, if the question on the amendment was stated on striking out, that the same question would be decided both affirmatively and negatively by the same vote.\*

\* The common mode of stating the question in the legislative assemblies of this country is on "striking out."

**112. Mode of Stating Motion to Strike Out.**—On a motion to amend by striking out certain words, the manner of stating the question is, first to read the passage proposed to be amended as it stands; then the words proposed to be struck out; and, lastly, the whole passage as it will stand if the amendment is adopted.

**Sect. VII. Amendments by Inserting.**

**113. Insertion of Rejected Amendment.**—If an amendment is proposed by inserting or adding a paragraph or words, and the amendment is rejected, it cannot be moved again to insert the same words or a part of them; but it may be moved to insert the same words with others, or a part of the same words with others, provided the coherence really make them different propositions.

**114. Rule Explained.**—Thus, if it is moved to amend the proposition A B by inserting C D, and the amendment is rejected, C D cannot be again moved; but it may be moved to insert C E, or D E, or C D E.

**115. Agreeing to Motion to Insert.**—If it is proposed to amend by inserting a paragraph, and the amendment prevails, it cannot be afterwards moved to strike out the same

words or a part of them; but it may be moved to strike out the same words with others,\* or a part of the same words with others, provided the coherence be such as to make these propositions really different from the first.

**116. Rule Explained.**—Thus, if, in the example above supposed, the amendment prevails and C D is inserted, it cannot be afterwards moved to strike out C D, but it may be moved to strike out A C or A C D, or D B or C D B.

**117. Different Motions to Insert.**—When it is proposed to amend by inserting a paragraph, this amendment may be amended in three different ways, namely: either by striking out a part of the paragraph, or by inserting something into it, or by striking out and inserting.

**118. Rule Explained.**—Thus, if it is proposed to amend A B by inserting C D, this amendment may be amended either by striking out C or D, or inserting E, or by striking out C or D and inserting E.

**119. Amending Motion to Insert.**—When it is proposed to amend by inserting a

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\* This is the common case of striking out a paragraph after having amended it by inserting words.

paragraph, those who are in favor of the amendment should amend it, if necessary, before the question is taken; because, if it is rejected, it cannot be moved again, and if received it cannot be amended.

**120. No Priority in Amendments.**—There is no precedence of one over another in amendments to amendments by inserting, any more than in amendments to amendments by striking out.

**121. Mode of Stating Question.**—On a motion to amend by inserting a paragraph, the manner of stating the question is, first, to read the passage to be amended, as it stands; then the words proposed to be inserted; and, lastly, the whole passage as it will stand if the amendment prevails.

#### Sect. VIII. Amendments by Striking Out and Inserting.

**122. Motion to Strike Out and Insert.**—The third form of amending a proposition, namely, by striking out certain words and inserting others in their place, is, in fact, a combination of the other two forms, and may accordingly be divided into those two forms, either by a vote of the assembly or on the de-

mand of a member, under a special rule to that effect.

**123. Proceedings When Motion is Divided.**—If the motion is divided, the question is first to be taken on striking out; and if that is decided in the affirmative, then on inserting; but if the former is decided in the negative, the latter falls, of course. On a division the proceedings are the same in reference to each branch of the question, beginning with the striking out, as if each branch had been moved by itself.

**124. Proceedings When Motion to Strike Out and Insert is Not Divided.**—If the motion to strike out and insert is put to the question undivided, and is decided in the negative, the same motion cannot be made again; but it may be moved to strike out the same words, and, 1, insert nothing; 2, insert other words; 3, insert the same words with others; 4, insert a part of the same words with others; 5, strike out the same words with others, and insert the same; 6, strike out a part of the same words with others, and insert the same; 7, strike out other words and insert the same; and, 8, insert the same words without striking out anything.

**125. Effect of Affirmative Decision of Motion to Strike Out and Insert.—**

If the motion to strike out and insert is decided in the affirmative, it cannot be then moved to insert the words struck out, or a part of them, or to strike out the words inserted, or a part of them; but it may be moved, 1, to insert the same words with others; 2, to insert a part of the same words with others; 3, to strike out the same words with others; or, 4, to strike out a part of the same words with others.

**126. How Motion to Amend by Striking Out and Inserting May be Amended.**

—When it is proposed to amend by striking out and inserting, this amendment may be amended in three different ways in the paragraph proposed to be struck out, and also in the paragraph proposed to be inserted, namely, by striking out, or inserting, or striking out and inserting. And those who are in favor of either paragraph must amend it before the question is taken, for the reasons already stated, namely, that if decided in the affirmative, the part struck out cannot be restored, nor can the part inserted be amended; and if decided in the negative, the part proposed to be struck out cannot

be amended, nor can the paragraph proposed to be inserted be moved again.

**127. Mode of Stating Motion to Amend by Striking Out and Inserting.**—On a motion to amend by striking out certain words and inserting others, the manner of stating the question is first, to read the whole passage to be amended, as it stands; then the words proposed to be struck out; and, lastly, the whole passage as it will stand when amended.

**Sect. IX. Amendments Changing the Nature of a Question.**

**128. Who May Make Motion to Amend.**—The term “amendment” is in strictness applicable only to those changes of a proposition by which it is improved, that is, rendered more effectual for the purpose which it has in view, or made to express more clearly and definitely the sense which it is intended to express. Hence it seems proper that those only should undertake to amend a proposition who are friendly to it; but this is by no means the rule. When a proposition is regularly moved and seconded, it is in the possession of the assembly [*Par.* 56, 92, *V.*], and cannot be withdrawn but by its leave: it has then become the

basis of the future proceedings of the assembly, and may be put into any shape and turned to any purpose that the assembly may think proper.

**129. How Far an Amendment May Go.**—It is consequently allowable to amend a proposition in such a manner as entirely to alter its nature, and to make it bear a sense different from what it was originally intended to bear, so that the friends of it, as it was first introduced, may themselves be forced to vote against it in its amended form.

**130. Rule Explained.**—This mode of proceeding is sometimes adopted for the purpose of defeating a proposition by compelling its original friends to unite with those who are opposed to it in voting for its rejection. Thus, in the British House of Commons, January 29, 1765, a resolution being moved, “That a general warrant for apprehending the authors, printers, or publishers of a libel, together with their papers, is not warranted by law, and is an high violation of the liberty of the subject:”—it was moved to amend this motion by prefixing the following paragraph, namely: “That in the particular case of libels it is proper and necessary to fix, by a vote of this House only,

what ought to be deemed the law in respect of general warrants; and for that purpose, at the time when the determination of the legality of such warrants, in the instance of a most seditious and treasonable libel, is actually depending before the courts of law, for this House to declare”—*that a general warrant for apprehending the authors, printers, or publishers of a libel, together with their papers, is not warranted by law, and is an high violation of the liberty of the subject.* The amendment was adopted after a long debate, and then the resolution as amended was immediately rejected without a division.

**131. Effect of Amendment.**—But sometimes the nature of a proposition is changed by means of amendments, with a view to its adoption in a sense the very opposite of what it was originally intended to bear. The following is a striking example of this mode of proceeding. In the House of Commons, April 10, 1744, a resolution was moved, declaring “That the issuing and paying to the Duke of Aremberg the sum of forty thousand pounds, sterling, to put the Austrian troops in motion in 1742, was a dangerous misapplication of public money, and destructive of the rights of



parliament." The object of this resolution was to censure the conduct of the ministers; and the friends of the ministry, being in a majority, might have voted directly upon the motion and rejected it. But they preferred to turn it into a resolution approving of the conduct of ministers on the occasion referred to; and it was accordingly moved to amend by leaving out the words "a dangerous misapplication," etc., to the end of the motion, and inserting instead thereof the words "necessary for putting the said troops in motion, and of great consequence to the common cause." The amendment being adopted, it was resolved (reversing the original proposition) "That the issuing and paying to the Duke of Aremberg the sum of forty thousand pounds, to put the Austrian troops in motion, in the year 1742, was necessary for putting the said troops in motion, and of great consequence to the common cause."

**132. Amendment a Mode of Defeating Proposition.**—It is a mode of defeating a proposition somewhat similar to that above mentioned to carry out or extend the principle of it, by means of amendments, so as to show the inconvenience, absurdity or danger of its

adoption, with such evident clearness that it becomes impossible for the assembly to agree to it. Thus, a motion having been made in the House of Commons "for copies of all the letters written by the lords of the admiralty to a certain officer in the navy," it was moved to amend the motion by adding these words:—"which letters may contain orders, or be relative to orders not executed and still subsisting." This amendment being adopted, the motion as amended was unanimously rejected.

**133. What Matters May be Added by Amendment.**—It will be seen, from the foregoing examples, that as the mover of a proposition is under no restriction as to embracing incongruous matters under the same motion, so, on the other hand, the assembly may engraft upon a motion, by way of amendment, matter which is not only incongruous with but entirely opposed to the motion as originally introduced; and in legislative assemblies it is not unusual to amend a bill by striking out all after the enacting clause and inserting an entirely new bill, or to amend a resolution by striking out all after the words "Resolved that" and inserting a proposition of a wholly different tenor.

## CHAPTER X.

## Of the Order and Succession of Questions.

134. **Questions that Can be Taken Up Before Main Question.**—It is a general rule that, when a proposition is regularly before a deliberative assembly for its consideration, no other proposition or motion can regularly be made or arise so as to take the place of the former, and be first acted upon, unless it be either, *first*, a privileged question; *secondly*, a subsidiary question; or, *thirdly*, an incidental question or motion.

135. **They Take Place of Main Question.**—All these motions take the place of the principal motion, or main question, as it is usually called, and are to be first put to the question; and among themselves, also, there are some which, in like manner, take the place of all the others. Some of these questions merely supersede the principal question until they have been decided; and, when decided,

whether affirmatively or negatively, leave that question as before. Others of them also supersede the principal question until they are decided, and, when decided one way, dispose of the principal question; but if decided the other way, leave it as before.

## Sect. I. Privileged Questions.

136. **Privileged Questions.**—There are certain motions or questions which, on account of the superior importance attributed to them, either in consequence of a vote of the assembly, or in themselves considered, or of the necessity of the proceedings to which they lead, are entitled to take the place of any other subject or proposition which may then be under consideration, and to be first acted upon and decided by the assembly. These are called privileged questions, because they are entitled to precedence over other questions, though they are of different degrees among themselves. Questions of this nature are of three kinds, namely: *first*, motions to adjourn; *secondly*, motions or questions relating to the rights and privileges of the assembly, or of its members individually; and, *thirdly*, motions for the orders of the day.

### Adjournment.

**137. Motion to Adjourn.**—A motion to adjourn takes the place of all other questions whatsoever, for otherwise the assembly might be kept sitting against its will and for an indefinite time; but in order to entitle this motion to precedence, it must be simply to “adjourn,” without the addition of any particular day or time. And as the object of this motion, when made in the midst of some other proceeding, and with a view to supersede a question already proposed, is simply to break up the sitting, it does not admit of any amendment by the addition of a particular day, or in any other manner; though, if a motion to adjourn is made when no other business is before the assembly, it may be amended like other questions.

**137 a. When a Motion to Adjourn is Not in Order.**—The common saying that a motion to adjourn is always in order is not quite true. Such a motion may be made unless the assembly has just decided against it, or has already fixed the time for the presiding officer to declare an adjournment, or is considering the time or place of the next meeting, or is engaged in voting, or a member is speaking. When made frequently, after the assembly has

repeatedly refused to adjourn, and for the purpose of hindering business, the presiding officer is justified in treating it as frivolous and out of order.—[B.]

**137 b. Motion to Adjourn is Not Debatable.**—If the motion is simply to adjourn, it is not debatable, nor subject to any subsidiary motion. But if another element is added to the motion,—for example, that the meeting adjourn to a specified time, or *sine die*,—it would be susceptible of division, and in that case would be debatable.—[B.]

**138. How Motion to Adjourn Should be Put.**—A motion to adjourn is merely “that this assembly do now adjourn;” and, if it is carried in the affirmative, the assembly is adjourned to the next sitting day, unless it has previously come to a resolution that, on rising, it will adjourn to a particular day, in which case it is adjourned to that day.

**138 a. How Presiding Officer Should State Vote.**—When the question has been voted, the presiding officer should first say, “The ayes,” or “the noes,” as the case may be, “seem to have it,” unless the entire vote is one way; otherwise, if he should declare the assembly adjourned when the members

doubted that such action had been taken, there would be no corrective. Having made the above-mentioned declaration, he should announce his decision, if no division or other test of the action of the members is demanded.

**138 b. Effect of Chairman's Conduct in Declining to Put Motion.**—An article of association provided that "the chairman may, with the consent of the members present at any meeting, adjourn the same. At a meeting a motion for adjournment was made and seconded, but the chairman declined to put the motion, and in considering the propriety of his conduct the court declared that the chairman was not bound to adjourn the meeting even though a majority of those present desired an adjournment. It was contended that there was an inherent power in any meeting to determine on an adjournment if it pleased, and that it was the duty of the chairman to put any motion for that purpose made and seconded. But this power, so the court maintained, was not possessed in those cases in which articles have expressly prescribed the conditions under which an adjournment may take place. In the above case the court remarked that the article vested in the chair-

man large powers which might conceivably be used improperly by him; but, on the other hand, if there were no check upon the power of those present at a meeting to adjourn it to a future date, it was equally conceivable that a small minority of the shareholders might seriously prejudice the interests of the company and defy the wishes of the majority of its members.\*

**139. Effect of Adjournment Without Day.**—An adjournment without day, that is, without any time being fixed for reassembling, would, in the case of any other than a legislative assembly, be equivalent to a dissolution.

**140. Effect of Adjournment on Pending Question.**—When a question is interrupted by an adjournment before any vote or question has been taken upon it, it is thereby removed from before the assembly, and will not stand before it, as a matter of course, at its next meeting, but must be brought forward in the usual way.

#### Questions of Privilege.

**141. What These Are.**—The questions next in relative importance, and which super-

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\* Law Rep. App. Cases, 1897, 268.

sede all others for the time being except that of adjournment, are those which concern the rights and privileges of the assembly, or of its individual members; as, for example, when the proceedings of the assembly are disturbed or interrupted, whether by strangers or members; or where a quarrel arises between two members; and in these cases the matter of privilege supersedes the question pending at the time, together with all subsidiary and incidental ones, and must be first disposed of. When settled, the question interrupted by it is to be resumed at the point where it was suspended.

#### Orders of the Day.

**142. What These Are.**—When the consideration of a subject has been assigned for a particular day by an order of the assembly, the matter so assigned is called the order of the day for that day. If, in the course of business, as commonly happens in legislative assemblies, there are several subjects assigned for the same day, they are called the orders of the day.

**143. Their Precedence.**—A question which is thus made the subject of an order for its consideration on a particular day is thereby made a privileged question for that day; the

order being a repeal, as to this special case, of the general rule as to business. If, therefore, any other proposition (with the exception of the two preceding) is moved or arises on the day assigned for the consideration of a particular subject, a motion for the order of the day will supersede the question first made, together with all subsidiary and incidental questions connected with it, and must be first put and decided; for if the debate or consideration of that subject were allowed to proceed it might continue through the day, and thus defeat the order.

**144. A Motion to Proceed to Orders of the Day Must be General.**—But this motion, to entitle it to precedence, must be for the orders generally, if there is more than one, and not for any particular one; and if decided in the affirmative, that is, that the assembly will now proceed to the orders of the day, they must then be read and gone through with in the order in which they stand; priority of order being considered to give priority of right.

**145. When Motion to Proceed to Order of the Day is Privileged.**—If the consideration of a subject is assigned for a particular hour on the day named, a motion to proceed

to it is not a privileged motion until that hour has arrived; but, if no hour is fixed, the order is for the entire day and every part of it.

**146. Priority of Orders.**—Where there are several orders of the day, and one of them is fixed for a particular hour, if the orders are taken up before that hour they are to be proceeded with as they stand until that hour, and then the subject assigned for that hour is the next in order; but, if the orders are taken up at that time or afterwards, that particular subject must be considered as the first in order.

**147. How Pending Question is Affected by Orders.**—If the motion for the orders of the day is decided in the affirmative, the original question is removed from before the assembly in the same manner as if it had been interrupted by an adjournment, and does not stand before the assembly, as a matter of course, at its next meeting, but must be renewed in the usual way.

**148. Effect of Negative Decision on Motion to Proceed With Orders.**—If the motion is decided in the negative, the vote of the assembly is a discharge of the orders so far as they interfere with the consideration of the

subject then before it, and entitles that subject to be first disposed of.

**149. Effect of Failure to Dispose of Orders.**—Orders of the day, unless proceeded in and disposed of on the day assigned, fall, of course, and must be renewed for some other day. It may be provided, however, by a special rule, as in the legislative assemblies of Massachusetts, that the orders for a particular day shall hold for every succeeding day until disposed of.

## Sect. II. Incidental Questions.

**150. Definition of.**—Incidental questions are such as arise out of other questions, and are consequently to be decided before the questions which give rise to them. Of this nature are, *first*, questions of order; *second*, motions for the reading of papers, etc.; *third*, leave to withdraw a motion; *fourth*, suspension of a rule; and, *fifth*, amendment of an amendment.

### Questions of Order.

**151. Enforcement of Questions of Order.**—It is the duty of the presiding officer of a deliberative assembly to enforce the rules and orders of the body over which he presides

in all its proceedings, and this without question, debate or delay, in all cases in which the breach of order or the departure from rule is manifest. It is also the right of every member taking notice of the breach of a rule to insist upon the enforcement of it in the same manner.

**152. Fact of Breach Must First be Determined.**—But though no question can be made as to the enforcement of the rules when there is a breach or manifest departure from them, so long as any member insists upon their enforcement, yet questions may and do frequently arise as to the fact of there being a breach of order or a violation of the rules in a particular proceeding, and these questions must be decided before a case can arise for the enforcement of the rules. Questions of this kind are denominated questions of order.

**153. Supersedes the Subject Out of Which it Arises.**—When any question of this nature arises in the course of any other proceeding, it necessarily supersedes the further consideration of the subject out of which it arises until that question is disposed of; then the original motion or proceeding revives and resumes its former position, unless it has been itself disposed of by the question of order.

**154. How Question of Order is Raised.**

—When a question of order is raised, as it may be by any one member, it is not stated from the chair and decided by the assembly, like other questions, but is decided, in the first instance, by the presiding officer, without any previous debate or discussion by the assembly. If the decision of the presiding officer is not satisfactory, any one member may object to it, and have the question decided by the assembly. This is called *appealing* from the decision of the chair. The question is then stated by the presiding officer on the appeal, namely: *Shall the decision of the chair stand as the decision of the assembly?* and it is thereupon debated and decided by the assembly in the same manner as any other question, except that the presiding officer is allowed to take a part in the debate, which, on ordinary occasions, he is prohibited from doing.

**Reading Papers.**

**155. Reading Without Leave.**—It is, for obvious reasons, a general rule that where papers are laid before a deliberative assembly for its action, every member has a right to have them once read at the table before he can be compelled to vote on them; and, consequently,

when the reading of any paper relative to a question before the assembly is called for under this rule, no question need be made as to the reading; the paper is read by the clerk under the direction of the presiding officer, as a matter of course.

**156. Reading With Leave.**—But, with the exception of papers coming under this rule, it is not the right of any member to read himself, or to have read, any paper, book or document whatever, without the leave of the assembly, upon a motion made and a question put for the purpose. The delay and interruption which would otherwise ensue from reading every paper that might be called for, show the absolute necessity of restricting the rule within the narrowest possible limits consistently with permitting every member to have as much information as possible on the subjects in reference to which he is about to vote.

**157. How Leave is Obtained.**—When, therefore, a member desires that any paper, book or document on the table, whether printed or written (except as above mentioned), should be read for his own information or that of the assembly; or desires to read any such paper, book or document in his place in the course of

a debate, or otherwise; or even to read his own speech, which he has prepared beforehand and committed to writing; in all these cases, if any objection is made, he must obtain leave of the assembly for the reading by a motion and vote for the purpose.

**158. Leave Rarely Refused.**—When the reading of a paper is evidently for information, and not for delay, it is the usual practice for the presiding officer to allow of it, unless objection is made, in which case leave must be asked; and this is seldom refused where there is no intentional or gross abuse of the time and patience of the assembly.

**159. Member's Right to Insist on Reading.**—It is not now the practice, as it once was in legislative assemblies, to read all papers that are presented, especially when they are referred to committees immediately on their presentation, though the right of every member to insist upon one reading is still admitted. It would be impossible, with the amount of business done by legislative bodies of the present day, to devote much of their time to the reading of papers.

**160. Priority of Motion to Read a Paper.**—When in the course of a debate or



other proceeding the reading of a paper is called for, and a question is made upon it, this question is incidental to the former, and must be first decided.

#### Withdrawal of a Motion.

**161. When Motion Cannot be Withdrawn.**—A motion, when regularly made, seconded, and proposed from the chair, is then in the possession of the assembly, and cannot be withdrawn by the mover, or directly disposed of in any manner but by a vote; hence, if the mover of a question wishes to modify it, or to substitute a different one in its place, he must obtain the leave of the assembly for that purpose; which leave can only be had, if objection is made, by a motion and question in the usual mode of proceeding.

**162. Effect of Decision.**—If this motion is decided in the affirmative, the motion to which it relates is thereby removed from before the assembly, as if it had never been moved; if in the negative, the business proceeds as before.

#### Suspension of a Rule.

**163. When a Rule is Suspended.**—When any contemplated motion or proceeding

is rendered impracticable by reason of the existence of some special rule by which it is prohibited, it has become an established practice in this country to suspend or dispense with the rule for the purpose of admitting the proceeding or motion which is desired. This can only be done by a motion and question; and where this course is taken in order to a motion having reference to a proposition then under consideration, a motion to suspend the rule supersedes the original question for the time being, and is first to be decided.

**164. Rules Providing for Suspension.**—It is usual, in the code of rules adopted by deliberative assemblies, and especially legislative bodies, to provide that a certain number exceeding a majority, as two-thirds or three-fourths, shall be competent to the suspension of a rule in a particular case; where this is not provided, there seems to be no other mode of suspending or dispensing with a rule than by general consent.

#### Amendment of Amendments.

**165. Which Must be Put First.**—In treating of amendments, it has already been seen that it is allowable to amend a proposed

amendment, and that the question on such sub-amendment must necessarily be put and decided before putting the question on the amendment. The former is incidental to the latter, and supersedes it for the time being.

### Sect. III. Subsidiary Questions.

**166. What Are.**—Subsidiary, or secondary, questions or motions, as has already been stated, are those which relate to a principal motion, and are made use of to enable the assembly to dispose of it in the most appropriate manner. These motions have the effect to supersede, and in some cases, when decided one way, to dispose of the principal question. They are also of different degrees among themselves, and, according to their several natures, supersede, and sometimes dispose of, one another.

**167. Names of.**—The subsidiary motions in common use are the following, namely: lie on the table,—the previous question,—postponement, either indefinite or to a day certain,—commitment,—and amendment.

**168. Are Applied Only to the Main Question.**—It is a general rule, with certain exceptions which will be immediately men-

tioned, that subsidiary motions cannot be applied to one another; as, for example, suppose a motion to postpone, commit or amend a principal question, it cannot be moved to suppress the motion to postpone, etc., by putting a previous question on it; or, suppose the previous question is moved, or a commitment, or amendment, of a main question, it cannot be moved to postpone the previous question, or the motion for commitment or amendment. The reasons for this rule are: 1. It would be absurd to separate the appendage from its principal; 2. It would be a piling of questions one on another, which, to avoid embarrassment, is not allowed; and 3, the same result may be reached more simply by voting against the motion which it is attempted to dispose of by another secondary motion.

**169. Exceptions.**—The exceptions to the rule above stated are, that motions to postpone (either to a day certain or indefinitely), to commit, or to amend a principal question, may be amended, for the reason that the useful character of amendment gives it a privilege of attaching itself to a secondary and privileged motion; that is, a subsidiary motion to carry out and improve another may be applied to that

other, but a subsidiary motion to dispose of or suppress another is not admissible. Hence the subsidiary motions above mentioned may be amended.

**170. Previous Question Cannot be Amended.**—A previous question, however, cannot be amended, the nature of it not admitting of any change. Parliamentary usage has fixed its form to be, Shall the main question be now put? that is, at this instant; and as the present instant is but one, it cannot admit of any modification, and to change it to the next day or any other moment is without example or utility. For the same reasons, also, that the form of it is fixed by parliamentary usage, and is already as simple as it can be, a motion to lie on the table cannot be amended.

#### Lie on the Table.

**171. When Made.**—This motion is usually resorted to when the assembly has something else before it which claims its present attention, and therefore desires to lay aside a proposition for a short but indefinite time, reserving to itself the power to take it up when convenient. This motion takes precedence of and supercedes all the other subsidiary motions.

**171 a. When Made it Becomes the Only Question.**—As soon as the motion is made it becomes the only question under consideration, all debate on whatever motion was before the body ceases, and the question must be immediately decided, for the motion is not debatable.—[B.]

**172. Effect of Affirmative Decision.**—If decided in the affirmative, the principal motion, together with all the other motions, subsidiary and incidental, connected with it, is removed from before the assembly until it is again taken up, which it may be, by motion and vote, at any time when the assembly pleases.

**173. Effect of Negative Decision.**—If decided in the negative, the business proceeds in the same manner as if the motion had never been made.

**173 a. Motion to Table the Main Question Subject to Call.**—A motion may be made to table the main question subject to call. Like the other motion to table, this is not debatable, but the effect is very different, for the motion tabled may be taken up for consideration, when the way is open, on the mere call of a member, and no motion is required for that purpose.—[B.]

**Previous Question.**

**174. Relative Standing of Previous Question.**—This motion has already been described, and the nature and effect of it fully stated. It stands in an equal degree with all the other subsidiary motions, except the motion to lie on the table; and, consequently if first moved, is not subject to be superseded by a motion to postpone, commit or amend.

**175. Effect of Previous Question.**—If the previous question is moved before the others above mentioned, and put to the question, it has the effect to prevent those motions from being made at all; for if decided affirmatively, to wit, that the main question shall now be put, it would of course be contrary to the decision of the assembly, and therefore against order, to postpone, commit, or amend; and if decided negatively, to wit, that the main question shall not now be put, this takes the main question out of the possession of the assembly for the day, so that there is then nothing before it to postpone, commit or amend.

**Postponement.**

**176. Amendment of Motion.**—The motion to postpone is either indefinite or to a day

certain, and in both these forms may be amended; in the former by making it to a day certain, in the latter by substituting one day for another. But, in the latter case, propositions to substitute different days for that originally named bear more resemblance to propositions for filling blanks than they do to amendments, and should be considered and treated accordingly.

**177. Amendment May be to a Certain Day.**—If, therefore, a motion is made for an indefinite postponement, it may be moved to amend the motion by making it to a day certain. If any other day is desired, it may be moved as an amendment to the amendment; or it may be moved as an independent motion when the amendment has been rejected.

**178. Motion to Postpone to Certain Day May be Amended.**—If a motion is made for a postponement to a day certain, it may be amended by the substitution of a different day; but in this case a more simple and effectual mode of proceeding is to consider the day as a blank, to be filled in the usual manner, beginning with the longest time.

**179. Rank of Motion.**—This motion stands in the same degree with motions for the

previous question,—to commit, and to amend; and, if first made, is not susceptible of being superseded by them.

**180. Effect of Decision of Motion.**—If a motion for postponement is decided affirmatively, the proposition to which it is applied is removed from before the assembly, with all its appendages and incidents, and consequently there is no ground for either of the other subsidiary motions; if decided negatively, that the proposition shall not be postponed, that question may then be suppressed by the previous question, or committed or amended.

#### Commitment.

**181. How it May be Amended.**—A motion to commit, or recommit (which is the term used when the proposition has already been once committed), may be amended by the substitution of one kind of committee for another, or by enlarging or diminishing the number of the members of the committee as originally proposed, or by instructions to the committee.

**181 a. Origin of.**—A motion to commit is often the result of debate in which it appears that the bill under consideration is defective in form or substance, and a committal is desired

for the purpose of removing objections and making improvements. Such a motion is debatable, and involves the merits of the bill itself.

—[B.]

**182. Rank of Motion.**—This motion stands in the same degree with the previous question and postponement; and, if first made, is not superseded by them, but it takes precedence of a motion to amend.

**183. Effect of Decision of Motion.**—If decided affirmatively, the proposition is removed from before the assembly; and consequently there is no ground for the previous question, or for the postponement, or amendment; if negatively, to wit, that the principal question shall not be committed, that question may then be suppressed by the previous question, or postponed, or amended.

#### Amendment.

**184. Rank of Motion.**—A motion to amend, as has been seen, may be itself amended. It stands in the same degree only with the previous question and indefinite postponement, and neither, if first moved, is superseded by the other.

**185. May be Superseded.**—But this mo-

tion is liable to be superseded by a motion to postpone to a day certain ; so that, amendment and postponement competing, the latter is to be first put. The reason is, that a question for amendment is not suppressed by postponing or adjourning the principal question, but remains before the assembly whenever the main question is resumed ; for otherwise it might happen that the occasion for other urgent business might go by and be lost by length of debate on the amendment, if the assembly had no power to postpone the whole subject.

**186. May be Superseded by Motion to Commit.**—A motion to amend may also be superseded by a motion to commit ; so that the latter, though subsequently moved, is to be first put ; because, “in truth, it facilitates and befriends the motion to amend.”

**187. Effect of Decision.**—The effect of both a negative and an affirmative decision of amendments has already been considered.

## CHAPTER XI.

## Of the Order of Proceeding.

**188. When the Presiding Officer has Discretion.**—When several subjects are before the assembly, that is, on their table for consideration (for there can be but a single subject *under* consideration at the same time), and no priority has been given to any one over another, the presiding officer is not precisely bound to any order as to what matters shall be first taken up, but left to his own discretion, unless the assembly on a question decide to take up a particular subject.

**189. Fixed Order is Desirable.**—A settled order of business, however, where the proceedings of an assembly are likely to last a considerable time, and the matters before it are somewhat numerous, is useful if not necessary for the government of the presiding officer, and to restrain individual members from calling up favorite measures, or matters under their special charge, out of their just time. It is also desirable for directing the discretion of the as-

sembly when a motion is made to take up a particular matter, to the prejudice of others, which are of right entitled to be first attended to in the general order of business.

**190. How Order May be Established.**

—The order of business may be established in virtue of some general rule, or by special orders relating to each particular subject, and must, of course, necessarily depend upon the nature and amount of the matters before the assembly.

**191. Natural Order.**—The natural order, in considering and amending any paper which consists of several distinct propositions, is to begin at the beginning and proceed through it by paragraphs; and this order of proceeding, if strictly adhered to, as it should always be in numerous assemblies, would prevent any amendment in a former part from being admissible after a latter part had been amended; but this rule does not seem to be so essential to be observed in smaller bodies, in which it may often be advantageous to allow of going from one part of a paper to another, for the purpose of amendments.

**192. Exception to Natural Order.**—To this natural order of beginning at the beginning there is one exception, according to parliamen-

tary usage, where a resolution or series of resolutions or other paper has a preamble or title; in which case the preamble or title is postponed until the residue of the paper is gone through with.

**193. Consideration of a Several Paragraph Proposition.**—In considering a proposition consisting of several paragraphs, the course is for the whole paper to be read entirely through, in the first place, by the clerk; then a second time by the presiding officer, by paragraphs, pausing at the end of each, and putting questions for amending if amendments are proposed; and when the whole paper has been gone through with in this manner, the presiding officer puts the final question on agreeing to or adopting the whole paper as amended or unamended.

**194. Order of Committee Reports.**—When a paper which has been referred to a committee and reported back to the assembly is taken up for consideration, the amendments only are first read, in course, by the clerk. The presiding officer then reads the first and puts it to the question, and so on until the whole are adopted or rejected, before any other amendment is admitted, with the exception of an

amendment to an amendment. When the amendments reported by the committee have been thus disposed of, the presiding officer pauses and gives time for amendments to be proposed in the assembly to the body of the paper (which he also does if the paper has been reported without amendments, putting no questions but on amendments proposed); and when through the whole, he puts the question on agreeing to or adopting the paper as the resolution, order, etc., of the assembly.

**195. Statement of Final Question.**—The final question is sometimes stated merely on the acceptance of the report, but a better form is on agreeing with the committee in the resolution, order, or whatever else the conclusion of the report may be, as amended, or without amendment, and the resolution or order is then to be entered in the journal as the resolution, etc., of the assembly, and not as the report of the committee accepted.

**196. How Amended Report is to be Treated.**—When the paper referred to a committee is reported back as amended, in a new draft (which may be, and often is, done where the amendments are numerous and comparatively unimportant), the new draft is to be con-

sidered as an amendment, and is to be first amended, if necessary, and then put to the question as an amendment reported by the committee; or the course may be, first to accept the new draft as a substitute for the original paper, and then to treat it as such.

**197. Several Questions Pending at the Same Time.**—It often happens that, besides a principal question, there are several others connected with it pending at the same time, which are to be taken in their order; as, for example, suppose, *first*, a principal motion; *second*, a motion to amend; *third*, a motion to commit; *fourth*, the preceding motions being pending, a question of order arises in the debate, which gives occasion, *fifth*, to a question of privilege, and this leads, *sixth*, to a subsidiary motion, as to lie on the table. The regular course of proceeding requires the motion to lie on the table to be first put; if this is negatived, the question of privilege is then settled; after that comes the question of order, then the question of commitment; if that is negatived, the question of amendment is taken, and, lastly, the main question. This example will sufficiently illustrate the manner in which questions may grow out of



one another, and in what order they are to be decided.

**198. Question Must be Stated Before Action.**—When a motion is made and seconded, it is the duty of the presiding officer to propose it to the assembly; until this is done it is not a question before the assembly to be acted upon or considered in any manner, and consequently it is not then in order for any member to rise either to debate it or to make any motion in relation to it whatever.

**198 a. President Cannot Refuse to Put Motions.**—The president of an association cannot prevent the transaction of business at a meeting by refusing to put motions, or by leaving the meeting. And if he does refuse or leave, the vice-president may put a motion which is properly made.\*—[B.]

**199. Principal and Subsidiary Motion Cannot be Stated Together.**—It is therefore a most unparliamentary and abusive proceeding to allow a principal motion and a subsidiary one relating to it to be proposed and stated together, and to be put to the question in their order, as is done when a member

\* 43 New York Supp., 852.

moves a principal question, a resolution, for example, and, at the same time, the previous question, or that the resolution lie on the table. In such a case the presiding officer should take no notice whatever of the subsidiary motion, but should propose the principal one by itself in the usual manner, before allowing any other to be made. Other members, then, would not be deprived of their rights of debate, etc., in relation to the subject moved.

**200. Right to Floor.**—When a member has obtained the floor he cannot be cut off from addressing the assembly on the question before it, nor, when speaking, can he be interrupted in his speech by any other member rising and moving an adjournment, or for the orders of the day, or by making any other privileged motion of the same kind; it being a general rule that a member in possession of the floor, or proceeding with his speech, cannot be taken down or interrupted but by a call to order; and, the question of order being decided, he is still to be heard through. A call for an adjournment, or for the orders of the day, or for the question, by gentlemen in their seats, is not a motion, as no motion can be made without rising and addressing the chair, and being

called to by the presiding officer. Such calls for the question are themselves breaches of order which, though the member who has risen may respect them as an expression of the impatience of the assembly at further debate, do not prevent him from going on if he pleases.

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## CHAPTER XII.

### Of Order in Debate.

**201. Difference Between Assembly and Forensic Debate.**—Debate in a deliberative assembly must be distinguished from forensic debate, or that which takes place before a judicial tribunal; the former being, in theory, at least, more the expression of individual opinions among the members of the same body; the latter more a contest for victory, between the disputants, before a distinct and independent body; the former not admitting of replies, the latter regarding reply as the right of one of the parties.\*

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\* An exception to this rule is sometimes made in favor of the mover of a question, who is allowed, at the close

**202. Presiding Officer.**—It is a general rule in all deliberative assemblies that the presiding officer shall not participate in the debate or other proceedings in any other capacity than as such officer. He is only allowed, therefore, to state matters of fact within his knowledge; to inform the assembly on points of order or the course of proceeding when called upon for that purpose, or when he finds it necessary to do so; and on appeals from his decision, on questions of order, to address the assembly in debate.

### Sect. I. As to the Manner of Speaking.

**203. Recognition of Member.**—When a member desires to address the assembly on any subject before it (as well as to make a motion), he is to rise and stand up in his place, uncovered, and to address himself, not to the assembly, nor any particular member, but to the presiding officer, who, on hearing him, calls him by his name, that the assembly may take notice who it is that speaks, and give their at-

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of the debate, to reply to the arguments brought against his motion; but this is a matter of favor and indulgence, and not of right.

tion accordingly. If any question arises as to who shall be entitled to the floor where several members rise at or nearly at the same time, it is decided in the manner already described (46) as to obtaining the floor to make a motion.

**204. Preference in Recognizing.**—It is customary, indeed, for the presiding officer, after a motion has been made, seconded, and proposed, to give the floor to the mover,\* in preference to others, if he rises to speak; or, on resuming a debate after an adjournment, to give the floor, if he desires it, to the mover of the adjournment in preference to other members; or, where two or more members claim the floor, to prefer him who is opposed to the measure in question; but in all these cases the determination of the presiding officer may be overruled by the assembly.

**205. Floor Cannot be Given Up at all Without Losing It.**—It is sometimes thought that when a member, in the course

\* Sometimes a member, instead of proposing his motion at first, proceeds with his speech; but in such a case he is liable to be taken down to order, unless he states that he intends to conclude with a motion, and informs the assembly what that motion is, and then he may be allowed to proceed

of debate, breaks off his speech and gives up the floor to another for a particular purpose, he is entitled to it again, as of right, when that purpose is accomplished; but though this is generally conceded, yet when a member gives up the floor for one purpose he does so for all, and it is not possible for the presiding officer to take notice of and enforce agreements of this nature between members.

**206. Mention of Names in Debate.**—No person, in speaking, is to mention a member then present by his name, but to describe him by his seat in the assembly, or as the member who spoke last, or last but one, or on the other side of the question, or by some other equivalent expression. The purpose of this rule is to guard as much as possible against the excitement of all personal feeling, either of favor or of hostility, by separating, as it were, the official from the personal character of each member, and having regard to the former only in the debate.

**207. Presiding Officer.**—If the presiding officer rises up to speak, any other member who may have risen for the same purpose ought to sit down, in order that the former may be first heard; but this rule does not authorize

the presiding officer to interrupt a member whilst speaking, or to cut off one to whom he has given the floor; he must wait, like other members, until such member has done speaking.

**208. Member's Position While Speaking.**—A member while speaking must remain standing in his place, uncovered, and when he has finished his speech he ought to resume his seat; but if unable to stand without pain or inconvenience, in consequence of age, sickness, or other infirmity, he may be indulged to speak sitting.

## Sect. II. As to the Matter in Speaking.

**209. Debate Must Relate to Question.**—Every question that can be made in a deliberative assembly is susceptible of being debated, according to its nature; that is, every member has the right of expressing his opinion upon it. Hence it is a general rule, and the principal one relating to this matter, that in debate those who speak are to confine themselves to the question, and not to speak impertinently or beside the subject. So long as a member has the floor, and keeps within the rule, he may speak for as long a time as he pleases; though, if an uninteresting speaker trespasses too much upon

the time and patience of the assembly, the members seldom fail to show their dissatisfaction in some way or other, which induces him to bring his remarks to a close.

**210. Indecent Language.**—It is also a rule that no person, in speaking, is to use indecent language against the proceedings of the assembly, or to reflect upon any of its prior determinations, unless he means to conclude his remarks with a motion to rescind such determination; but while a proposition under consideration is still pending, and not adopted, though it may have been reported by a committee, reflections on it are no reflections on the assembly. The rule applies equally to the proceedings of committees, which are, indeed, the proceedings of the assembly.

**211. When Are Remarks Pertinent.**—Another rule in speaking is that no member is at liberty to digress from the matter of the question, to fall upon the person of another, and to speak reviling, nipping, or unmannerly words of or to him. The nature or consequences of a measure may be reprobated in strong terms, but to arraign the motives of those who advocate it is a personality and against order.

**212. Presumption in Favor of Pertinency.**—It is very often an extremely difficult and delicate matter to decide whether the remarks of a member are pertinent or relevant to the question; but it will, in general, be safe for the presiding officer to consider them so, unless they very clearly reflect, in an improper manner, either upon the person or motives of a member, or upon the proceedings of the assembly, or the member speaking digresses from or manifestly mistakes the question.

**213. Subordinate Supersede Main Questions.**—It often happens, in the consideration of a subject, that whilst the general question remains the same, the particular question before the assembly is constantly changing; thus, while, for example, the general question is on the adoption of a series of resolutions, the particular question may at one moment be on an amendment; at another on postponement; and, again, on the previous question. In all these cases the particular question supersedes, for the time, the main question, and those who speak to it must confine their remarks accordingly. The enforcement of order in this respect requires the closest attention on the part of the presiding officer.

**214. How Member Proceeds After Called to Order.**—When a member is interrupted by the presiding officer, or called to order by a member for irrelevancy or departing from the question, a question may be made as to whether he shall be allowed to proceed in his remarks in the manner he was speaking when he was interrupted; but if no question is made, or if one is made and decided in the negative, he is still to be allowed to proceed in order, that is, abandoning the objectionable course of remark.

### Sect. III. As to Times of Speaking.

**215. Member Can Speak Once.**—The general rule in all deliberative assemblies, unless it is otherwise specially provided, is that no member shall speak more than once to the same question, although the debate on that question may be adjourned and continued through several days, and although a member who desires to speak a second time has, in the course of the debate, changed his opinion.

**215 a. Rule in Congress.**—The rule of the lower house of Congress is: “No member shall speak more than once to the same question without leave of the House, unless he be

the mover, proposer or introducer of the matter pending, in which case he shall be permitted to speak in reply, but not until every member choosing to speak shall have spoken."—[B.]

**216. Previous Rule Construed.**—This rule refers to the same question, technically considered; for if a resolution is moved and debated, and then referred to a committee, those who speak on the introduction of the motion may speak again on the question presented by the report of the committee, though it is substantially the same question with the former; and so, members who have spoken on the principal or main question may speak again on all the subsidiary or incidental questions arising in the course of the debate.

**217. When He May Speak a Second Time.**—The rule as to speaking but once on a question, if strictly enforced, will prevent a member from speaking a second time without the general consent of the assembly, so long as there is any other member who himself desires to speak; but when all who desire to speak have spoken, a member may speak a second time by leave of the assembly.

**218. May Speak a Second Time to Explain.**—A member may also be permitted

to speak a second time in the same debate, in order to clear a matter of fact, or merely to explain himself in some material part of his speech; or to the orders of the assembly, if they be transgressed (although no question may be made), but carefully keeping within that line and not falling into the matter itself.

**219. How Long He Must Wait Before Explaining.**—It is sometimes supposed that, because a member has a right to explain himself he therefore has a right to interrupt another member whilst speaking, in order to make the explanation; but this is a mistake. He should wait until the member speaking has finished; and if a member, on being requested, yields the floor for an explanation, he relinquishes it altogether.

#### Sect. IV. As to Stopping Debate.

**220. Ordering of Previous Question Ends Debate.**—The only mode in use in this country, until recently, for the purpose of putting an end to an unprofitable or tiresome debate, was by moving the previous question; the effect of which motion, as already explained, if decided in the affirmative, is to require the main or principal question to be immediately

taken. When this question is moved, therefore, it necessarily suspends all further consideration of the main question, and precludes all further debate or amendment of it; though, as has been seen, it stands in the same degree with postponement, amendment and commitment, and, unless in virtue of a special rule, cannot be moved while either of these motions is pending.

**221. Assembly May Fix Time.**—The other mode of putting an end to debate, which has recently been introduced into use, is for the assembly to adopt beforehand a special order in reference to a particular subject, that at such a time specified all debate upon it shall cease, and all motions or questions pending in relation to it shall be decided.

**222. Speaking More than Once.**—Another rule which has lately been introduced for the purpose of shortening rather than stopping debate is, that no member shall be permitted to speak more than a certain specified time on any question; so that, when the time allotted has expired, the presiding officer announces the fact, and the member speaking resumes his seat.

**222 a. Closure in House of Commons.**—In 1882 the House of Commons adopted an order allowing the Speaker when, in his judg-

ment, a subject had been fully considered, to inform the House that the question should be put. Until the adoption of this order the only limitation on debate was an order passed in 1604, "That if any man speak impertinently, or beside the question in hand, it stands with the orders of the House for the Speaker to interrupt him, and to have the pleasure of the House, whether they will further hear him." That speakers have long wished that there was some way of closing debate may be learned from Hatsell's *Precedents*, who describes one of the speakers as saying, after listening to a long debate: "I am tired, I am weary, I am heartily sick of this."\*

#### Sect. V. As to Decorum in Debate.

**223. Speaker Must Not be Disturbed.**  
—Every member having the right to be heard,

\* In the lower House in Belgium, the President of the Chamber and Prime Minister consult concerning the advisability of clôture; in Denmark, if the President of the Danish Chamber thinks the debate has been improperly prolonged, he can propose the clôture, which is decided by the Chamber without debate; in Spain, the clôture may be moved by the President of the House. Dickinson's *Rules and Procedure of Foreign Parliaments*, 222, 102, 224, 266.

every other member is bound to conduct himself in such a manner that this right may be effectual. Hence it is a rule of order, as well as of decency, that no member is to disturb another in his speech by hissing, coughing, spitting; by speaking or whispering; by passing between the presiding officer and the member speaking; by going across the assembly-room, or walking up and down in it; or by any other disorderly deportment which tends to disturb or disconcert a member who is speaking.

**224. When He Should Sit Down.—**

But, if a member speaking finds that he is not regarded with that respectful attention which his equal right demands,—that it is not the inclination of the assembly to hear him,—and that by conversation or any other noise they endeavor to drown his voice,—it is his most prudent course to submit himself to the pleasure of the assembly, and to sit down; for it scarcely ever happens that the members of an assembly are guilty of this piece of ill manners without some excuse or provocation, or that they are so wholly inattentive to one who says anything worth their hearing.

**225. Presiding Officer Must Maintain Order.—**It is the duty of the presiding officer, in

such a case, to endeavor to reduce the assembly to order and decorum; but if his repeated calls to order, and his appeals to the good sense and decency of the members, prove ineffectual, it then becomes his duty to call by name any member who obstinately persists in irregularity, whereupon the assembly may require such member to withdraw, who is then to be heard, if he desires it, in exculpation, and to withdraw; then the presiding officer states the offence committed, and the assembly considers of the kind and degree of punishment to be inflicted.

**226. When He May Permit Disorder.**

—If, on repeated trials, the presiding officer finds that the assembly will not support him in the exercise of his authority, he will then be justified, but not till then, in permitting, without censure, every kind of disorder.

**Sect. VI. As to Disorderly Words.**

**227. Offensive Language.—**If a member, in speaking, makes use of language which is personally offensive to another, or insulting to the assembly, and the member offended, or any other, thinks proper to complain of it to the assembly, the course of proceeding is as follows:



**.228. How Offending Member Should be Treated.**—The member speaking is immediately interrupted in the course of his speech by another or several members rising and calling to order, and the member who objects or complains of the words is then called upon by the presiding officer to state the words which he complains of, repeating them exactly as he conceives them to have been spoken, in order that they may be reduced to writing by the clerk ; or the member complaining, without being so called upon, may proceed at once to state the words either verbally or in writing, and desire that the clerk may take them down at the table. The presiding officer may then direct the clerk to take them down ; but if he sees the objection to be a trivial one, and thinks there is not foundation for their being thought disorderly, he will prudently delay giving any such directions, in order not unnecessarily to interrupt the proceedings, though, if the members generally seem to be in favor of having the words taken down by calling out to that effect, or by a vote, which the assembly may doubtless pass, the presiding officer should certainly order the clerk to take them down in the form and manner in

which they are stated by the member who objects.

**229. Effect of Denying Offensive Language.**—The words objected to being thus written down, and forming a part of the minutes in the clerk's book, they are next to be read to the member who was speaking, who may deny that those are the words which he spoke, in which case the assembly must decide by a question whether they are the words or not. If he does not deny that he spoke those words, or when the assembly has itself determined what the words are, then the member may either justify them or explain the sense in which he used them, so as to remove the objection of their being disorderly ; or he may make an apology for them.

**230. Explanation or Apology.**—If the justification, or explanation, or apology, of the member is thought sufficient by the assembly, no further proceeding is necessary ; the member may resume and go on with his speech, the assembly being presumed, unless some further motion is made, to be satisfied ; but if any two members (one to make and the other to second the motion) think it necessary to state a question, so as to take the sense of the assembly

upon the words, and whether the member in using them has been guilty of any offence towards the assembly, the member must withdraw before that question is stated; and then the sense of the assembly must be taken, and such further proceedings had in relation to punishing the member as may be thought necessary and proper.

**231. Offensive Language Should be Written Down.**—The above is the course of proceeding established by the writers of greatest authority, and ought invariably to be pursued; it might, however, be improved by the member who objects to words writing them down at once, and thereupon moving that they be made a part of the minutes; by which means the presiding officer would be relieved from the responsibility of determining, in the first instance, upon the character of the words.

**232. Offensive Words Should be Noticed at Once.**—If offensive words are not taken notice of at the time they are spoken, but the member is allowed to finish his speech, and then any other person speaks, or any other matter of business intervenes before notice is taken of the words which gave offence, the words are not to be written down, or the

member using them censured. This rule is established for the common security of all the members, and to prevent the mistakes which must necessarily happen if words complained of are not immediately reduced to writing.

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## CHAPTER XIII.

### Of the Question.

**233. Difference Between Motion, Question, etc.**—When any proposition is made to a deliberative assembly, it is called a *motion*; when it is stated or propounded to the assembly for their acceptance or rejection, it is denominated a *question*; and, when adopted, it becomes the *order, resolution, or vote* of the assembly.

**234. Object of Prior Proceedings.**—All the proceedings which have thus far been considered have only had for their object to bring a proposition into a form to be put to the question, that is, to be adopted as the sense, will, or judgment of the assembly, or to be rejected, according as such proposition may

be found to unite in its favor, or to fail of uniting, a majority of the members.

**235. Final Vote.**—When any proposition, whether principal, subsidiary, or incidental, or of whatever nature it may be, is made, seconded, and stated, if no alteration is proposed, —or if it admits of none, or if it is amended, —and the debate upon it, if any, appears to be brought to a close, the presiding officer then inquires whether the assembly is ready for the question? and if no person rises the question is then stated, and the votes of the assembly taken upon it.

**236. Statement of the Question.**—The question is not always stated to the assembly in the precise form in which it arises or is introduced; thus, for example, when a member presents a petition, or the chairman of a committee offers a report, the question which arises, if no motion is made, is, *Shall the petition or the report be received?* and so, when the previous question is moved, it is stated in this form, *Shall the main question be now put?*—the question being stated, in all cases, in the form in which it will appear on the journal, if it passes in the affirmative.

**236 a. Methods of Voting.**—There are

several methods of voting: by silent assent, by voice, by a show of hands, by division, by roll-call or by yeas and nays, by ballot.—[B.]

**237. Informal Consent.**—In matters of trifling importance, or which are generally of course, such as receiving petitions and reports, withdrawing motions, reading papers, etc., the presiding officer most commonly supposes or takes for granted the consent of the assembly, where no objection is expressed, and does not go through the formality of taking the question by a vote. But if, after a vote has been taken in this informal way and declared, any member rises to object, the presiding officer should consider everything that has passed as nothing, and at once go back and pursue the regular course of proceeding. Thus, if a petition is received without a question, and the clerk is proceeding to read it, in the usual order of business, if any one rises to object, it will be the safest and most proper course for the presiding officer to require a motion for receiving it to be regularly made and seconded.

**238. Putting of Final Question.**—The question being stated by the presiding officer, he first puts it in the affirmative, namely: *As many as are of opinion that*—repeating the

words of the question,—*say aye*, and immediately all the members who are of that opinion answer *aye*; the presiding officer then puts the question negatively: *As many as are of a different opinion, say no*, and thereupon all the members who are of that opinion answer *no*. The presiding officer judges by his ear which side has “the more voices,” and decides accordingly that *the ayes have it*, or *the noes have it*, as the case may be. If the presiding officer is doubtful as to the majority of voices he may put the question a second time, and if he is still unable to decide, or if, having decided according to his judgment, any member rises and declares that he believes the *ayes* or the *noes* (whichever it may be) *have it*, contrary to the declaration of the presiding officer, then the presiding officer directs the assembly to divide, in order that the members on the one side and the other may be counted.

**239. Division.**—If, however, any new motion should be made after the presiding officer’s declaration, or if a member who was not in the assembly-room when the question was taken should come in, it will then be too late to contradict the presiding officer and have the assembly divided.

**240. Mode of Voting.**—The above is the parliamentary form of taking a question, and is in general use in this country; but in some of our legislative assemblies, and especially in those of the New England States, the suffrages are given by the members holding up their right hands, first those in the affirmative, and then those in the negative, of the question. If the presiding officer cannot determine by the show of hands which side has the majority, he may call upon the members to vote again, and if he is still in doubt, or if his declaration is questioned, a division takes place. When the question is taken in this manner, the presiding officer directs the members, first on the affirmative side and then on the negative, to manifest their opinion by holding up the right hand.

**241. Division by Count.**—When a division of the assembly takes place, the presiding officer sometimes directs the members to range themselves on different sides of the assembly-room, and either counts them himself or they are counted by tellers appointed by him for the purpose, or by monitors permanently appointed for that and other purposes; or the members rise in their seats, first on the affirma-

tive and then on the negative, and (standing uncovered) are counted in the same manner. When the members are counted by the presiding officer, he announces the numbers and declares the result. When they are counted by tellers or monitors, the tellers must first agree among themselves, and then the one who has taled for the majority reports the numbers to the presiding officer, who thereupon declares the result.

**242. Division by Tellers.**—The best method of dividing an assembly that is at all numerous is for the presiding officer to appoint tellers for each division or section of the assembly-room, and then to require the members, first those in the affirmative, and then those in the negative, to rise, stand uncovered, and be counted; this being done on each side, the tellers of the several divisions make their returns, and the presiding officer declares the result.

**243. When Presiding Officer Can Vote.**—If the members are equally divided the presiding officer may, if he pleases, give the casting vote; or, if he chooses, he may refrain from voting, in which case the motion does not prevail, and the decision is in the negative.

**243 a. When Speaker Must Vote.**—Concerning the right or duty of the Speaker to vote, the question is not altogether settled. For many years it was unsettled in the lower branch of Congress. Now, however, the law requires the Speaker to vote when it would be decisive. "By the practice of the House," so Follet remarks, "this rule obliges the Speaker to vote: (1) to break a tie, (2) to make a tie, (3) to complete a two-thirds vote, and (4) when his vote is necessary to make a quorum. It has been claimed, however, that the spirit of the rule does not include a negative vote on an even division, and when Mr. Speaker White in the Twenty-Seventh Congress gave such a vote, it was said to be unnecessary. But the ruling now in Congress, and nearly all public assemblies, is that the Speaker should vote on an equal division, even although his vote may be cast in the negative."\*—[B.]

**243 b. His Right to Vote as Affected by Positive Law.**—It seems desirable to state the Speaker's right to vote more fully. If he is not a member of the body over which he presides, he has no right to vote unless this

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\* Speaker of the House of Rep., 150.

is given to him by positive law, as in the case of the Vice-President of the United States, whose right to give a casting vote is prescribed by the Constitution. The same may be said of the Lieutenant-Governor of many of the States; their right to vote is a constitutional one, otherwise they would have none, because they are not members of the bodies over which they preside. If a Speaker is a member, then he can vote, and no rule of the body would be legal preventing him from exercising it. In other words, his right to vote as a member is not impaired by his election and exercise of the functions of Speaker. From motives of delicacy many prefer not to vote, except in the case of a tie, or to make a tie, and thus prevent a motion from prevailing, but his right to vote in all cases is unquestioned. If he does not vote in the regular order, as the rules prescribed for members require, nevertheless his vote is not lost, and he may afterward insist on his right to vote and exercise it.—[B.]

**244. Who Must Vote.**—It is a general rule that every member who is in the assembly-room at the time when the question is stated has not only the right but is bound to vote; and, on the other hand, that no mem-

ber can vote who was not in the room at that time.

**244 a. Effect of Silence.**—The effect of remaining silent is well understood. At a valid meeting of stockholders, if no contrary rule is established by the charter or by-laws, a majority of those voting prevails. Those who have an opportunity to vote and refrain, though they have a majority of the stock, must be held to acquiesce in the result of the votes actually cast.\*—[B.]

**244 b. Silence is Acquiescence.**—When a question is put by the presiding officer, silence is acquiescence with the majority, because each member is supposed to have assented beforehand to the process established to ascertain the general will. But this rule of implied assent does not apply to a measure which is essentially revolutionary, and based on no pre-established process of ascertainment whatever.†—[B.]

**244 c. Silence of the Whole Assembly.**—Again, if silence of the whole assembly is equivalent to a unanimous vote in the affirmative, silence of a part of the members not voting

\* 34 Minn. Rep., 135.

† 4 Wharton, 531.

cannot be counted against the express voice of another part voting. If those present having the right and opportunity to vote refuse to exercise it, and witness without objection the passage of a by-law or other act by the usual mode of voting, counting, and declaring, the objection of an insufficient or invalid vote by reason of not counting non-votes present cannot afterwards be made.\*—[B.]

**245. Yea and Nay Vote.**—The only other form of taking the question which requires to be described is one in general use in this country, by means of which the names of the members voting on the one side and on the other are ascertained and entered in the journal of the assembly. This mode, which is peculiar to the legislative bodies of the United States, is called taking the question by yeas and nays. In order to take a question in this manner it is stated on both sides at once, namely: *As many as are of opinion that, etc., will, when their names are called, answer Yes; and, As many as are of a different opinion will, when their names are called, answer No;* the roll of the assembly is then called over by the clerk, and each mem-

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\* 58 New Hamp. Rep., 187.

ber, as his name is called, rises in his place, and answers *yes* or *no*, and the clerk notes the answer as the roll is called. When the roll has been gone through, the clerk reads over first the names of those who have answered in the affirmative, and then the names of those who have answered in the negative, in order that if he has made any mistake in noting the answer, or if any member has made a mistake in his answer, the mistake of either may be corrected. The names having been thus read over, and the mistakes, if any, corrected, the clerk counts the numbers on each side, and reports them to the presiding officer, who declares the result to the assembly.

**245 a. Requirement of Federal Constitution.**—By the Constitution of the United States “the yeas and nays of the members of either House on any question shall, at the desire of one-fifth of those present, be entered on the journal.” And in voting for and against a bill that has been vetoed, the entry must be made without any order. In some of the State legislatures five members are enough to second the call for the yeas and nays; in others three; in no case is a majority required. The reason for requiring only a small

number is, that the wish of the minority for such a record of the action of the members is obviously just.—[B.]

**246. Yea and Nay Vote in Mass.**—The following is the mode practised in the House of Representatives of Massachusetts (which is by far the most numerous of all the legislative bodies in this country) of taking a question by yeas and nays. The names of the members being printed on a sheet, the clerk calls them in their order; and as each one answers, the clerk (responding to the member at the same time) places a figure in pencil, expressing the number of the answer, at the left or right of the name, according as the answer is *yes* or *no*, so that the last figure or number on each side shows the numbers of answers on that side; and the two last numbers or figures represent the respective numbers of the affirmatives and negatives on the division. Thus, at the left hand of the name of the member who first answers *yes* the clerk places a figure 1; at the right hand of the first member who answers *no* he also places a figure 1; the second member that answers *yes* is marked 2; and so on to the end of the list; the side of the name on which the figure is placed denoting whether the an-

answer is *yes* or *no*, and the figure denoting the number of the answer on that side. The affirmatives and negatives are then read separately, if necessary, though this is usually omitted, and the clerk is then prepared, by means of the last figure on each side, to give the numbers to the speaker to be announced to the house. The names and answers are afterwards recorded on the journal.

**247. How Long Debate May Continue.**—In any of the modes of taking a question, in which it is first put on one side, and then on the other, it is no full question until the negative as well as the affirmative has been put. Consequently, until the negative has been put it is in order for any member, in the same manner as if the division had not commenced, to rise and speak, make motions for amendment or otherwise, and thus renew the debate; and this whether such member was in the assembly-room or not when the question was put and partly taken. In such a case the question must be put over again on the affirmative as well as the negative side, for the reason that members who were not in the assembly-room when the question was first put may have since come in, and also that some of those who



voted may have since changed their minds. When a question is taken by yeas and nays, and the negative as well as the affirmative of the question is stated, and the voting on each side begins and proceeds at the same time, the question cannot be opened and the debate renewed after the voting has commenced.

**247 a. Changing Vote.**—A member may change his vote, unless it be a ballot, at any time before the result has been declared; but in the United States Senate a Senator, by unanimous consent, may change or withdraw his vote. —[B.]

**248. Questions Arising During Division.**—If any question arises in a point of order, as, for example, as to the right or the duty of a member to vote during a division, the presiding officer must decide it peremptorily, subject to the revision and correction of the assembly after the division is over. In a case of this kind there can be no debate, though the presiding officer may, if he pleases, receive the assistance of members with their advice, which they are to give sitting, in order to avoid even the appearance of a debate; but this can only be with the leave of the presiding officer, as otherwise the division might be prolonged to

an inconvenient length; nor can any question be taken, for otherwise there might be division upon division without end.

**249. No Decision Without Quorum.**—When, from counting the assembly on a division, it appears that there is not a quorum present, there is no decision, but the matter in question continues in the same state in which it was before the division; and when afterwards resumed, whether on the same or on some future day, it must be taken up at that precise point.

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## CHAPTER XIV.

### Of Reconsideration.

**250. Decision Usually is Final.**—It is a principle of parliamentary law, upon which many of the rules and proceedings are founded, that when a question has been once put to a deliberative assembly, and decided, whether in the affirmative or negative, that decision is the judgment of the assembly, and cannot be again brought into question.

**251. Applies to Equivalent Questions.**

—This principle holds equally although the question proposed is not the identical question which has already been decided, but only its equivalent; as, for example, where the negative of one question amounts to the affirmative of the other, and leaves no other alternative, these questions are the equivalents of one another, and a decision of the one necessarily concludes the other.

**252. Rule Explained.**—A common application of the rule as to equivalent questions occurs in the case of an amendment proposed by striking out words, in which it is the invariable practice to consider the negative of striking out as equivalent to the affirmative of agreeing; so that to put a question on agreeing, after a question on striking out is negatived, would be, in effect, to put the same question twice over.

**253. When Question Can be Repeated.**—The principle above stated does not apply so as to prevent putting the same question in the different stages of any proceeding, as, for example, in legislative bodies, the different stages of a bill; so, in considering reports of committees, questions already taken

and decided before the subject was referred may be again proposed; and, in like manner, orders of the assembly and instructions or references to committees may be discharged or rescinded.

**254. Reasons for Reconsidering.**—The inconvenience of this rule, which is still maintained in all its strictness in the British Parliament (though divers expedients are there resorted to [as an explanatory or amending act] to counteract or evade it), has led to the introduction into the parliamentary practice of this country of the motion for *reconsideration*; which, while it recognizes and upholds the rule in all its ancient strictness, yet allows a deliberative assembly, for sufficient reasons, to relieve itself from the embarrassment and inconvenience which would occasionally result from a strict enforcement of the rule in a particular case.

**255. Common Practices.**—It has now come to be a common practice in all our deliberative assemblies, and may consequently be considered as a principle of the common parliamentary law of this country, to reconsider a vote already passed, whether affirmatively or negatively.

**255 a. How Long the Right Exists.—**

All deliberative assemblies have a right, during the same session, to reconsider any vote which they may have taken, and only the final result is operative.—[B.]\*

**256. Form of.**—For this purpose a motion is made and seconded, in the usual manner, that such a vote be reconsidered; and if this motion prevails, the matter stands before the assembly in precisely the same state and condition, and the same questions are to be put in relation to it as if the vote reconsidered had never been passed. Thus, if an amendment by inserting words is moved and rejected, the same amendment cannot be moved again; but the assembly may reconsider the vote by which it was rejected, and then the question will recur on the amendment, precisely as if the former vote had never been passed.

**257. Rules of Assemblies for Reconsidering.**—It is usual, in legislative bodies, to regulate by a special rule the time, manner, and by whom a motion to reconsider may be made; thus, for example, that it shall be made only on the same or a succeeding day,—by a

\*7 New Jersey Law Rep., 101.

member who voted with the majority,—or at a time when there are as many members present as there were when the vote was passed; but, where there is no special rule on the subject, a motion to reconsider must be considered in the same light as any other motion, and as subject to no other rules.

**257 a. Senate and House Rules of Congress.**—In the lower House of Congress, when a motion has been made and carried, or lost, any member of the majority, on the same or succeeding day, may move its reconsideration, and this takes precedence of all other questions except the consideration of a conference report, a motion to adjourn, or take a recess. Furthermore, such a motion cannot be withdrawn after the “succeeding day” without the consent of the House, and any member may call it up for consideration. If made during the last week of the session, action thereon must be immediate. The Senate rule differs in some respects. If a motion to reconsider is lost, or if carried, and the first decision of the reconsidered question is affirmed, a motion to reconsider cannot be renewed without unanimous consent.—[B.]

## CHAPTER XV.

## Of Committees.

## Sect. 1. Their Nature and Functions

258. **How Formed.**—It is usual in all deliberative assemblies to take the preliminary (sometimes, also, the intermediate) measures, and to prepare matters to be acted upon in the assembly, by committees composed either of members specially selected for the particular occasion, or appointed beforehand for all matters of the same nature.

259. **How Designated.**—Committees of the first kind are usually called *select*, the others *standing* (though the former appellation belongs with equal propriety to both), in order to distinguish them from another form of committee constituted either for a particular occasion, or for all cases of a certain kind, which is composed of all the members of the assembly, and therefore denominated a *committee of the whole*.

260. **Advantages.**—The advantages of proceeding in this mode are manifold. It en-

ables a deliberative assembly to do many things which, from its numbers, it would otherwise be unable to do,—to accomplish a much greater quantity of business, by dividing it among the members, than could possibly be accomplished if the whole body were obliged to devote itself to each particular subject, and to act in the preliminary and preparatory steps with a greater degree of freedom than is compatible with the forms of proceeding usually observed in full assembly.

261. **Why Appointed.**—Committees are appointed to consider a particular subject, either at large or under special instructions: to obtain information in reference to a matter before the assembly, either by personal inquiry and inspection or by the examination of witnesses; and to digest and put into proper form, for the adoption of the assembly, all resolutions, votes, orders, and other papers with which they may be charged. Committees are commonly said to be the “eyes and ears” of the assembly; it is equally true that, for certain purposes, they are also its “head and hands.”

262. **Powers and Functions.**—The powers and functions of committees depend chiefly upon the general authority and particu-

lar instructions given them by the assembly at the time of their appointment; but they may also be, and very often are, further instructed whilst they are in the exercise of their functions; and sometimes it even happens that these additional instructions wholly change the nature of a committee by charging it with inquiries quite different from those for which it was originally established.

### Sect. II. Their Appointment.

**263. Standing and Select Committees Appointed Same Way.**—In the manner of appointing committees there is no difference between standing and other select committees as to the mode of selecting the members to compose them; and in reference to committees of the whole, as there is no selection of members, they are appointed simply by the order of the assembly.

**264. Number.**—In the appointment of select committees, the first thing to be done is to fix upon the number. This is usually effected in the same manner that blanks are filled, namely, by members proposing, without the formality of a motion, such numbers as they please, which are then separately put to the

question, beginning with the largest and going regularly through to the smallest, until the assembly comes to a vote.

**265. Selecting Committees.**—The number being settled, there are three modes of selecting the members, to wit, by the appointment of the presiding officer,—by ballot,—and by nomination and vote of the assembly; the first sometimes in virtue of a standing rule, sometimes in pursuance of a vote of the assembly in a particular case; the second always in pursuance of a vote; the last is the usual course where no vote is taken.

**266. Usually Named by Presiding Officer.**—In deliberative assemblies, whose sittings are of considerable length as legislative bodies, it is usual to provide by a standing rule that, unless otherwise ordered in a particular case, all committees shall be named by the presiding officer. Where this is the case, whenever a committee is ordered, and the number settled, the presiding officer at once names the members to compose it. Sometimes, also, the rule fixes the number of which, unless otherwise ordered, committees shall consist. This mode of appointing a committee is frequently resorted to where there is no rule on the subject.

**267. Selection by Ballot.**—When a committee is ordered to be appointed by ballot, the members are chosen by the assembly, either singly or all together, as may be ordered, in the same manner that other elections are made; and in such elections, as in other cases of the election of the officers of the assembly, a majority of all the votes given in is necessary to a choice.

**268. Selection by Vote.**—When a committee is directed to be appointed by nomination and vote, the names of the members proposed are put to the question singly, and approved or rejected by the assembly by a vote taken in the usual manner. If the nomination is directed to be made by the presiding officer, he may propose the names in the same manner or all at once; the former mode being the most direct and simple, the latter enabling the assembly to vote more understandingly upon the several names proposed. When the nomination is directed to be made at large, the presiding officer calls upon the assembly to nominate; and, names being mentioned accordingly, he puts to vote the first name he hears.

**269. Revival of Committee.**—It is also a compendious mode of appointing a committee

to revive one which has already discharged itself by a report; or by charging a committee appointed for one purpose with some additional duty, of the same or of a different character.

**270. Why Bill Should be Referred to Friendly Committee.**—In regard to the appointment of committees, so far as the selection of the members is concerned, it is a general rule in legislative bodies, when a bill is to be referred, that none who speak directly against the body of it are to be of the committee, for the reason that he who would totally destroy will not amend; but that, for the opposite reason, those who only take exceptions to some particulars in the bill are to be of the committee. This rule supposes the purpose of the commitment to be not the consideration of the general merits of the bill, but the amendment of it in its particular provisions, so as to make it acceptable to the assembly.

**271. Majority Should be Friendly.**—This rule, of course, is only for the guidance of the presiding officer and the members, in the exercise of their discretion; as the assembly may refuse to excuse from serving, or may itself appoint on a committee, persons who are

opposed to the subject referred. It is customary, however, in all deliberative assemblies, to constitute a committee of such persons (the mover and seconder of a measure being of course appointed), a majority of whom, at least, are favorably inclined to the measure proposed. [Practically the majority is taken from the political party dominant in the assembly, because a partisan measure is expected and desired.—ED.]

**272. Notification of Appointment.**—When a committee has been appointed in reference to a particular object, it is the duty of the secretary of the assembly to make out a list of the members, together with a certified copy of the authority or instructions under which they are to act, and to give the papers to the member first named on the list of the committee, if convenient, but, otherwise, to any other member of the committee.

### Sect. III. Their Organization and Manner of Proceeding.

**273. Who is Chairman.**—The person first named on a committee acts as its chairman, or presiding officer, so far as relates to the preliminary steps to be taken, and is usually

permitted to do so through the whole proceedings; but this is a matter of courtesy, every committee having a right to elect its own chairman, who presides over it, and makes the report of its proceedings to the assembly.

**274. Meetings.**—A committee is properly to receive directions from the assembly as to the time and place of its meeting, and cannot regularly sit at any other time or place; and it may be ordered to sit immediately, whilst the assembly is sitting, and make its report forthwith.

**275. When Committee Cannot Sit.**—When no directions are given, a committee may select its own time and place of meeting; but, without a special order to that effect, it is not at liberty to sit whilst the assembly sits; and, if a committee is sitting when the assembly comes to order after an adjournment, it is the duty of the chairman to rise instantly, on being certified of it, and, with the other members, to attend the service of the assembly.

**276. Manner of Proceeding.**—In regard to its forms of proceeding, a committee is essentially a miniature assembly—it can only act when regularly assembled together as a committee, and not by separate consultation and

consent of the members; nothing being the agreement or report of a committee but what is agreed to in that manner; a vote taken in committee is as binding as a vote of the assembly; a majority of the members is necessary to constitute a quorum for business, unless a larger or smaller number has been fixed by the assembly itself; and a committee has full power over whatever may be committed to it, except that it is not at liberty to change the title or subject.

**277. Time and Place of Meeting.**—A committee which is under no directions as to the time and place of meeting may meet when and where it pleases, and adjourn itself from day to day, or otherwise, until it has gone through with the business committed to it; but if it is ordered to meet at a particular time, and it fails of doing so for any cause, the committee is closed, and cannot act without being newly directed to sit.

**278. Disorder.**—Disorderly words spoken in a committee must be written down in the same manner as in the assembly; but the committee, as such, can do nothing more than report them to the assembly for its animadversion; neither can a committee punish disorderly

conduct of any kind, but must report it to the assembly.

**279. Proceedings in.**—When any paper is before a committee, whether select or of the whole, it may either have originated with the committee or have been referred to them; and in either case, when the paper comes to be considered, the course is for it to be first read entirely through by the clerk of the committee, if there is one, otherwise by the chairman; and then to be read through again by paragraphs by the chairman, pausing at the end of each paragraph, and putting questions for amending, either by striking out or inserting, if proposed. This is the natural order of proceeding in considering and amending any paper, and is to be strictly adhered to in the assembly; but the same strictness does not seem necessary in a committee.

**280. Treatment of Original Paper.**—If the paper before a committee is one which has originated with the committee, questions are put on amendments proposed, but not on agreeing to the several paragraphs of which it is composed, separately, as they are gone through with; this being reserved for the close, when a question is to be put on the whole for



agreeing to the paper as amended or unamended.

**281. Treatment of Referred Papers.—**

If the paper be one which has been referred to the committee, they proceed as in the other case to put questions of amendment, if proposed, but no final question on the whole; because all the parts of the paper having been passed upon, if not adopted by the assembly as the basis of its action, stand, of course, unless altered or struck out by a vote of the assembly. And even if the committee are opposed to the whole paper, and are of opinion that it cannot be made good by amendments, they have no authority to reject it; they must report it back to the assembly, without amendments (specially stating their objections, if they think proper), and there make their opposition as individual members.

**282. Report on Original Paper.—**In the case of a paper originating with a committee, they may erase or interline it as much as they please; though, when finally agreed to, it ought to be reported in a clear draft, fairly written, without erasure or interlineation.

**283. Report on Referred Paper.—**But, in the case of a paper referred to a committee,

they are not at liberty to erase, interline, blot, disfigure, or tear it, in any manner; but they must, in a separate paper, set down the amendments they have agreed to report, stating the words which are to be inserted or omitted, and the places where the amendments are to be made, by references to the paragraph or section, line, and word.

**284. Amendments by Committee.—**If the amendments agreed to are very numerous and minute, the committee may report them all together, in the form of a new and amended draft.

**285. Final Action in Committee.—**When a committee has gone through the paper, or agreed upon a report on the subject which has been referred to them, it is then moved by some member, and thereupon voted, that the committee rise, and that the chairman, or some other member, make their report to the assembly.

**Sect. IV. Their Report.**

**286. Making Report in the Assembly.**

—When the report of a committee is to be made, the chairman, or member appointed to make the report, standing in his place, informs the assembly that the committee to whom was

referred such a subject or paper have, according to order, had the same under consideration, and have directed him to make a report thereon, or to report the same with sundry amendments, or without amendment, as the case may be, which he is ready to do when the assembly shall please; and he or any other member may then move that the report be now received. On this motion being made, the question is put whether the assembly will receive the report at that time; and a vote passes, accordingly, either to receive it then, or fixing upon some future time for its reception.

**287. Delivery to Clerk.**—At the time when, by the order of the assembly, the report is to be received, the chairman reads it in his place, and then delivers it, together with all the papers connected with it, to the clerk at the table, where it is again read, and then lies on the table until the time assigned, or until it suits the convenience of the assembly to take it up for consideration.

**288. Amendments.**—If the report of the committee is of a paper with amendments, the chairman reads the amendments with the coherence in the paper, whatever it may be, and opens the alterations, and the reasons of the

committee for the amendments, until he has gone through the whole; and when the report is read at the clerk's table, the amendments only are read without the coherence.

**289. Reports Received Without Motion.**—In practice, however, the formality of a motion and vote on the reception of a report is usually dispensed with; though, if any objection is made, or if the presiding officer sees any informality in the report, he should decline receiving it without a motion and vote; and a report, if of any considerable length, is seldom read, either by the chairman in his place or by the clerk at the table, until it is taken up for consideration. In legislative assemblies the printing of reports generally renders the reading of them unnecessary.

**290. Dissolution of Committee.**—The report of a committee being made and received, the committee is dissolved, and can act no more without a new power; but their authority may be revived by a vote, and the same matter recommitted to them. If a report, when offered to the assembly, is not received, the committee is not thereby discharged, but may be ordered to sit again, and a time and place appointed accordingly.

**291. Report May be Recommitted.**—When a subject or paper has been once committed and a report made upon it, it may be recommitted either to the same or a different committee; and if a report is recommitted before it has been agreed to by the assembly, what has heretofore passed in the committee is of no validity; the whole question being again before the committee as if nothing had passed there in relation to it.

**292. Forms of Report.**—The report of a committee may be made in three different forms, namely: *first*, it may contain merely a statement of facts, reasoning, or opinion, in relation to the subject of it, without any specific conclusion; or, *second*, a statement of facts, reasoning, or opinion, concluding with a resolution, or series of resolutions, or some other specific proposition; or, *third*, it may consist merely of such resolutions, or propositions, without any introductory part.

**293. Question on Receiving.**—The first question on a report is, in strictness, on receiving it, though in practice this question is seldom or never made; the consent of the assembly, especially in respect to the report of a committee of the whole, being generally presumed,

unless objection is made. When a report is received, whether by general consent or upon a question and vote, the committee is discharged, and the report becomes the basis of the future proceedings of the assembly on the subject to which it relates.

**294. Treated Like Other Questions.**—At the time assigned for the consideration of a report, it may be treated and disposed of precisely like any other proposition, and may be amended in the same manner, both in the preliminary statement, reasoning, or opinion, if it contain any, and in the resolutions or other propositions with which it concludes; so if it consist merely of a statement, etc., without resolutions, or of resolutions, etc., without any introductory part.

**295. Adoption.**—The final question on a report, whatever form it may have, is usually stated on its acceptance; and, when accepted, the whole report is adopted by the assembly, and becomes the statement, reasoning, opinion, resolution, or other act, as the case may be, of the assembly; the doings of a committee, when agreed to, adopted, or accepted, becoming the acts of the assembly, in the same manner as if done originally by the

assembly itself, without the intervention of a committee.

**296. Statement of Final Question.**—It would be better, however, and in stricter accordance with parliamentary rules, to state the final question on a report according to the form of it. If the report contain merely a statement of facts, reasoning, or opinion, the question should be on acceptance; if it also conclude with resolutions, or other specific propositions of any kind,—the introductory part being consequently merged in the conclusion,—the question should be on agreeing to the resolutions, or on adopting the order or other proposition, or on passing or coming to the vote recommended by the committee; and the same should be the form of the question when the report consists merely of resolutions, etc., without any introductory part.

#### Sect. V. Committee of the Whole.

**297. How Formed.**—When a subject has been ordered to be referred to a committee of the whole, the form of going from the assembly into committee is for the presiding officer, at the time appointed for the committee to sit, on motion made and seconded for the purpose, to

put the question that the assembly do now resolve itself into a committee of the whole to take under consideration such a matter, naming it. If this question is determined in the affirmative, the result is declared by the presiding officer, who, naming some member to act as chairman of the committee, then leaves the chair and takes a seat elsewhere like any other member, and the person appointed chairman seats himself (not in the chair of the assembly, but) at the clerk's table.

**298. Presiding Officer Names Chairman.**—The chairman named by the presiding officer is generally acquiesced in by the committee; though, like all other committees, a committee of the whole have a right to elect a chairman for themselves, some member, by general consent, putting the question.

**299. Quorum.**—The same number of members is necessary to constitute a quorum of a committee of the whole as of the assembly; and if the members present fall below a quorum at any time in the course of the proceedings, the chairman, on a motion and question, rises,—the presiding officer thereupon resumes the chair.—and the chairman informs the assembly

(he can make no other report) of the cause of the dissolution of the committee.

**300. Presence of Presiding Officer.—**

When the assembly is in committee of the whole, it is the duty of the presiding officer to remain in the assembly-room, in order to be at hand to resume the chair in case the committee should be broken up by some disorder, or for want of a quorum, or should rise, either to report progress or to make their final report upon the matter committed to them.

**300 a. Speaker May Resume Chair to Suppress Disorder.—**Though the speaker has a right to resume the chair to suppress disorder, he hesitates to do so unless clearly authorized by the standing rules or an order of the House. In 1880 the House was in committee of the whole on the refunding of the national debt, and two of the members fiercely denounced each other, and nearly came to blows. For the purpose of restoring order Mr. Speaker Randall took the chair, asserting that he was justified by parliamentary propriety and practice in doing so, and by his direction the sergeant-at-arms went among the members with his mace of office and restored order. The

speaker then yielded the chair to the chairman of the committee.—[B.]

**301. Duty of Clerk.—**The clerk of the assembly does not act as clerk of the committee (this is the duty of the assistant clerk in legislative bodies), or record in his journal any of the proceedings or votes of the committee, but only their report as made to the assembly.

**302. Proceedings in.—**The proceedings in a committee of the whole, though, in general, similar to those in the assembly itself and in other committees, are yet different in some respects, the principal of which are the following:

**303. Previous Question Cannot be Moved.—***First.* The previous question cannot be moved in a committee of the whole. The only means of avoiding an improper discussion is to move that the committee rise; and, if it is apprehended that the same discussion will be attempted on returning again into committee, the assembly can discharge the committee and proceed itself with the business, keeping down any improper discussion by means of the previous question.

**304. Cannot Adjourn.—***Second.* A committee of the whole cannot adjourn, like other

committees, to some other time or place, for the purpose of going on with and completing the consideration of the subject referred to them; but if their business is unfinished at the usual time for the assembly to adjourn, or, for any other reason, they wish to proceed no further at a particular time, the form of proceeding is for some member to move that the committee rise, report progress, and ask leave to sit again; and if this motion prevails, the chairman rises,—the presiding officer resumes the chair of the assembly,—and the chairman of the committee informs him that the committee of the whole have, according to order, had under their consideration such a matter, and have made some progress therein; but, not having had time to go through with the same, have directed him to ask leave for the committee to sit again. The presiding officer thereupon puts a question on giving the committee leave to sit again, and also on the time when the assembly will again resolve itself into a committee. If leave to sit again is not granted, the committee is of course dissolved.

**305. Unlimited Debate.**—*Third.* In a committee of the whole every member may speak as often as he pleases, provided he can

obtain the floor; whereas, in the assembly itself, no member can speak more than once.

**306. References to Other Committees.**—*Fourth.* A committee of the whole cannot refer any matter to another committee; but other committees may and do frequently exercise their functions, and expedite their business by means of sub-committees of their own members.

**307. Presiding Officer May Debate.**—*Fifth.* In a committee of the whole the presiding officer of the assembly has a right to take a part in the debate and proceedings in the same manner as any other member.

**308. Punishment for Disorderly Conduct.**—*Sixth.* A committee of the whole, like a select committee, has no authority to punish a breach of order, whether of a member or stranger, but can only rise and report the matter to the assembly, who may proceed to punish the offender. Disorderly words must be written down in committee in the same manner as in the assembly, and reported to the assembly for their animadversion.

**309. Motion Need Not be Seconded.**—The foregoing are the principal points of difference between proceedings in the assembly and

in committees of the whole; in most other respects they are precisely similar. It is sometimes said that in a committee of the whole it is not necessary that a motion should be seconded. There is no foundation, however, either in reason or parliamentary usage, for this opinion.

**310. Rising of Committee.**—When a committee of the whole have gone through with the matter referred to them, a member moves that the committee rise, and that the chairman (or some other member) report their proceedings to the assembly; which being resolved, the chairman rises and goes to his place,—the presiding officer resumes the chair of the assembly,—and the chairman informs him that the committee have gone through with the business referred to them, and that he is ready to make their report when the assembly shall think proper to receive it. The time for receiving the report is then agreed upon, and at the time appointed it is made and received, in the same manner as that of any other committee (286).

**311. Receiving a Report.**—It sometimes happens that the formality of a motion and question as to the time of receiving a report is

dispensed with. If the assembly are ready to receive it at the time, they cry out, “now, now,” whereupon the chairman proceeds; if not then ready, some other time is mentioned, as “to-morrow,” or “Monday,” and that time is fixed by general consent. But when it is not the general sense of the assembly to receive the report at the time, it is better to agree upon and fix the time by a motion and question.

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#### Concluding Remarks.

**312. Suggestions.**—In bringing this treatise to a close, it will not be deemed out of place to make a suggestion or two for the benefit of those persons who may be called upon to act as presiding officers for the first time.

**313. Presiding Officer Should be Attentive.**—One of the most essential parts of the duty of a presiding officer is to give the closest attention to the proceedings of the assembly, and especially to what is said by every member who speaks. Without the first, confusion will be almost certain to occur, wasting the time, perhaps disturbing the harmony, of the assembly. The latter is not merely a de-

cent manifestation of respect for those who have elevated him to an honorable station, but it tends greatly to encourage timid or diffident members, and to secure them a patient and attentive hearing; and it often enables the presiding officer, by a timely interference, to check offensive language in season to prevent scenes of tumult and disorder, such as have sometimes disgraced our legislative halls.

**314. Observing Rules.**—It should be constantly kept in mind by a presiding officer that in a deliberative assembly there can regularly be but one thing done or doing at the same time. This caution he will find particularly useful to him whenever a quarrel arises between two members in consequence of words spoken in debate. In such a case he will do well to require that the regular course of proceeding shall be strictly pursued, and will take care to restrain members from interfering in any other manner. In general, the solemnity and deliberation with which this mode is attended will do much to allay heat and excitement, and to restore harmony and order in the assembly.

**315. Object of Rules.**—A presiding officer will often find himself embarrassed by the difficulty, as well as the delicacy, of decid-

ing points of order, or giving directions as to the manner of proceeding. In such cases it will be useful for him to recollect that—

The great purpose of all rules and forms is to subserve the will of the assembly, rather than to restrain it; to facilitate, and not to obstruct, the expression of their deliberate sense.



## FORM OF CONSTITUTION AND BY-LAWS

The following draft of the Constitution and By-Laws covers the items essential to such a document. It will not be difficult to make the modifications necessary to adapt it to the needs of an organization for other purposes.

### CONSTITUTION AND BY-LAWS OF THE LEAGUE FOR BETTER CITIZENSHIP

#### CONSTITUTION

##### Preamble

The purpose of this association shall be to bring together at frequent intervals those who are interested in civic betterment of any nature, with the purpose of promoting the cause of good citizenship.

This being our purpose we do hereby form ourselves into THE LEAGUE OF BETTER CITIZENSHIP, and we agree to be open-minded and liberal in judgment toward all legitimate civic problems brought before the League for discussion or investigation. We further agree that we shall have no affiliation with any political organization.

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#### Article I

##### Name

The name of this organization shall be THE LEAGUE FOR BETTER CITIZENSHIP.

#### Article II

##### Membership

1. **Active Members.** All voting male citizens of \_\_\_\_\_ interested in civic betterment and paying the dues for active members as provided in the by-laws are eligible to active membership in this organization.

2. **Associate Members.** All voting male citizens of \_\_\_\_\_ interested in civic betterment and paying the dues of associate members as provided in the by-laws are eligible to associate membership in this organization. They shall have the privilege of attending meetings and of participating in discussions, but shall not have the privilege of voting.

#### Article III

##### Officers

The officers of the Society shall be a president, a vice president, a recording secretary, a corresponding secretary, and a treasurer. Their terms of office shall be for one year.

**Article IV****Board of Directors**

There shall be elected from the active membership of the Society three members who shall meet with the officers of the Society to formulate plans and decide all purposes and procedure of the Society. These three members together with the officers of the League shall constitute a Board of Directors.

**Article V****Meetings**

*Section 1.* The annual meeting for the election of officers and advisory committee shall be a special meeting for that purpose, held at the regular meeting of the League for the month of October.

*Sec. 2.* There shall be one regular meeting held each month at times to be provided in the by-laws of the Association.

*Sec. 3.* Special meetings may be called by the Board of Directors at such times as are thought advisable.

**Article VI****Amendment**

Any amendment to this constitution shall be submitted in writing at a regular meeting of

the Association. Such amendment must be signed by three active members of the organization. The amendment shall be read by the secretary under the heading of new business. After such notice, the proposed amendment shall become part of the constitution if at the next regular meeting it is approved by a two-thirds majority of the members present and voting.

**BY-LAWS****Membership**

*Section 1. Active Members.* Active members may be elected members of the Society at any regular meeting, their names having been presented to the Society in writing by two of its members at the preceding regular meeting.

*Sec. 2. Associate Members.* Associate members may be elected in the same manner as active members.

**Annual Dues**

*Sec. 3.* The annual dues of active members of the Association shall be \$5.00 a year and of the associate members \$1.00 per year, payable at the regular meeting in November.

**Elections**

*Sec. 4.* The officers and members of the Board of Directors shall be elected annually by ballot at the regular meeting of the League in October.

**Meetings**

*Sec. 5.* Meetings of this Association shall be held at eight o'clock on the second Tuesday of each month.

**Officers**

*Sec. 6.* The president and secretaries shall be members, ex-officio, of all committees.

**Recording Secretary**

*Sec. 7.* The recording secretary shall keep a record of all proceedings at both regular and special meetings of the Society and of all committees.

**Corresponding Secretary**

*Sec. 8.* The corresponding secretary shall attend to all official correspondence and communications, posting of notices, and filing of records.

**Treasurer**

*Sec. 9.* If deemed advisable, the treasurer may be required to give bond in such amount

as the officers and advisory committee shall name.

**Committees**

*Sec. 10.* All committees shall be appointed by the president unless other provision for their selection shall be made on motion approved by a two-thirds majority of members present and voting.

**Resignations and Expulsions**

*Sec. 11.* If at any time a member wishes to resign from the Society, he shall give notice of his intention in writing to the corresponding secretary, who shall present his resignation to the officers and advisory committee at their next meeting. No cancellation of dues shall be made if a member resigns before the close of the fiscal year.

Any member whose dues are not paid by January 10 of any year shall be given written notice of such non-payment by the Treasurer. If his dues shall remain unpaid two weeks from the date of mailing such notice, his name shall be dropped from the roll of the Society.

Any member guilty of conduct inimical to the cause of civic well-being or out of harmony with the principles of the organization may be expelled by a two-thirds majority of members voting at any regular meeting of the League,

provided a written copy of the charges of such misconduct shall have been handed to him by a member of the League at least two weeks previous to the meeting in which the vote on expulsion is to be taken.

#### Expenditures and Appropriations

*Sec. 12.* All expenditures or appropriations of moneys must be ordered and approved by the Board of Directors. Payments shall be made by check and signed by the president and treasurer. There shall be no appropriation of money or disposal of property made without a two-thirds vote of the members present at any regular meeting of the Society.

#### Quorum

*Sec. 13.* One-fourth of the total membership of the Society at any regular or special meeting shall be considered a quorum.

#### Parliamentary Authority

*Sec. 14.* "Cushing's Manual of Parliamentary Practice," revised by Albert S. Bolles, and published by The John C. Winston Company, shall be the authority on all questions of parliamentary law and proceedings.

#### Order of Business

*Sec. 15.* The order of business at all meetings of this Association shall be as follows:

1. Meeting called to order.
2. Reading of minutes of previous meeting.
3. Communications.
4. Reports.
5. Unfinished business.
6. New business.
7. Addresses and entertainment.
8. Adjournment.

#### Amendments

*Sec. 16.* Any amendment to these by-laws may be proposed at any regular meeting, to be adopted by a majority vote at the following regular meeting, if, in the meantime, the proposed amendment receives the approval of the Board of Directors.

## HOW TO ORGANIZE MEETINGS

### WITH TYPICAL EXAMPLES

**Mass Meetings.**—Not infrequently a meeting is called by citizens for a specific purpose. The call consists of a notice, stating the object of the meeting, when and where it will be held, and is signed by several persons who take such action believing that a public meeting is desired.

When the people have assembled, usually one of the signers of the notice of the meeting, acting as temporary chairman, rises and asks them to observe order, and after stating the object of assembling, suggests that Mr. — act as chairman of the meeting, or asks them to nominate a chairman. This motion is seconded by another, who rises for that purpose, and then the temporary chairman requests those assembled to vote.

The person thus selected as chairman advances to the front of the room and announces that the election of a secretary is usually the first thing to do at such a meeting, and asks for the nomination of some person, whereupon Mr. J. rises and nominates Mr. B. for the office. Not infrequently two or three persons are nominated, followed by the seconding of their names. When this happens, the chairman asks for a vote on the person first named. If he receives a majority

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of the votes, he is declared elected, otherwise the chairman asks for a vote on the second name mentioned, and this process is continued until some person receives a majority of all the votes, who is then declared elected.

After the secretary has signified his acceptance by taking his place near the chairman, the latter asks, "What is the pleasure of the meeting," or he may state the purpose of assembling, and inquire if any one will make a motion. Usually, some person has prepared a motion in advance, or has done this in consultation with others. The mover rises and states that for the purpose of bringing the business before the meeting, he offers the following motion, which is seconded. The chairman then announces that the business is before the meeting, invites discussion of the motion, and debate accordingly begins.

To those who may desire a concrete example of the mode of procedure, it may be thus given:

Temporary Chairman.—"Fellow-citizens, you all know why we have come together, as the call for this meeting has been advertised in the newspapers, and without wasting time I ask you to nominate some one to preside over this meeting."

Mr. A.—"I nominate John Smith."

Mr. B.—"I second the nomination."

Temporary Chairman.—"You have heard the motion, that John Smith preside over this meeting; all in favor of the nomination as our presid-

ing officer will say, *Aye.*" (They respond.)  
 "Those opposed say, *No.*" (They vote). "Mr. Smith is elected."

Advancing to the front, Mr. Smith addresses the meeting.

Chairman.—"The first business usually at such a meeting is to elect a secretary. Will some one make a nomination?"

Mr. C.—"I nominate Charles Clark."

Mr. D.—"I second the nomination."

Mrs. E.—"I nominate Sarah Wood."

Mrs. S.—"I second the nomination."

Chairman.—"Are there any other nominations? I hear no other names. Man or woman, which is your choice?"

Mrs. L.—"I move that the secretary be elected by ballot."

Mr. S.—"Mr. Chairman, this will consume a great deal of time; I hope the mover will not persist in her motion."

Many voices, "Withdraw! Withdraw!"

Mrs. L.—"As there seems to be so much opposition to my motion, I withdraw it."

Chairman.—"The motion to elect the secretary by ballot is withdrawn. Are you ready to vote?"

Mrs. L.—"Mr. Chairman, is it too late to nominate another person for secretary?"

Chairman.—"If it be the pleasure of the meeting that more names may be received."

Mr. D.—"I do not think we ought to delay

for the presentation of more names. If more are added, our votes will be scattered and our time wasted."

Mrs. L.—"You men are always in a hurry. This is an important meeting. You have everything cut and dried. I'll give you notice you won't have your way now until after we women have had our say."

Mrs. R.—"I nominate Jane Doe for secretary."

Mrs. P.—"I second the nomination."

Mr. D.—"I do not think more nominations for secretary are in order."

Mrs. W.—"I call for the decision in the chair."

Chairman.—"If the meeting is unwilling to receive more nominations, I do not think they are in order."

Mrs. L.—"Mrs. Chairman, I am not satisfied with the decision of the chair."

Chairman.—"You can appeal from it if you wish to do so."

Mrs. L.—"I dislike to differ from the chairman, but I do not think we ought to be cut off from making other nominations in this manner, and I appeal from the decision of the chair."

Chairman.—"An appeal is taken from the decision of the chair. All who will sustain the chair will rise and stand while their votes are counted." (Many rising.) "Those who are opposed will rise." (A few women rise.)

Chairman.—"The chair is sustained. You will now proceed to vote for a secretary. All in

favor of appointing Mr. Clark will say, *Aye.*" (Voting then occurs.) Those opposed will say, *No.*" (Only a small number.) The Ayes have it. Mr. Clark is appointed. He will please come forward." (Mr. Clark takes his place near the chairman.)

Chairman.—"Are you ready to proceed with the business of the meeting?"

Mr. J.—"In order to bring the business for which we are assembled before the meeting, I offer the following resolution:"

*Resolved,* That this town rebuild the highway from the eastern border to the village of Dixville.

Chairman.—"You have heard the resolution: discussion of it is in order. (Silence for a few minutes.) "If no one wishes to discuss it, I will put the motion."

Mr. J. rises and states his reasons for offering the resolution. Others follow, some favoring, others opposing it. Finally, all discussion seems to have ended.

Chairman.—"As all the various opinions seem to have been expressed, are you ready for the chair to put the motion?"

Mr. M.—"Mr. Chairman, I rise to offer an amendment."

Chairman.—"Will you please state your amendment?"

Mr. M.—"Instead of rebuilding the highway to Dixville, I move that it be rebuilt as far as Drayton."

Mr. K.—"I move another amendment. Instead of Drayton, I move that the road be rebuilt to Masontown."

Mr. L.—"Why not rebuild the road way across the town? I move an amendment to that effect."

Mr. S.—"I am opposed to all these amendments, the town cannot afford to do so much at the present time."

Mr. M.—"Those opposed to every improvement are always around; the amendments are all good, and I am going to add another that the bridge over Plum Creek be replaced by a cement bridge, in the best manner."

Chairman.—"Do you put this in your motion?"

Mr. M.—"Yes, I will amend my motion to that effect."

Mr. J.—"On what are we going to vote?"

Chairman.—"The proper course of procedure is to vote first on the last amendment."

Mr. J.—"Then we shall vote on Mr. M.'s amendment to his amendment."

Chairman.—"That would be the proper course. And then the next vote will be on Mr. L.'s amendment to rebuild the road across the town, next on Mr. K.'s motion, and lastly on Mr. M.'s motion as amended if his amendment is adopted."

Mr. T.—"I move as a substitute for the original resolution and all the amendments the follow-

ing: *Resolved*, That this town rebuild the highway from the eastern border of the town to Mason-town, and replace the bridge over Plum Creek with an iron bridge."

Debate is renewed over the substitute and continued for a long time.

Mr. H.—"Mr. Chairman, this debate seems to be endless. I move the previous question." ("Question! Question!" shout many voices.)

Mr. S.—"Mr. Chairman, this a very important . . ." ("Question! Question!")

Chairman.—"The previous question is called for and is not debatable. Are you ready to vote?"

"Aye! Aye," shouts nearly every one.

Chairman.—"The previous question having been called for and carried, the first vote will be on the substitute. All in favor of adopting the substitute will say, Aye." (Voting follows.) The vote is divided and the chair is in doubt, and the vote will be taken over again. All in favor of adopting the substitute will rise and stand until they are counted. (They do so.) Those opposed will now rise. (They rise and are counted.)

Chairman.—"The substitute is lost. The next vote will be on the last amendment offered by Mr. M. that the bridge over Plum Creek be replaced by a cement bridge in the best manner. Are you ready to vote on the amendment?"

Another long debate follows, and the amendment is lost.

Chairman.—"The next vote will be on Mr. L.'s amendment to rebuild the road across the town. Are you ready to vote on this amendment?"

Mr. T.—"Mr. Chairman, there is so much opposition to rebuilding the road at the present time, I move that the entire business be indefinitely postponed."

Mr. M.—"I move to amend the motion—"

Mr. C.—"Mr. Chairman, is not Mr. M. out of order? A motion to postpone indefinitely cannot be amended."

Chairman.—"The chair is not quite certain on the point. Perhaps some one can enlighten him."

Mr. C.—"Mr. Chairman, I happen to have Cushing's Manual with me, and it says that the motion to postpone indefinitely cannot be amended" (and reads Sec. 67a).

The chair rules on the authority read that the motion can not be amended.

Mr. M.—"I move to amend the motion by offering as a substitute a motion to adjourn this meeting for two weeks."

Mr. S.—"I move that this meeting do now adjourn."

Chairman.—"The motion to adjourn has precedence over all others. Those in favor of adjournment will please say, *Aye*. (All respond.) The meeting is adjourned."

**Permanent Meetings.**—Permanent meetings



differ from the foregoing in several ways. One difference is that they are held annually, monthly, weekly, or at other fixed times. Another difference is that many of them have an order of business. This, of course, is not the same in all organizations.

The following order is observed by many permanent meetings. The presiding officer of a Club, for example, after taking the chair, announces that the members will please come to order. Having seated themselves, the secretary, having also seated himself in his proper place, the president remarks that the roll will be called, which is done whenever this is required by the rules of the organization. Those present respond, the secretary notes the fact, and marks the absentees. Sometimes the roll is called again before adjournment.

President.—“The next business in order is the reading of the minutes of the last meeting.

Mr. A.—“I move that the reading of the minutes be omitted.”

President.—“If there be no objection, the reading of the minutes will be omitted.” Pausing a moment for a response and hearing none he adds, “The chair hears no objection. The minutes are approved.”

Sometimes an objection is heard, which may be thus stated:

Mr. B.—“Mr. President, as the business of the last meeting was unusually important, I call for the reading of the minutes.”

President.—“As the reading of the minutes are called for they will be read.”

Mr. B.—“I notice one error (stating it), otherwise the record seems to be correct.”

President.—“The secretary will please note the correction; as thus corrected, unless there be further objection, the minutes are approved.” (After a short pause and hearing no other objection.) “They are approved.”

President.—“The next business in the regular order is the election of new members. Two names were nominated at the last meeting; is the committee on the election of members ready to report?”

Mr. S.—“The committee have considered the names presented at the last meeting and are pleased to recommend their election.”

President.—“The members will now proceed to vote on the names presented.”

The members vote by ballot or *viva voce*, as the rules or constitution of the Club prescribe.

President.—“The next business is the presentation of the names of new members. Has any one a new name to present for membership?”

Mr. J.—“I present the name of John Jones.”

President.—“The name of John Jones is presented for membership and is referred to the committee on the election of members.”

President.—“The next business in the regular order is the presentation of the reports of committees.”

Mr. K.—“Mr. President, the committee on the purchase of a new lot for the Club is now ready to report.”

President.—“The report will be read.” (It is then read.)

President.—“The report has been received and read, what is your pleasure?”

Mr. J.—“I move its adoption.”

President.—“A motion has been made that the report be adopted. Does any member wish to offer remarks on the motion?”

Then follows debate and the adoption of the report.

President.—“Next in order is unfinished business.”

Mr. T.—“Mr. President, at the last meeting the Club had under consideration the expediency of appointing a committee to confer with the city authorities about repairing the street in front of the club house and reporting at this meeting. As the committee are not ready to report, I move that the committee be given more time to complete their work.”

President.—“If there be no objection, the wishes of the committee will be respected.”

Mr. J.—“Mr. President, I call for the order of the day.”

President.—“Mr. J. calls for the order of the day. If there is no objection the Club will proceed to the order of the day.” This consists of some business that had been assigned for this

particular hour, and is more fully explained on p. 100.

If any member objects to proceeding to the order of the day, the chairman at once puts the question: “All in favor of now considering the order of the day, rise. (Some members rise.) Be seated. Those opposed, rise. (Others rise.) Be seated; the motion is carried; the secretary will please read the order set for this time.”

President.—“The next order of business are communications and new business. Has any member a communication to offer?”

Mr. N.—“I received a communication from a painter today that our Club House needs painting badly and that he would like to do the job. I asked him for some figures which I present for the consideration of the Club.”

President.—“You have listened to Mr. N.’s communication, what is your pleasure?”

Whereupon another member moves that the subject be referred to the house committee and the Club then adjourns.

## PRECEDENCE OF MOTIONS.

**General Remarks.**—The rank or precedence of motions is of prime importance in parliamentary practice. The underlying principle applying to them is that, when several motions are offered one after the other and pertain to the same matter, the motion that ranks highest has the right of way and must be considered. Thus, suppose that an amendment has been offered to the main motion; disposition must be made of this before disposing of the main question. Suppose, however, that before disposing of the amendment, the previous question is moved. As this is a motion of higher rank than the other, it must be considered first. Assume that, before this motion is put, some one moves an adjournment. As this motion is of still higher rank, it has the right of way and requires first action. Thus, though four motions are now pending the mode of acting on them is clearly settled. The assembly must first act on the motion to adjourn, because that is of higher rank than any of the others. If this is carried, of course, there can be no further action. If the motion is lost, then the previous question or motion to end debate is in order. If this is carried, then the motion to amend is in order, and, if carried, the assembly finally gets to the disposition of the main motion.

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We shall now consider briefly the rank of the various motions with further explanations.

**Privileged Motions.**—There are five privileged motions; why they are so called has been already explained. (Cushing §§ 136–159.) They rank as follows:

1. To Fix the Time to Which to Adjourn
2. To Adjourn, unqualified
3. To Take a Recess
4. To Rise to a Question of Privilege
5. To Call for the Order of the Day

A *Motion to Adjourn* may be proposed in either of two ways. If the proposer of the motion, after obtaining recognition from the chair, moves that “we do now adjourn,” and the chairman, after hearing a seconder, says, “It is moved and seconded that the house do now adjourn,” and if the motion is carried, this is an unqualified form of adjournment. But if the proposer of the motion moves that “the house adjourns until tomorrow at ten o’clock,” a fixed time, this is a qualified form. If the house should vote to continue in session until a fixed time, this would be a qualified form of adjournment, and when the time arrived the session would automatically terminate without regard to the state of business before it.

While a *Motion to Adjourn, unqualified*, is a privileged motion of the highest rank, and can therefore be proposed at any time, whatever may be the nature of the business pending, a

qualified motion to adjourn possesses no such character, because the qualification is not a fixed proposition like an unqualified motion to adjourn, and is open for changes and discussion. Such a motion, therefore, can only be presented when no other motion is pending. Of course, it is understood that this rule, like many others, may be changed by any organization.

A *Motion to Take a Recess* is a motion to adjourn the meeting for a limited time during the session. It is often done for a short period while counting ballots, or waiting for the speaker, or for a committee to report. If it is made when there is no other business before the house, it is governed by the rules that apply to a main motion. If made while other business is pending, it is a privileged motion of the third rank, and may be amended only by changing the length of the recess. Again, when privileged, the mover cannot interrupt a speaker, a second is required, and it is not debatable. It may be added that when a meeting adjourns for short intervals during the day, the intervening periods are often called recesses though not created by formal motions to take a recess.

*To Rise to a Question of Privilege* is the next motion in rank of privileged motions. The proposer rises and without waiting for recognition, thus addresses the chair, "Mr. Chairman, I rise to a question of privilege." Without waiting for a second the chair asks him to state his ques-

tion of privilege, which is then done. In the Federal Congress, especially in the Senate, members frequently use this privilege to complain of a misreport of their remarks by newspapers and of wrongful accusations made by them, ending with some request for action against the offenders. The question is for the chairman to decide, who must do so immediately. The motion may be made at any time except while taking a vote. Again, the question may consist of a request to propose a motion that is out of order; and if granted, the motion is governed by all the rules that pertain to main motions.

*To Call for the Order of the Day* is next in rank of privileged motions. (Cushing, § 142.) This must not be confounded with a motion to create the order of the day. The occasion for calling for the order happens when the chairman of the meeting forgets to announce the business assigned for consideration at the proper time. If some business has been made a special order, the chairman makes the announcement even if other business is pending; if the order is general, then the announcement is made immediately after the disposition of the business before the house.

The proposer of the motion rises and without waiting for recognition thus addresses the chair, "Mr. Chairman, I call for the order of the day," who, in turn, without waiting for a second, says, "The order of the day has been called for.

If there is no objection, we shall now proceed to the order of the day." If any member objects, the chair puts the question, and the assembly votes on it. It may be that some members wish to continue the discussion of the pending question, for a while, or for a fixed time. This motion requires a two-thirds vote. Whenever there has been a disposition of the order of the day, the consideration of the previous business before the house is resumed.

**Subsidiary Motions.**—The main or principal motion relates to a principal matter and is made to bring it before the meeting for consideration. (Cushing, §§ 59–61, 166–187.) Subsidiary or secondary motions are applied to other motions for the purpose of disposing of them. They rank in the following order:

6. To Lay on, or Take from, the Table
7. To Call for the Previous Question
8. To Limit, or Extend, Limits of Debate
9. To Postpone to a Certain Day
10. To Commit or Refer, or Re-commit, to a Committee
11. To Amend
12. To Postpone Indefinitely

Any of these motions, except to amend, may be made when a motion of a lower order is pending; thus, if a motion has been made to postpone the matter under consideration indefinitely, a motion to lay the matter on the table will supersede it. But a motion to postpone the matter

to a certain day cannot be superseded by a motion to postpone the matter indefinitely, because this is a motion of a lower order.

The motion, *To Lay on, or Take from, the Table* is not debatable and cannot be amended.

*To Move the Previous Question* (Cushing, §§ 63–66, 170, 174, 175) is in effect to say, "I move that debate be closed on the motion before the house and that a vote be taken on it immediately." In short, it is a motion to close debate. The presiding officer therefore must immediately put the question, "Shall the main question be now put." If it fails, the debate continues as before. If it is carried, debate on the main question is closed, and then must follow some disposition of it. There may be a vote thereon; or a vote on any of the subsidiary motions is in order. If one is made and carried and the main motion is taken up again at the same session, it cannot be debated, for the previous question is in force; but if it is deferred until another session, the previous question no longer applies. When a member calls for the previous question it must be seconded; the motion is not debatable and cannot be amended.

If an amendment is pending to the main question the previous question may apply only to that. And if it is carried, the main motion is still open to further debate and amendment.

The motion *To Postpone to a Certain Day* (Cushing, §§ 68–72), precedes the motion to

commit, amend, indefinitely postpone, and yields to a motion to lie on the table, the previous question, and privileged motions. It may be amended by changing the time of postponement, or by making the matter a "special order." If it is desired to postpone a matter to any other than a regular meeting, the time for the special or adjourned meeting must be fixed, and at such a meeting the matter may be reported out. Such a motion cannot be applied to all kinds of business; for example, "committee reports" and "unfinished business." Each committee report or piece of business must be taken up and postponed separately.

A matter which has thus been postponed to a certain time becomes an "order of the day" for that time; nor can it be previously considered without suspending the rule that governs it by a two-thirds vote, or by reconsidering the vote on the motion of postponement. When this is done, the matter may be immediately considered. Again, when the time comes for considering the postponed matter, if no definite hour has been fixed, it may be brought up as unfinished business. If an hour has been fixed, then the president brings it before the meeting, or, if he neglects to do so, this may be done by a member who calls for the order of the day, which has been explained.

The motion *To Commit, Refer, or Re-commit* precedes the motion to amend and postpone

indefinitely, and yields to those already mentioned. (Cushing, §§ 73-77.) It may be amended by changing the names of the committee, by increasing or lessening the number, or by giving them instructions. The motion opens to debate the merits of the matter that is to be committed. The form of the motion is, "to refer the subject to a committee." The kind of committee and the number composing it is not usually determined until after the reference has been made, although these matters are sometimes contained in the motion to commit. (Cushing, § 162.)

The motion *To Amend* (Cushing, §§ 78-133) precedes only a motion to postpone indefinitely and yields to all the other subsidiary motions above mentioned, including privileged motions. It can be applied to all motions except an unqualified motion to adjourn, to orders of the day, to lay on the table, to the previous question, to an amendment of an amendment, to postpone indefinitely and to reconsider. It may be amended, but not this "amendment of an amendment."

Again, sometimes one motion or paragraph is substituted for another motion or paragraph. Both are subject to amendment before voting on the original motion or the substitute. This is the mode of procedure. The chairman calls for amendments to the original motion, which may be then offered. If this is done, they are

considered according to their rank, and the original motion is perfected. Then the chairman calls for amendments to the substituted motion or paragraph, and disposes of them in the same manner. After both the original and substituted motions have thus been perfected, the assembly then votes on the question of substituting one motion for the other.

As the motion *To Postpone Indefinitely* (Cushing, §§ 176-180) is the lowest of the order of subsidiary motions, it is preceded by all of them, except the motion to amend, and yields to the privileged motions. This motion is frequently used by the opponents of the main question to test their strength, and, if carried, their object is accomplished; and in many cases the matter is not renewed. If the motion fails, the opponents have gained something, have found out their strength or weakness, and if they call for a division, they know the particular persons who favor or oppose the main motion, and can act more intelligently. In short, it is a motion of disclosure; and opens the main question for discussion.

**Incidental Motions.**—These do not relate to the transaction of the main business but arise incidentally out of particular situations. (Cushing §§ 150-165.) They must not interrupt the regular course of business any longer than is needful, and as soon as they are settled this may be resumed. A privileged motion has precedence of an incidental one even when it is pending.

*To Suspend the Rules* (Cushing, §§ 21, 163, 164) is the first of these motions that may be mentioned. This motion is not debatable and cannot be amended; nor can a subsidiary motion be applied to it; nor can a vote thereon be reconsidered; nor can a motion to suspend the rule for the same purpose be renewed at the same meeting. It may, however, be renewed at an adjourned meeting even though this be held the same day.

A motion *To Withdraw* cannot be debated. (Cushing, §§ 161, 162.) However, before the motion has been stated by the chairman, the proposer may modify or withdraw it at his pleasure, but not afterward. It may be amended only by general consent. If the proposer wishes to accept an amendment proposed by another and without obtaining the floor, he says, "Mr. Chairman, I accept the amendment." And if no one objects the chair announces the amended motion. If there is objection, the chair puts the amendment to a vote, which can be accepted only by general consent.

*To Read Papers* is another incidental motion. (Cushing, §§ 155-160.) The question of granting the desired permission cannot be debated or amended.

A motion *To Object to Consideration of a Question* is not infrequent. The proposer without waiting for recognition may say, "Mr. Chairman, I object to the consideration of this ques-

tion." The chair in turn, without waiting for a second, may say, "Objection has been raised to the consideration of this question," and may require a vote. The objection must be made before debate has opened on the question before the house, and can be made while another member has the floor. It cannot be debated, or amended, nor can any subsidiary motion be applied to it. Such a motion is only applied to a main motion. Its purpose is to avoid questions that cannot wisely be considered for lack of time or other reason, and is used more frequently during brief meetings. A two-thirds vote is required for its adoption.

A motion *To Rise to a Point of Order* is of frequent occurrence. The proposer without waiting for recognition says, "Mr. Chairman, I rise to a point of order." Whereupon the chair, without waiting for a second, says to him, "state your point of order." The proposer then states his point, and the chair immediately decides, "Your point of order is well taken," or, "is not well taken." The motion may be made at any time, even while a member has the floor. By making the statement that he rises to a point of order, the chairman is justified in recognizing him, but would not be if the proposer rose and simply said, "Mr. Chairman," since, in the usual course of proceedings, one who has the floor cannot be thus interrupted. The chair must immediately decide the point, and if he decides that the point

is not well taken, the proposer may appeal from his decision and in this way get a decision from the assembly. All business is suspended until the point of order has been decided. The point of order must be raised immediately after the error has occurred which is the subject of it; and after it has been decided the member who had the floor when the point was raised is entitled to it, unless the point was his right to have the floor, in which case he loses it if the point is decided against him.

Sometimes a motion is made for a *Parliamentary Inquiry* and a *Request for Information*. On such an occasion the proposer without waiting for recognition addresses the chair, "Mr. Chairman, I rise to a parliamentary inquiry," who responds without waiting for a second, "state your inquiry." The proposer then asks his question, for example, "Is it in order to offer an amendment at this time?" A request for information is made in a similar manner. If the chair is unable to answer the inquiry, he may ask a member of the house to enlighten him. The proposer of this inquiry should make his full statement when rising, "Mr. Chairman, I rise to a parliamentary inquiry," otherwise the chair would not be justified in interrupting the one who has the floor. If the chair is unable to give one, he announces that he will answer as soon as the occupant of the floor has finished and



directs him to continue, as no vote of the assembly is taken on such a motion it is not debatable.

A motion *To Appeal from the Decision of the Chair*, like some other motions, may be made without waiting for recognition, but a second is required. The motion must be made immediately after the chair's decision, and if any other business has intervened, it is not in order. The chair then asks the proposer to state the reasons for his appeal, and on hearing them may, if satisfied with them, reverse his decision and thus end the appeal. If he still abides by it, debate is in order unless the appeal concerns priority of business, improper conduct, or springs from an undebatable question. Most appeals are debatable. After discussion is ended, the chair puts the question, "The decision of the chair has been appealed from. All in favor of sustaining the chair say, Aye." And after this vote has been given, the chair says, "Those opposed, No." An affirmative vote sustains the chair, and the appeal is lost.

A motion *To Call for a Division of the House* is called when a *viva voce* vote has been taken and a member doubts the correctness of the chair's decision. (Cushing, §§ 240, 241.) He may have another reason for such action. He may wish for a disclosure of the way members are voting on the question. Without rising therefore he may say, "Mr. Chairman, I call for

a division." This request is in order while the vote is proceeding or immediately after its announcement, and must be at once taken by rising. If a count is desired by the one calling for a division, his request must be a formal motion which requires a second and a majority vote. If the motion is carried the chair takes a rising vote, counting himself each side, unless he requests the secretary or some other person to count for him. As soon as the counting is finished, the chair announces the result.

*To Call for a Division of the Question* is the last of the series of incidental motions. (Cushing, §§ 79-83.) The division of a question is only another way of amending it. As each separate portion becomes an independent proposition, action on each separate portion therefore is similar to action on an amendment.

**Main Motions.**—Main motions are of two kinds, general and specific. A general motion is one pertaining to some matter that is introduced by a member for the consideration of the assembly. As it is the foundation on which action is sought, it is of the lowest rank in the list of motions. A specific main motion is the general main motion which through long use and custom has been given a specified name. A main motion may be proposed only when there is no other business before the assembly. It requires a second, is debatable; a member cannot interrupt another while speaking, and a majority vote

usually is required. The more important main motions will now be explained.

A motion *To Take from the Table* a matter that has been under consideration will first be mentioned. The form of the motion is, "to take the bill," or other name of the measure, "from the table." The motion is not privileged, is not debatable, nor can any subsidiary motion be applied to it.

A motion *To Reconsider* is frequently made. (Cushing, §§ 250-257.) Some limitations to this motion may be stated. It cannot be applied to a motion to adjourn that has been made and lost until there has been some progress in the business before the house. Nor can it be applied to a motion when the object of reconsideration can be accomplished in some quicker way; nor to an affirmative vote in any rule requiring previous notice for its amendment. Thus, a vote adopting a by-law cannot be reconsidered because this would be in effect an amendment without notice. It may also be added that the time for making a motion to reconsider a motion passed by a committee is not limited to the day of its passage, but may be done afterward. A two-thirds vote on this motion is required.

The effect of proposing the motion to reconsider is to suspend action on the motion that is to be reconsidered until there has been final action on the motion for reconsideration. In Congress the effect of the motion ends with the

session, but different rules have been applied by other assemblies. This motion cannot be amended, and is debatable if the motion to which it applies is debatable, otherwise it cannot be debated.

A motion *To Reconsider and have Entered on the Minutes* is made usually for the purpose of suspending action on a motion that has been passed at a meeting attended by only a few members. The same course is pursued with it as with a motion to reconsider. It can be made only on the day the vote to be reconsidered was taken.

A motion *To Rescind or Repeal* if carried, allows a second consideration of the main motion, like a motion to reconsider. Because of their similarity if a motion to reconsider has been made, a motion to rescind is out of order; and if a motion to rescind has been made, a motion to reconsider is out of order. The motion is not privileged, and any action of an assembly can be rescinded regardless of the time it was taken.

A motion *To Expunge* is quite similar to the motion to rescind, and is used to express a very strong disapproval of some action taken by the house. When carried the secretary draws a line around the words to be expunged and writes across them, "Expunged by order of the" (Senate or other body). The motion is governed by the same rules as a motion to rescind.

A motion *To Adopt a Resolution* needs no further comment (Cushing, §§ 13, 233), as the mode of introducing it has been explained.

A motion *To Adjourn* (qualified) is a main motion, and has been considered in connection with the privileged unqualified motion to adjourn.

A motion *To Create Orders of the Day* (Special) is also a main motion. It requires a two-thirds vote and when the hour arrives for taking up the business all other business is set aside except adjournment or recess, that is then pending. A motion to extend the time previously allotted the pending special order must be decided immediately without debate and by a two-thirds vote. If the time for considering several orders conflict, a special order always takes precedence of a general order; and if there are several general orders, their precedence is determined by the time of their arrangement.

## CONSTITUTION OF THE UNITED STATES.

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### PREAMBLE.

WE, the People of the United States, in order to form a more perfect union, establish justice, insure domestic tranquillity, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

### ARTICLE I.

#### THE LEGISLATIVE DEPARTMENT.

SECTION I.—All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

SEC. II.—I. The House of Representatives shall be composed of members chosen every second year by the people of the several States; and the electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State legislature.

2. No person shall be a representative who shall not have attained to the age of twenty-five years, and been seven years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State in which he shall be chosen.

3. Representatives and direct taxes shall be apportioned among the several States which may be included within this Union, according to their respective numbers, which shall be determined by adding to the whole number of free persons, including those bound to service for a term of years, and excluding Indians not taxed, three-fifths of all other persons. The actual enumeration shall be made within three years after the first meeting of the Congress of the United States, and within every subsequent term of ten years, in such manner as they shall by law direct. The number of representatives shall not exceed one for every thirty thousand, but each State shall have at least one representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to choose three; Massachusetts, eight; Rhode Island and Providence Plantations, one; Connecticut, five; New York, six; New Jersey, four; Pennsylvania, eight; Delaware, one; Maryland, six; Virginia, ten; North Carolina, five; South Carolina, five; and Georgia, three.

4. When vacancies happen in the representation from any State, the executive authority

thereof shall issue writs of election to fill such vacancies.

5. The House of Representatives shall choose their Speaker and other officers, and shall have the sole power of impeachment.

SEC. III.—1. The Senate of the United States shall be composed of two Senators from each State, chosen by the legislature thereof for six years; and each Senator shall have one vote.

2. Immediately after they shall be assembled in consequence of the first election, they shall be divided as equally as may be into three classes. The seats of the Senators of the first class shall be vacated at the expiration of the second year, of the second class at the expiration of the fourth year, and of the third class at the expiration of the sixth year, so that one-third may be chosen every second year; and if vacancies happen, by resignation or otherwise, during the recess of the legislature of any State, the executive thereof may make temporary appointments until the next meeting of the legislature, which shall then fill such vacancies.

3. No person shall be a Senator who shall not have attained to the age of thirty years, and been nine years a citizen of the United States, and who shall not, when elected, be an inhabitant of that State for which he shall be chosen.

4. The Vice-President of the United States

shall be President of the Senate, but shall have no vote unless they be equally divided.

5. The Senate shall choose their other officers, and also a President *pro tempore* in the absence of the Vice-President, or when he shall exercise the office of President of the United States.

6. The Senate shall have the sole power to try all impeachments. When sitting for that purpose, they shall be on oath or affirmation. When the President of the United States is tried, the Chief Justice shall preside; and no person shall be convicted without the concurrence of two-thirds of the members present.

7. Judgment in cases of impeachment shall not extend further than to removal from office, and disqualification to hold and enjoy any office of honor, trust, or profit under the United States; but the party convicted shall nevertheless be liable and subject to indictment, trial, judgment, and punishment, according to law.

SEC. IV.—1. The times, places, and manner of holding elections for Senators and Representatives shall be prescribed in each State by the legislature thereof; but the Congress may at any time, by law, make or alter such regulations, except as to the places of choosing Senators.

2. The Congress shall assemble at least once in every year; and such meeting shall be on the first Monday in December, unless they shall by law appoint a different day.

SEC. V.—1. Each house shall be the judge of the elections, returns, and qualifications of its own members, and a majority of each shall constitute a quorum to do business; but a smaller number may adjourn from day to day, and may be authorized to compel the attendance of absent members, in such manner and under such penalties as each house may provide.

2. Each house may determine the rules of its proceedings, punish its members for disorderly behavior, and with the concurrence of two-thirds, expel a member.

3. Each house shall keep a journal of its proceedings, and from time to time publish the same, excepting such parts as may in their judgment require secrecy; and the yeas and nays of the members of either house on any question shall, at the desire of one-fifth of those present, be entered on the journal.

4. Neither house, during the session of Congress, shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two houses shall be sitting.

SEC. VI.—1. The Senators and Representatives shall receive a compensation for their services, to be ascertained by law, and paid out of the treasury of the United States. They shall, in all cases, except treason, felony, and breach of the peace, be privileged from arrest during their attendance at the session of their

respective houses, and in going to and returning from the same; and for any speech or debate in either house they shall not be questioned in any other place.

2. No Senator or Representative shall, during the time for which he was elected, be appointed to any civil office under the authority of the United States, which shall have been created, or the emoluments whereof shall have been increased during such time; and no person holding any office under the United States shall be a member of either house during his continuance in office.

SEC. VII.—1. All bills for raising revenue shall originate in the House of Representatives; but the Senate may propose or concur with amendments, as on other bills.

2. Every bill which shall have passed the House of Representatives and the Senate, shall, before it become a law, be presented to the President of the United States; if he approve, he shall sign it; but if not, he shall return it, with his objections, to that house in which it shall have originated; who shall enter the objections at large on their journal, and proceed to reconsider it. If, after such reconsideration, two-thirds of that house shall agree to pass the bill, it shall be sent, together with the objections, to the other house, by which it shall likewise be reconsidered; and if approved by two-thirds of that house, it shall become a law. But in all such cases the votes of both houses

shall be determined by yeas and nays, and the names of the persons voting for and against the bill shall be entered on the journal of each house respectively. If any bill shall not be returned by the President within ten days (Sundays excepted) after it shall have been presented to him, the same shall be a law in like manner as if he had signed it, unless the Congress by their adjournment prevent its return, in which case it shall not be a law.

3. Every order, resolution, or vote, to which the concurrence of the Senate and House of Representatives may be necessary (except on a question of adjournment), shall be presented to the President of the United States; and before the same shall take effect, shall be approved by him; or being disapproved by him, shall be re-passed by two-thirds of the Senate and House of Representatives, according to the rules and limitations prescribed in the case of a bill.

SEC. VIII.—The Congress shall have power:

1. To lay and collect taxes, duties, imposts, and excises; to pay the debts and provide for the common defense and general welfare of the United States; but all duties, imposts, and excises shall be uniform throughout the United States:

2. To borrow money on the credit of the United States:

3. To regulate commerce with foreign na-

tions, and among the several States, and with the Indian tribes :

4. To establish a uniform rule of naturalization, and uniform laws on the subject of bankruptcies throughout the United States :

5. To coin money, regulate the value thereof and of foreign coin, and to fix the standard of weights and measures :

6. To provide for the punishment of counterfeiting the securities and current coin of the United States :

7. To establish post-offices and post-roads :

8. To promote the progress of science and useful arts, by securing for limited times, to authors and inventors, the exclusive right to their respective writings and discoveries :

9. To constitute tribunals inferior to the Supreme Court :

10. To define and punish piracies and felonies committed on the high seas, and offences against the law of nations :

11. To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water :

12. To raise and support armies ; but no appropriation of money to that use shall be for a longer term than two years :

13. To provide and maintain a navy :

14. To make rules for the government and regulation of the land and naval forces :

15. To provide for calling forth the militia

to execute the laws of the Union, suppress insurrections, and repel invasions :

16. To provide for organizing, arming, and disciplining the militia, and for governing such parts of them as may be employed in the service of the United States ; reserving to the States respectively the appointment of the officers and the authority of training the militia according to the discipline prescribed by Congress.

17. To exercise exclusive legislation in all cases whatsoever, over such district (not exceeding ten miles square) as may, by cession of particular States, and the acceptance of Congress, become the seat of government of the United States : and to exercise like authority over all places purchased by the consent of the legislature of the State in which the same shall be, for the erection of forts, magazines, arsenals, dockyards, and other needful buildings :—and

18. To make all laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the government of the United States, or in any department or officer thereof.

SEC. IX.—1. The immigration or importation of such persons as any of the States now existing shall think proper to admit, shall not be prohibited by the Congress prior to the year one thousand eight hundred and eight ; but a tax or duty may be imposed on such im-

portation not exceeding ten dollars for each person.

2. The privilege of the writ of habeas corpus shall not be suspended, unless when, in cases of rebellion or invasion, the public safety may require it.

3. No bill of attainder or *ex post facto* law shall be passed.

4. No capitation or other direct tax shall be laid, unless in proportion to the census or enumeration hereinbefore directed to be taken.

5. No tax or duty shall be laid on articles exported from any State. No preference shall be given by any regulation of commerce or revenue to the ports of one State over those of another: nor shall vessels bound to or from one State be obliged to enter, clear, or pay duties in another.

6. No money shall be drawn from the treasury, but in consequence of appropriations made by law; and a regular statement and account of the receipts and expenditures of all public money shall be published from time to time.

7. No title of nobility shall be granted by the United States: and no person holding any office of profit or trust under them, shall, without the consent of Congress, accept of any present, emolument, office, or title, of any kind whatever, from any king, prince, or foreign State.

SEC. X.—1. No State shall enter into any treaty, alliance, or confederation; grant letters

of marque and reprisal; coin money; emit bills of credit; make anything but gold and silver coin a tender in payment of debts; pass any bill of attainder, *ex post facto* law, or law impairing the obligation of contracts; or grant any title of nobility.

2. No State shall, without the consent of Congress, lay any imposts or duties on imports or exports, except what may be absolutely necessary for executing its inspection laws; and the net produce of all duties and imposts laid by any State on imports or exports, shall be for the use of the treasury of the United States, and all such laws shall be subject to the revision and control of Congress.

3. No State shall, without the consent of Congress, lay any duty on tonnage, keep troops or ships of war in time of peace, enter into any agreement or compact with another State, or with a foreign power; or engage in war, unless actually invaded, or in such imminent danger as will not admit of delay.

## ARTICLE II.

### THE EXECUTIVE DEPARTMENT.

SECTION I.—1. The executive power shall be vested in a President of the United States of America. He shall hold his office during the term of four years; and, together with the Vice-President, chosen for the same term, be elected as follows:



2. Each State shall appoint, in such manner as the legislature thereof may direct, a number of electors equal to the whole number of Senators and Representatives to which the State may be entitled in Congress: but no Senator or Representative, or person holding an office of trust or profit under the United States, shall be appointed an elector.

3. The electors shall meet in their respective States, and vote by ballot for two persons, of whom one at least shall not be an inhabitant of the same State with themselves. And they shall make a list of all the persons voted for, and of the number of votes for each; which list they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate. The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted. The person having the greatest number of votes shall be President, if such number be a majority of the whole number of electors appointed; and if there be more than one who have such a majority, and have an equal number of votes, then the House of Representatives shall immediately choose, by ballot, one of them for President; and if no person have a majority, then, from the five highest on the list, the said House shall, in like manner, choose a President. But in choosing the President, the votes shall be taken by States,

the representation from each State having one vote: a quorum for this purpose shall consist of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. In every case, after choice of the President, the person having the greatest number of votes of the electors shall be Vice-President. But if there should remain two or more who have equal votes, the Senate shall choose from them, by ballot, the Vice-President.

4. The Congress may determine the time of choosing the electors, and the day on which they shall give their votes, which day shall be the same throughout the United States.

5. No person except a natural born citizen, or a citizen of the United States at the time of the adoption of this Constitution, shall be eligible to the office of President; neither shall any person be eligible to that office who shall not have attained to the age of thirty-five years, and been fourteen years a resident within the United States.

6. In case of the removal of the President from office, or of his death, resignation, or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice-President; and the Congress may, by law, provide for the case of removal, death, resignation, or inability, both of the President and Vice-President, declaring what officer shall then act as President; and such officer shall

act accordingly until the disability be removed, or a President shall be elected.

7. The President shall, at stated times, receive for his services a compensation, which shall neither be increased nor diminished during the period for which he shall have been elected; and he shall not receive within that period any other emolument from the United States, or any of them.

8. Before he enters on the execution of his office, he shall take the following oath or affirmation:

“I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States; and will, to the best of my ability, preserve, protect, and defend the Constitution of the United States.”

SEC. II.—1. The President shall be Commander-in-chief of the army and navy of the United States, and of the militia of the several States, when called into the actual service of the United States. He may require the opinion, in writing, of the principal officer in each of the executive departments, upon any subject relating to the duties of their respective offices; and he shall have power to grant reprieves and pardons for offenses against the United States, except in cases of impeachment.

2. He shall have power, by and with the advice and consent of the Senate, to make treaties, provided two-thirds of the Senators present concur; and he shall nominate, and,

by and with the advice and consent of the Senate, shall appoint ambassadors and other public ministers and consuls, judges of the Supreme Court, and all other officers of the United States whose appointments are not herein otherwise provided for, and which shall be established by law. But the Congress may, by law, vest the appointment of such inferior officers as they think proper, in the President alone, in the courts of law, or in the heads of departments.

3. The President shall have power to fill up all vacancies that may happen during the recess of the Senate, by granting commissions, which shall expire at the end of their next session.

SEC. III.—1. He shall, from time to time, give to Congress information of the state of the Union, and recommend to their consideration such measures as he shall judge necessary and expedient. He may, on extraordinary occasions, convene both houses, or either of them; and in case of disagreement between them, with respect to the time of adjournment, he may adjourn them to such time as he shall think proper. He shall receive ambassadors and other public ministers. He shall take care that the laws be faithfully executed; and shall commission all officers of the United States.

SEC. IV.—The President, Vice-President, and all civil officers of the United States, shall be removed from office on impeachment for,

and conviction of, treason, bribery, or other high crimes and misdemeanors.

### ARTICLE III.

#### THE JUDICIAL DEPARTMENT.

SECTION I.—The judicial power of the United States shall be vested in one Supreme Court, and in such inferior courts as Congress may, from time to time, ordain and establish. The judges, both of the supreme and inferior courts, shall hold their offices during good behavior; and shall, at stated times, receive for their services a compensation, which shall not be diminished during their continuance in office.

SEC. II.—1. The judicial power shall extend to all cases in law and equity arising under this Constitution, the laws of the United States, and treaties made or which shall be made, under their authority; to all cases affecting ambassadors, other public ministers, and consuls; to all cases of admiralty and maritime jurisdiction; to controversies to which the United States shall be a party; to controversies between two or more States; between a State and citizens of another State; between citizens of different States; between citizens of the same State claiming lands under grants of different States; and between a State, or the citizens thereof, and foreign states, citizens, or subjects.

2. In all cases affecting ambassadors, other public ministers, and consuls, and those in

which a State shall be a party, the Supreme Court shall have original jurisdiction. In all the other cases before mentioned, the Supreme Court shall have appellate jurisdiction, both as to law and fact, with such exceptions and under such regulations as Congress shall make.

3. The trial of all crimes, except in cases of impeachment, shall be by jury, and such trial shall be held in the State where the said crimes shall have been committed; but when not committed within any State, the trial shall be at such place or places as Congress may by law have directed.

SEC. III.—1. Treason against the United States shall consist only in levying war against them, or in adhering to their enemies, giving them aid and comfort. No person shall be convicted of treason, unless on the testimony of two witnesses to the same overt act, or on confession in open court.

2. Congress shall have power to declare the punishment of treason; but no attainder of treason shall work corruption of blood, or forfeiture, except during the life of the person attainted.

### ARTICLE IV.

#### MISCELLANEOUS PROVISIONS.

SECTION I.—Full faith and credit shall be given in each State to the public acts, records, and judicial proceedings of every other State; and Congress may, by general laws, prescribe

the manner in which such acts, records, and proceedings shall be proved, and the effect thereof.

SEC. II.—1. The citizens of each State shall be entitled to all the privileges and immunities of citizens in the several States.

2. A person charged in any State with treason, felony, or other crime, who shall flee from justice, and be found in another State, shall, on demand of the executive authority of the State from which he fled be delivered up, to be removed to the State having jurisdiction of the crime.

3. No person held to service or labor in one State, under the laws thereof, escaping into another, shall, in consequence of any law or regulation therein, be discharged from such service or labor; but shall be delivered up on claim of the party to whom such service or labor may be due.

SEC. III.—1. New States may be admitted by Congress into this Union; but no new State shall be formed or erected within the jurisdiction of any other State, or any State be formed by the junction of two or more States, or parts of States, without the consent of the legislatures of the States concerned, as well as of Congress.

2. Congress shall have power to dispose of, and make all needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this

Constitution shall be so construed as to prejudice any claims of the United States, or of any other particular State.

SEC. IV.—The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and, on application of the legislature, or of the executive (when the legislature cannot be convened), against domestic violence.

#### ARTICLE V.

The Congress, whenever two-thirds of both houses shall deem it necessary, shall propose amendments to this Constitution; or, on the application of the legislatures of two-thirds of the several States, shall call a convention for proposing amendments, which, in either case, shall be valid, to all intents and purposes, as parts of this Constitution, when ratified by the legislatures of three-fourths of the several States, or by conventions in three-fourths thereof, as the one or the other mode of ratification may be proposed by Congress; provided that no amendment which may be made prior to the year one thousand eight hundred and eight shall in any manner affect the first and fourth clauses in the ninth section of the first article; and that no State, without its consent, shall be deprived of its equal suffrage in the Senate.

## ARTICLE VI.

1. All debts contracted, and engagements entered into, before the adoption of this Constitution, shall be as valid against the United States under this Constitution as under the Confederation.

2. This Constitution, and the laws of the United States which shall be made in pursuance thereof, and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land; and the Judges in every State shall be bound thereby, anything in the constitution or laws of any State to the contrary notwithstanding.

3. The Senators and Representatives before mentioned, and the members of the several State legislatures, and all executive and judicial officers, both of the United States and of the several States, shall be bound by oath or affirmation to support this Constitution; but no religious test shall ever be required as a qualification to any office or public trust under the United States.

## ARTICLE VII.

The ratification of the conventions of nine States shall be sufficient for the establishment of this Constitution between the States so ratifying the same.

Done in convention by the unanimous consent of the States present, the seventeenth day of September, in the year of our Lord one thousand seven hundred and eighty-seven, and of the Independence of the United States of America the twelfth. In witness whereof we have hereunto subscribed our names.

GEORGE WASHINGTON,  
*President, and Deputy from Virginia.*

AMENDMENTS TO THE CONSTITUTION  
OF THE UNITED STATES.

ARTICLE I.—Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

ART. II.—A well-regulated militia being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed.

ART. III.—No soldier shall, in time of peace, be quartered in any house without the consent of the owner; nor in time of war, but in a manner to be prescribed by law.

ART. IV.—The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated; and no warrants

shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

ART. V.—No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be put twice in jeopardy of life or limb; nor shall be compelled in any criminal case to be witness against himself; nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use without just compensation.

ART. VI.—In all criminal prosecutions the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law; and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

ART. VII.—In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved; and no fact tried by a jury shall be

otherwise re-examined in any court of the United States, than according to the rules of the common law.

ART. VIII.—Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

ART. IX.—The enumeration in the Constitution of certain rights shall not be construed to deny or disparage others retained by the people.

ART. X.—The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

ART. XI.—The judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another State, or by citizens or subjects of any foreign state.

ART. XII.—I. The electors shall meet in their respective States, and vote by ballot for President and Vice-President, one of whom, at least, shall not be an inhabitant of the same State with themselves. They shall name in their ballots the person voted for as President, and in distinct ballots the person voted for as Vice-President; and they shall make distinct lists of all persons voted for as President, and of all persons voted for as Vice-President, and of the number of votes for each; which lists they shall sign and certify, and transmit sealed

to the seat of the government of the United States, directed to the President of the Senate. The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted. The person having the greatest number of votes for President shall be the President, if such number be a majority of the whole number of electors appointed: and if no person have such majority, then from the persons having the highest numbers, not exceeding three, on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But, in choosing the President, the votes shall be taken by States, the representation from each State having one vote: a quorum for this purpose shall consist of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. And if the House of Representatives shall not choose a President, whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice-President shall act as President, as in the case of the death or other constitutional disability of the President.

2. The person having the greatest number of votes as Vice-President shall be the Vice-President, if such number be a majority of the whole number of electors appointed; and if no person have a majority, then from the two

highest numbers on the list the Senate shall choose the Vice-President. A quorum for the purpose shall consist of two-thirds of the whole number of Senators, and a majority of the whole number shall be necessary to a choice.

3. But no person constitutionally ineligible to the office of President shall be eligible to that of Vice-President of the United States.

ART. XIII.—*Section I.*—Neither slavery nor involuntary servitude, except as a punishment for crime, whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

*Sec. II.*—Congress shall have power to enforce this Article by appropriate legislation.

ART. XIV.—*Section I.*—All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States, and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

*Sec. II.*—Representatives shall be apportioned among the several States according to their respective numbers, counting the whole number of persons in each State, excluding Indians not taxed. But when the right to vote at any election for the choice of electors for

President or Vice-President of the United States, Representatives in Congress, the executive and judicial officers of a State, or the members of the legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age, and citizens of the United States, or in any way abridged, except for participation in rebellion or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such State.

*Sec. III.*—No person shall be a Senator or Representative in Congress, or elector of President and Vice-President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath as a member of Congress, or as an officer of the United States, or as a member of any State legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may, by a vote of two-thirds of each house, remove such disability.

*Sec. IV.*—The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned.

But neither the United States nor any State shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations, and claims shall be held illegal and void.

*Sec. V.*—The Congress shall have power to enforce, by appropriate legislation, the provisions of this Article.

*ART. XV.—Section I.*—The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude.

*Sec. II.*—The Congress shall have power to enforce this Article by appropriate legislation.

*ART. XVI.*—The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment, among the several States, and without regard to any census or enumeration.

*ART. XVII.—Section I.*—The Senate of the United States shall be composed of two Senators from each State, elected by the people thereof, for six years; and each Senator shall have one vote. The electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State Legislatures.

*Sec. II.*—When vacancies happen in the representation of any State in the Senate, the executive authority of such State shall issue writs of election to fill such vacancies: *Pro-*



*vided*, That the Legislature of any State may empower the executive thereof to make temporary appointment until the people fill the vacancies by election as the Legislature may direct.

*Sec. III.*—This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.

*ART. XVIII.—Section I.*—After one year from the ratification of this article the manufacture, sale, or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof for beverage purposes is hereby prohibited.

*Sec. II.*—The Congress and the several States shall have concurrent power to enforce this article by appropriate legislation.

*Sec. III.*—This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the Legislatures of the several States, as provided in the Constitution, within seven years from the date of the submission hereof to the States by the Congress.

*ART. XIX.—Section I.*—The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex.

*Sec. II.*—Congress shall have power, by appropriate legislation, to enforce the provisions of this article.

## DECLARATION OF INDEPENDENCE.

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WHEN, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of Nature and Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident; that all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; that whenever any form of government becomes destructive of these ends, it is the right of the people to alter or to abolish it, and to institute a new government, laying its foundations on such principles, and organizing its powers in such form as to them shall

seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes; and accordingly all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves, by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient sufferance of these colonies, and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these States. To prove this, let facts be submitted to a candid world:

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their operation till his assent should be obtained; and when so suspended he has utterly neglected to attend to them. He has refused to pass other laws for the accommodation of large districts of people, unless

those people would relinquish the right of representation in the legislature—a right inestimable to them, and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of the public records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved representative houses repeatedly for opposing, with manly firmness, his invasions on the rights of the people.

He has refused for a long time after such dissolution to cause others to be elected; whereby the legislative powers, incapable of annihilation, have returned to the people at large for their exercise, the State remaining, in the mean time, exposed to all the dangers of invasion from without and convulsions within.

He has endeavored to prevent the population of these States; for that purpose obstructing the laws of naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice by refusing his assent to laws for establishing judiciary powers.

He has made judges dependent on his will alone for the tenure of their offices and the amount of payment of their salaries.

He has erected a multitude of new offices,

and sent hither swarms of officers to harass our people, and eat out their substance.

He has kept among us, in times of peace, standing armies, without the consent of our legislatures.

He has affected to render the military independent of and superior to the civil power.

He has combined with others to subject us to a jurisdiction foreign to our Constitution, and unacknowledged by our laws; giving his assent to their acts of pretended legislation:

For quartering large bodies of armed troops among us:

For protecting them by a mock trial from punishment for any murders which they should commit on the inhabitants of these States:

For cutting off our trade with all parts of the world:

For imposing taxes on us without our consent:

For depriving us, in many cases, of the benefits of trial by jury:

For transporting us beyond seas to be tried for pretended offenses:

For abolishing the free system of English laws in a neighboring province, establishing therein an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies:

For taking away our charters, abolishing our most valuable laws, and altering, fundamentally, the forms of our government:

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated government here by declaring us out of his protection, and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolation, and tyranny already begun, with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country, to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections among us, and has endeavored to bring on the inhabitants of our frontiers the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes, and conditions.

In every stage of these oppressions we have petitioned for redress in the most humble terms; our repeated petitions have been answered only by repeated injury. A prince whose character is thus marked by every act

which may define a tyrant is unfit to be the ruler of a free people.

Nor have we been wanting in attentions to our British brethren. We have warned them, from time to time, of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connections and correspondence. They, too, have been deaf to the voice of justice and consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them, as we hold the rest of mankind, enemies in war, in peace friends.

We, therefore, the **representatives** of the United States of America, in General Congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name and by the authority of the good people of these colonies, solemnly publish and declare that these United Colonies are, and of right ought to be, free and independent States; that they are absolved from all allegiance to the British crown, and that all political connection between them and the State of Great Britain is, and ought to be, totally dissolved; and that, as free and independent States, they have full power to levy war, con-

clude peace, contract alliances, establish commerce, and do all other acts and things which independent States may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and our sacred honor.

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