

△△ GUIDE TO THE METHOD △△  
△△ CONDUCTING MEETINGS △△



.. The ..  
Labour  
Chairman

By  
— WALTER M. CITRINE —

With a foreword  
— by the —

RT. HON. J. H. THOMAS · MP



PRICE 2/6.

## A.—BRANCH PROCEDURE AT A GLANCE.

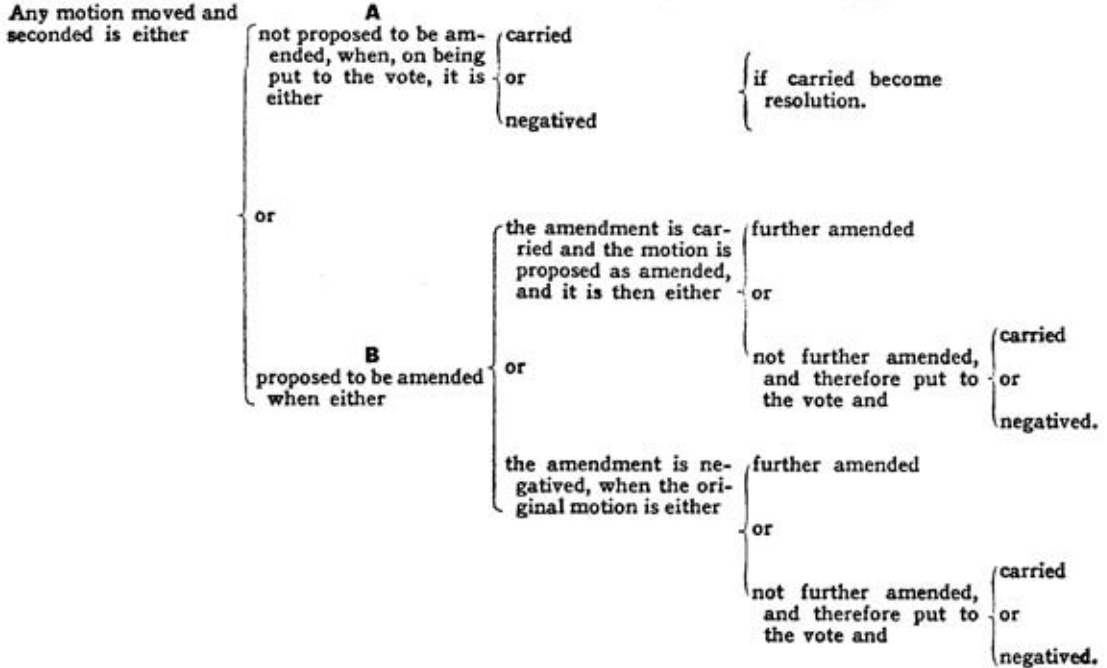
ITEM.	PROCEDURE.
A. Commencement	<p>1 Quorum must be present.            2 Chairman declares meeting open.            3 Secretary reads notice convening meeting.            4 Chairman reads the Agenda.</p>
B. Minutes.	<p>5 Secretary reads the Minutes.            6 Motion taken confirming same.            7 No discussion except on their accuracy.            8 Amended if inaccurate or incomplete.            9 Chairman signs Minutes and initials corrections.</p>
C. Correspondence	<p>10 Secretary reads correspondence as a whole.            11 Questions allowed on matters arising.            12 Motions and amendments moved.            13 Correspondence finally passed as read ;                or,            14 Letters are grouped in subject order and                each subject treated as a separate                item.</p>
D. Motions.	<p>15 Must be worded in affirmative and moved                and seconded.            16 Chairman reads motion and enquires                whether wording is accurate.            17 No alteration or withdrawal except by                unanimous consent.            18 Discussion then follows.            19 Members allowed one speech only.            20 Chairman decides who has "got the                floor."            21 Mover replies at the end of the debate.            22 Chairman reads the motion and puts the                question.</p>

ITEM.		PROCEDURE.
E. Amendments.	23 24 25 26 27 28	See 15, 16, 17, 18, 19, 20. Amendment raises a new issue. When there are several amendments, taken in sequence and separately. Mover of Original Motion replies at end of discussion. Amendment read and put to the vote. Process repeated on further amendments. Survivor put to vote finally as a Substantive Motion.
F. Closing Debate.	29 30 31 32 33	Chairman may ask : " Are you ready to vote ? " Motion : " That the question be now put," may be moved at any time. When moved as an amendment, applies to it only. Put without discussion. If defeated, period must elapse before being again moved.
G. Special Committee Reports.	34 35 36 37 38	First motion should approve the general policy. May be amended by (a) reference back, (b) postponing consideration, or (c) referring it to another committee. If policy is approved, each paragraph is moved and put separately. Amendments on details only. Final motion : " That the report be approved," put without discussion.
H. Executive and District Reports.	39 40 41	First read in full to the Branch, and accepted as read. Questions and amendments on policy allowed. Reports must be acted upon despite motions, until altered by controlling body. (See 37.)
I. Branch Committee Reports.	42	Amendments may be as 34 or 39. (See 37.)
J. Delegations.	43	See H.

ITEM.		PROCEDURE.
K. Previous Question.	44	Not allowed on amendment or in Committee.
	45	Treated like an amendment, and limited discussion permissible.
	46	If carried, motion is shelved indefinitely.
	47	If lost, motion is immediately put to the vote. (See 33.)
L. Next Business.	48	May be moved at any time.
	49	See 44 and 45.
	50	If lost, discussion proceeds. (See 33.)
M. Points of Order.	51	Member raising must prove (a) irrelevancy, or (b) unparliamentary language, or (c) transgression of rules, or ask question on procedure.
	52	Must be raised immediately and put briefly.
	53	Time taken must not encroach on speaker's allowance.
	54	Points of explanation in special cases only.
N. Adjournment of Meeting or Debate.	55	Where moved to shelve a question, no discussion or amendment is allowed. Otherwise open to amendment.
	56	See 47.
	57	When adjournment of debate is carried, debate resumed on date specified.
	58	If no date mentioned, Main Question is shelved.
	59	Adjournment of meeting supersedes Main Question.
	60	Adjournment of meeting may also be moved as a motion when no other question is under discussion.
	61	When carried, Chairman declares meeting closed.
62	See 33.	

## B.—DIAGRAM OF PROCEDURE.—I.

*Procedure on a motion which is not, by any cause, prevented from being put to the vote.*



## DIAGRAM OF PROCEDURE.—II.

*Procedure on a Motion in any Event.*

