

*Zoning Board of Appeals  
Rules of Procedure  
Beaufort County*

**CONTENTS**

**Article I: Powers and Responsibilities**

**Article II: Rules of Procedure**

- Section 1. Rules of Procedure
- Section 2. Amendment

**Article III: Board Organization and Duties**

- Section 1. Membership
  - Number and Qualifications
  - Length of Terms
  - Term Limits
  - Attendance/Absences
  - Removal
  - Education
- Section 2. Election of Officers
  - Chairperson - Term and Duties
  - Vice-Chairperson
- Section 3. Secretary - Appointment and Duties
- Section 4. Staff Board Coordinator

**Article IV: Meetings and Quorum**

- Section 1. Regular and Special Meetings
  - Meeting Schedule
  - Regular Meetings
  - Special Meetings
  - Cancellation of Meetings
- Section 2. Quorum
- Section 3. Conflict of Interest

**Article V: Meeting Administration, Public Comment, Notices, Fees, Voting  
Supplemental Submissions/Briefs**

- Section 1, Media Notices
- Section 2, Agenda, Order of Business.
- Section 3. Minutes, Meetings, Minimum Contents of Minutes
- Section 4. Public Comment
- Section 5. Submission Deadline for Regular Meetings

- Section 6. Meeting Protocol
- Section 7. Filing of Application, Fees and Notice
- Section 8. Motions and Final Decisions
- Section 9. Voting
  - A. General
- Section 10. Supplemental Submissions/Briefs
- Section 11. Communication among Board Members or with an Outside Party

**Article VI: Procedures for Hearing an Application for a Variance**

- Section 1. Presentation of the County Staff and Applicant
- Section 2. Public Comment
- Section 3. Vote On Application for Variance

**Article VII: Procedures for Hearing and Application for Special Use Permit**

- Section 1. Presentation of the County Staff and Applicant
- Section 2. Public Comment
- Section 3. Vote on Application for Special Use Permit

**Article VIII: Procedures for Hearing an Appeal from an Administrator's Decision**

- Section 1. Jurisdiction
- Section 2. Presentation of the Applicant and County
- Section 3. Vote on the Appeal

**Article IX: Procedures for a Remand**

**Article X: Procedure for Reconsideration**

**Article XI: Miscellaneous**

- Section 1. Postponement
- Section 2. Executive Session
- Section 3. Recess

## **Article I**

### **Rules of Procedure**

#### **Section 1. Rules of Procedure**

These Rules of Procedure are adopted by the Zoning Board of Appeals to carry out its powers and responsibilities under SC Code 6-29-780,-790,-800 and -810. The Rules of Procedure may be suspended by majority vote of the Board to meet particular circumstances. If there is a situation where these Rules of Procedure do not specifically apply, then the most recent edition of Robert's Rules of Order shall govern the conduct of meetings. An informational chart summarizing types of motions and votes in Robert's Rules of Order is attached.

#### **Section 2. Amendment**

These rules may be amended at any time by an affirmative vote of a majority of the members of the Board; provided however, that such amendment(s) shall have first been presented to the entire Board, in writing, at a Regular or Special Meeting preceding the Regular or Special Meeting at which the vote is taken.

## **Article II**

### **Conflict of Interest**

#### **Section 1. Conflict of Interest**

At a minimum, South Carolina law regarding conflicts of interest [So C. Code Ann. § 8-13-10, et seq., (Supp. 1994)] shall control board members' actions. In addition, any member of the board who believes that he or she has or may have a conflict of interest of any nature on any matter before the board shall, be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest or conflict of interest exists.

## **Article III**

### **Meeting Administration, Public Comment**

#### **Section 1. Agenda (Order of Business)**

A written agenda shall be furnished by the Secretary to each member of the Board and the public. An agenda may be changed at the related meeting by a majority vote of the members present. Public Hearing items should be so noted with each pertinent item. Generally, the agenda should contain:

1. Call to Order;
2. Pledge of Allegiance;
3. Roll Call;
4. Freedom of Information Act Compliance;

5. Use of Cellular Telephones or Other Electronic Sound Emitting Devices Prohibited;
6. Review of Meeting Protocol as described within, including Citizen Participation;
7. Review of Notice Requirements;
8. Approval of Agenda;
9. Approval of Minutes of Previous Meeting
10. Submissions by applicants;
11. Old Business;
12. New Business;
13. Board Business;
14. Adjournment.

## **Section 2. Minutes**

A. Meetings. Minutes of meetings is governed by the Code of South Carolina (30-4-70 through 30-4-90). Minutes of each Board meeting shall be recorded by the Secretary and approved at the next available meeting after their preparation.

B. Lack of Quorum. If there is lack of a quorum of the Board, minutes may be recorded but shall include a statement in the header of each page indicating that a quorum was not present and the minutes are not official. Such minutes shall not be approved by the Board at a later meeting. (There are different quorums, depending on the agenda item.)

## **Section 3. Public Comment**

At the conclusion of presentations by the Applicant and Staff, the Chairperson will open the public hearing. The Chairperson shall set a time limit for all public comments and may determine the order of the comments. The Chairperson may recognize citizens to comment even if they did not sign up to speak. Each person will have the opportunity to speak for three (3) minutes. At the conclusion of the public comment, the Chairperson will close the public hearing. Staff and/or the Applicant! Appellant may request that the Chairperson allow additional clarification after the public comments. Public comment is not permitted in a case involving an appeal from an Administrator decision.

## **Section 4. Meeting Protocol**

The Chair will review the protocol at the start of each meeting. The meeting protocol includes further information about the following: speaker sign-up sheet, length of time for speakers, the order of presentation, the opening and closing of a public hearing. The speaker sign-up sheet and notice of the requirement to sign up will be posted to the start of the meeting.

## **Section 5. Motions and Final Decisions**

A Motion by a Board member is the procedure leading to a final decision by the Board when the Motion is seconded by another Board member and adopted by a vote of a quorum of the Board. A Motion is to be made to describe the proposed decision with findings and conclusions to support the

Motion. If the Motion is seconded and adopted by the Board, the final decision, contained in a Notice of Action must be in writing and be permanently filed in the office of the Board as a public record. The final decision must include findings and conclusions.

## **Section 6. Voting**

### **A. General.**

1. A Board member must either be present for the full presentation of each case to be permitted to discuss and vote on the case, or represent to the Board that the member has fully examined all of the submitted documents and materials and reviewed previous minutes.
2. All members of the Board shall be voting members, and shall be entitled to vote on any issue before the Board unless disqualified by law.
3. A simple majority of a quorum shall be required to conduct all Board business.

## **Section 7. Supplemental Submissions/Briefs**

Any supplemental written submission or legal brief must be delivered [Original plus nine (9) copies] to the Secretary of the Board no later than 9:00 a.m. on the fifth business day before the applicable meeting in order for the Secretary to distribute such writing to each Board member by the close of business on the next day. The Board reserves the right to require permit or request later written submissions or briefs and/or proposed findings of fact and conclusions of law to be submitted by the Appellant, Applicant for Variance or Special Use Permit, or Staff. Any submission or brief containing any citation to an opinion of a court must include a complete copy of the cited opinion. Any written or oral information sent directly to any Board member shall be disregarded and promptly turned over to the Chairman through the Secretary of the Board.

## **Section 8. Communication among Board Members or with an Outside Party**

- A. Any communication in writing, orally, or by e-mail by any Board member with any outside party regarding the substance of any matter before the Board that is or may be brought to a vote other than during a public hearing must be disclosed to the Board.

## **Article VI**

### **Procedures for Hearing an Application for a Variance**

The following procedures shall be applicable in the presentation of a Request for a Variance.

### **Section 1. Presentation of the Applicant and Staff**

1. Staff shall have a maximum of ten (10) minutes to present the facts and applicable legal principles with respect to the Application for a Variance. During the presentation by Staff, members of the Zoning Board of Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Board of Zoning Appeals.
2. The Applicant shall have a maximum of ten (10) minutes to present the facts and applicable legal principles that the Applicant believes supports the Application for a Variance. During the presentation by the Applicant, members of the Board of Zoning Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman the Applicant's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Zoning Board of Appeals.
3. The Staff shall have a maximum of five (5) minutes to present its recommendations.
4. Following the presentations, the Zoning Board of Appeals may ask such additional questions of the Applicant or Staff as the members deem appropriate.
5. The Board may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.

### **Section 3. Public Comment**

1. Chair will call on interested citizens in the order that they signed up to speak. Each person will have the opportunity to speak for three (3) minutes.
2. The Applicant and/or Staff may clarify any information presented by the public before the Board makes a motion.

### **Section 3. Vote on Application for Variance**

1. Following the presentation by all parties as set forth above, the board, upon a Motion duly made and seconded, shall vote on the Application for Variance.
2. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision and appropriate references to the relevant criteria of the ZDSO.
3. Pursuant to the provisions of the ZDSO the board shall approve the Application for Variance, approve the Application for Variance with conditions or modifications; or deny the Application for Variance.
4. Following the vote, the Staff shall prepare a written Notice of Action. The written notice of action shall include decision of the board as well as the findings of fact and conclusions of law adopted by the board with respect to the Application for Variance.
5. The Notice of Decision shall be mailed by certified letter to the Applicant and record owner of the real property affected by the Application for Variance, if different from that of the Applicant.
6. The decision of the board shall be deemed final and applicable upon mailing of the Notice of Decision.

7. The Secretary to the board shall file a copy of the Notice of Decision in the official record book. The certificate of mailing shall be made a part of the board's file on the Application for Variance.

## **Article V**

### **Procedures for Hearing an Application for Special Use Permit**

The following procedures shall be applicable in the presentation of an Application for Special Use Permit:

#### **Section 1. Presentation of the Staff' and Applicant**

1. Staff shall have a maximum of fifteen (15) minutes to present the facts and applicable legal principles with respect to the Application for a Special Use Permit. During the presentation by Staff, members of the Zoning Board of Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Zoning Board of Appeals.
2. The Applicant shall have a maximum of fifteen (15) minutes to present the facts and applicable legal principles that the Applicant believes supports the application for the Special Use Permit. During the presentation by the Applicant, members of the Zoning Board of Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman the Applicant's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Zoning Board of Appeals.
3. The Staff shall have a maximum of five (5) minutes to present its recommendations.
4. Following the presentations, the Zoning Board of Appeals may ask such additional questions of the Applicant or Staff as the members deem appropriate.
5. The Board may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.

#### **Section 2. Public Comment**

1. The Chair will call on interested citizens in the order that they signed up to speak. Each person will have the opportunity to speak for three (3) minutes.
2. The Applicant and/or the staff shall clarify any information presented by the public before the board makes a motion.

#### **Section 3. Vote on Application for Special Use Permit**

1. Following the presentation by all parties as set forth above, the board, upon a Motion duly made and seconded, shall vote on the application for Special Use Permit.

2. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision and appropriate references to the relevant criteria of the ZDSO.
3. Pursuant to the provisions of the ZDSO, the Board shall approve the Application for Special Use Permit; approve the Application for Special Use Permit with conditions or modifications; or, deny the Application for Special Use Permit.
4. Following the vote, the staff shall prepare a written Notice of Action. The written notice of action shall include the decision of the board as well as the findings of fact and conclusions of law adopted by the Board with respect to the Application for Special Use Permit.
5. The Notice of Decision shall be mailed by certified letter to the Applicant and record owner of the real property affected by the Application for Special Exception, if different from that of the Applicant.
6. The decision of the board shall be deemed final and applicable upon mailing of the Notice of decision.
7. The Secretary shall file a copy of the Notice of Decision in the official record book. The certificate of mailing shall be made a part of the board's file on the Application for Special Use Permit.

## **Article VI**

### **Procedures for Hearing an Appeal**

The following procedures shall be applicable in the presentation of an Appeal from a decision of any Administrator:

#### **Section 1. Jurisdiction**

Once an appeal has been taken from any final decision of an Administrator, the jurisdiction of the Administrator, from which the appeal was taken shall cease, unless remanded by the Board.

#### **Section 2. Presentation of the County Staff and Applicant**

1. The Applicant shall have a maximum of fifteen (15) minutes to present the facts and applicable legal principles that the Applicant believes supports the Application for the Appeal. During the presentation by the Applicant, members of the Zoning Board of Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman the Applicant's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Zoning Board of Appeals.
2. Staff shall have a maximum of fifteen (15) minutes to present the facts and applicable legal principles with respect to the Application for an Appeal. During the presentation by Staff, members of the Zoning Board of Appeals may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Zoning Board of Appeals.
3. The Staff shall have a maximum of five (5) minutes to present desired rebuttal.



4. Following the presentations, the Zoning Board of Appeals may ask such additional questions of the Applicant or Staff as the members deem appropriate.
5. The Board may subpoena witnesses and in the case of contempt may certify such fact to the Circuit Court having jurisdiction over such matters.

### **Section 3. Vote on the Appeal**

Following the presentation by all parties as set forth above, the Board, upon a Motion duly made and seconded, shall vote on the Appeal.

1. The Board shall:
  - a) Affirm the action of the Administrator from which the Appeal was taken; or,
  - b) Modify the action of the Administrator from which the Appeal was taken and to that end, the Zoning Board of Appeals shall have all of the powers of the Administrator from which the appeal was taken, and may issue a permit, or direct that a permit be issued; or,
  - c) Reverse the action of the Administrator from which the Appeal was taken, and to that end, the Zoning Board of Appeals shall have all of the powers of the Administrator from which the Appeal was taken, and may issue a permit, or direct that a permit be issued; or,
  - d) Remand the action of the Administrator from which the Appeal was taken for such further proceedings as the Zoning Board of Appeals may deem appropriate.
2. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision.
3. Following the Vote, the Board shall issue a written Notice of Decision. The written notice of decision shall include the decision as well as the findings of fact and conclusions of law adopted by the Board.
4. The Notice of Decision shall be mailed by certified letter to the Appellant and Record Owner of the real property affected by the Appeal, if different from that of the Appellant.
5. The decision of the Board shall be deemed final and applicable upon mailing of the Notice of Decision.
6. The Secretary to the board shall file a copy of the Notice of Decision in the official record book. The certificate of mailing shall be made a part of the board's file on the Appeal.

## **Article VII**

### **Procedures for a Remand**

#### **Section 1. Remand**

1. A member of the Board may move for a remand at any time, subject to review and determination by the Board. The motion shall specifically set forth factual and/or legal grounds that cause the record to be insufficient
2. Within sixty (60) days, unless otherwise agreed to by the parties, the remanded matter must be set for hearing with written notice to all persons who express an interest in being informed.

3. The granting of one remand at the discretion of the Board shall be permitted. Additional motions for remand shall not be considered.
4. If a remand is granted, the County and the Applicant shall obtain and present all additional information needed to render the record sufficient as detailed in the motion for the remand.

## **Article VIII**

### **Procedure for Reconsideration**

#### **Section 1. Reconsideration**

1. Any party aggrieved by a decision of the Board, if they desire to do so, is required to file any Petition for Reconsideration by delivering the same to the Administrator within five (5) days from the date of hearing. "Delivered" as referenced in this section, means actual delivery.
2. The Petition for Reconsideration shall be in writing and shall state with particularity the points alleged to have been overlooked or misinterpreted the Board
3. The Petition for Reconsideration shall be presented to the Board at the next regular scheduled meeting following the filing of the Petition for Reconsideration after compliance with the public notice requirements for a Board Public Hearing per the ZDSO.
4. Motions:
  - a. A Motion to Grant the Petition for Reconsideration may only be made by a member of the Board who voted on the prevailing side in the original vote.
  - b. The effect of the granting of a Motion for Reconsideration shall be that the Board will review the entire matter as if no previous vote had been taken.
  - c. A Motion to Deny the Petition for Reconsideration may be made by any member of the Board. The effect of a vote denying a Petition for Reconsideration is that the vote shall be considered to be the Board's final action on the matter. A Notice of Decision shall be delivered to the Applicant following such vote.
5. Successive Petitions for Reconsideration are prohibited. No matter that has been reconsidered may be reconsidered a second time. The Board may not reconsider a denial of a Petition for Reconsideration.

## **Article IX**

### **Miscellaneous**

#### **Section 1. Postponement**

The County, the Applicant or a Member of the Board may request a postponement of a hearing on an issue at any time, subject to the review and determination of the Board.

The granting of one postponement request at the discretion of the Chairman or Vice Chairman, in the absence of the Chairman, shall be permitted. Additional requests for postponements shall be at the discretion of the Board for good cause shown. Any application to be postponed at the request of the

applicant shall not be scheduled on the Board's agenda after three consecutive months from the date the postponement was originally granted by the Board unless the request for a postponement is approved by the Board's Chairman or Vice Chairman, in the absence of the Chairman.

## **Section 2. Executive Session**

If a member determines after reviewing the applicable cases that they would benefit from the advice of legal counsel in Executive Session they shall contact the Chairman or his designee. The Chairman will determine if an Executive Session is warranted. If the Chairman decides that the membership would benefit from an Executive Session, they will inform the Board's secretary of the request. The Chairman's decision can be overridden by a majority vote of the Board taken at a regular or special meeting of the ZBOA.

Executive Session is a meeting at which the proceedings are secret. A member can be punished under disciplinary procedure if he violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred.

Permitted reasons should include:

1. Legal advice relating to a matter before the board;
2. Legal advice relating to pending, threatened or potential claim
3. Legal advice relating to procedural, conflict of interest, or general issues unrelated to a specific matter before the Board.

Entering and Adjourning an Executive Session:

1. A motion to close the current meeting and go into executive session is made and passed by a majority vote;
2. Chairman must announce the specific purpose of the executive session;
3. No formal action may be taken in executive session except to:
  - a. Adjourn
  - b. Return to public session

The Board can request attendance by non-members as they deem appropriate.

## **Section 3. Recess**

A recess shall be declared as deemed appropriate by the Chairman or by majority vote of the members present at the meeting. No discussion of the agenda item shall be conducted by Board members during the recess.

For the Zoning Board of Appeals  
Beaufort County, South Carolina

By: \_\_\_\_\_  
Thomas A. Gasparini, Chairman

Date of Approval: June 25<sup>th</sup>, 2009

## Attachment for Reference

### TYPES OF MOTIONS

<b>Main Motions</b>	<b>A main motion is defined as a proposal that certain action is taken or an opinion be expressed by the group. The words to use are: "I Move."</b>
<b>Secondary Motions</b>	<p><b>A Secondary motion is one which can be made <i>while</i> the main motion is on the floor and <i>before</i> it has been decided.</b></p> <p>Secondary motions are divided into three classes which relate to their use in parliamentary procedure. Those classes are:</p> <ul style="list-style-type: none"> <li>● Subsidiary motions</li> <li>● Privileged motions</li> <li>● Incidental motions</li> </ul>
<b>Subsidiary Motions</b>	<p><b>Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, etc.</b> They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. <b><i>Subsidiary motions are the class of motions most frequently used in meetings</i></b></p> <p>These motions have rank (order of precedence of motions) among themselves. A motion of higher rank can be made while a motion of lower rank is on the floor. The lower rank motion "yields" to the higher rank motion. (Motion to postpone has higher rank than the motion to commit and takes precedence. If motion to postpone is adopted, the main motion and the motion to commit are postponed until the next meeting.)</p>
<b>Privileged Motions</b>	<p><b>Privileged motions are motions of an emergency nature</b>, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending.</p>
<b>Incidental Motions</b>	<p><b>Incidental motions are procedural.</b> They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume.</p>
<b>Amending Motion</b>	<p>General consent can be used with amendments to motions if the Chairman feels the group will accept the amendment. "If there is no objection, the motion is so amended." <i>Restate the motion.</i></p>
<b>Motions Commit</b>	<p>Have precedence over the motion to amend. <b>More than one motion can be on the floor but only one question.</b> All pending motions must relate to the main motion on the floor. No new business may be introduced.</p>
<b>Point of Order</b>	<p>Motion used if board member feels the Chairman is failing to operate within the rules.</p>
<b>Restorative Motions or Motions that Bring Back a Question</b>	
<b>Restorative Motion</b>	<p><b>Allows a group to change its mind.</b></p> <ul style="list-style-type: none"> <li>● They are a separate category because of their contradiction to the parliamentary rule that once a question has been decided it cannot be brought up again at the same meeting.</li> <li>● Within limits, members have the right to rethink a situation if they feel their decision has been made too quickly or without enough information.</li> <li>● The two most commonly used restorative motions are: <b><i>Rescind</i></b> and <b><i>Reconsider</i></b>.</li> </ul>
<b>Rescind</b>	<p>Rescind is the motion to use to quash or nullify a previously adopted motion. It may strike out an entire motion, Resolution, bylaw, etc.</p> <ul style="list-style-type: none"> <li>● Rescind is <i>not in order</i> when any action has already been taken as a result of the vote, such as any kind of contract when the other party has been notified.</li> <li>● It must be seconded.</li> </ul>
<b>Reconsider</b>	<p><b>Reconsider is the motion which allows a group to reconsider the vote on a motion.</b> It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.</p> <ul style="list-style-type: none"> <li>● Reconsider has special rules to prevent its abuse by a disgruntled minority, since it allows a question already decided to be brought up again.</li> <li>● Rules limit who can make the motion. <b>It can only be made by someone who voted on the prevailing (winning) side.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• It requires a second.</li> <li>• It may be debated and it opens up the motion to which it is applied to debate.</li> <li>• It requires only a majority vote.</li> <li>• It may be made and seconded while other business is pending, however, it is not debated and voted on until the business on the floor is completed.</li> <li>• All action that might come out of the original motion is stopped at the time that reconsider is made and seconded. This is the main value of the motion, and it should be made as quickly as the situation calling for it is recognized.</li> </ul>
<b>Amend a Motion</b>	<b>Change the wording to make it clearer, more complete, or more acceptable <i>before the motion is voted upon.</i></b> The amendment must be germane to the motion on the floor to be in order. Adoption of the amendment does not adopt the motion. If the group votes “no” on the amendment, the motion on the floor is its original wording.
<b>Amend an Amendment</b>	First amendment is called the primary and the amendment to the amendment is the secondary amendment. Only two amendments may be pending at any time. First vote on the amendment to the amendment (secondary), then vote on the original amendment (primary), then vote on the main motion. Amendments require a majority vote.
<b>Friendly Amendments</b>	Change in wording to enhance the original motion – can be changed by general consent.
<b>Hostile Amendments</b>	Gives a different meaning to a motion and may defeat the intent of the main motion.
<b>To Commit or Refer a Motion</b>	Sends the question to a small group (committee) to be studied and put into proper form for the group to consider. Motion includes specific directions as to where the question ought to go (what committee). Motion can be applied to any main motion with any amendments that may be pending. It must be seconded; it can be debated, and requires a majority vote.
<b>Postpone</b>	<b>Delays action on a question until later in the same meeting or until the next meeting.</b> <i>A motion cannot be postponed further than the next regular meeting.</i> Can be applied to all main motions, it must be seconded, it can be debated, it can be amended (as to time of the postponement), it requires a majority vote. Motion is called up automatically when the time to which it was postponed arrives (place under Unfinished Business on agenda of next meeting).
<b>Limit Debate</b>	Motion to exercise special control over debate – reducing the number and length of speeches allowed. Used with any motion, must be seconded, is not debatable, can be amended (but only as to the length of speeches or when the vote will be taken), requires 2/3 vote, vote must be taken by show of hands or a rising cote in a large group. (Need a timekeeper and timer if speeches have a time limit).
<b>Previous Question</b>	<b>The motion used to cut off debate and bring the group to an immediate vote on the pending motion. (Call the question for an immediate vote.)</b> Previous question can be ruled out of order if the motion is debatable and has not received debate. Motion requires 2/3 vote (by show of hands or standing vote). Not debatable.
<b>Postpone Indefinitely</b>	Lowest-ranked subsidiary motion is used to kill a main motion. It avoids a direct vote on the question on the floor. It should not be used.
<b>Lay on the Table</b>	Highest-ranked subsidiary motion. Cannot be amended or debated. It is out of order when used to “kill or avoid dealing with a measure”. <b>Was designed as a courtesy motion to allow a group to set aside a question for something more important, such as arrival of a speaker.</b>
<b>Withdraw a Motion</b>	<b>Permission to withdraw a motion allows a member who realizes he has made a hasty or ill-advised motion to withdraw it with the consent of the group.</b> This device saves time in disposing of the motion. The presiding officer usually handles the request by use of general consent.
<b>Dilatory Tactics</b>	A dilatory tactic is the misuse of parliamentary procedure to deliberately delay or prevent action in a meeting. It is the duty of the presiding officer to prevent a dissident minority from misusing legitimate forms of motions to obstruct business. Such motions should be ruled out of order or those members engaged in such game playing should not be recognized.

## TYPES OF VOTES

<b>Majority Vote</b>	<ul style="list-style-type: none"> <li>• <b>More than half of the votes cast.</b></li> <li>• The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.</li> </ul>
<b>Silence is Consent</b>	Those members who do not vote, agree to go along with the decision of the majority by their silence.
<b>Two-thirds Vote</b>	<b>A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.</b> A two-thirds vote has at least twice as many votes on the winning side as on the losing side. A show of hands should be taken for <i>all</i> motions requiring a <i>two-thirds vote</i> . If a motion requires a two-thirds vote, the Chairman should inform the group of that.
<b>General Consent</b>	<p>Is an informal agreement of the group, the method in which action is taken without a formal vote or on occasion without a motion. The Chairman initiates the procedure to expedite business. Usually done to approve and correct the minutes.</p> <ul style="list-style-type: none"> <li>• The presiding officer always pauses after asking if there is any objection. If there is <i>any</i> objection, the matter is put to a vote in the usual way.</li> <li>• A member may object because he feels it is important to have a formal vote and dispel any suspicion of railroading.</li> </ul>
<b>Tie Vote</b>	Is a <i>lost</i> vote because a majority was not obtained.