

# Introduction

The procedures used by deliberative and legislative bodies vary greatly from country to country but their basic purposes and objectives are the same

- to ensure the orderly and efficient conduct of business
- to safeguard the right of free discussion for all
- to assist in reaching decisions which reflect the viewpoint of majority
- to protect the rights of both the majority and minority
- to provide certain rules of procedure and conduct which are known in advance to everyone and which apply to everyone.

It is particularly important that international organisations have such a common understanding of parliamentary procedures because the problems of language, translation and interpretation are difficult enough in themselves without additional problems inherent in rules, which change from person to person, meeting to meeting and country to country.

It is recognized that the rules for IADS General Assemblies may contain procedures which differ from those used in any one country, but certain concessions must be made by all in the interest of international effort and understanding. Almost any set of rules will be effective in any parliamentary assembly, provided there is a will to make them work and use them only as a means of reaching the assembly's objectives.

This chapter of the Manual, therefore contains an explanation of those parts of the Constitution and Standing Orders which relate to the work of the General Assembly and in addition some parliamentary rules to govern its deliberations.

The purpose is to clarify, simplify and facilitate the handling of business of the General Assembly.

For those familiar with parliamentary procedure, a summary of the procedures used in IADS is included. The rest of this chapter explains these rules and procedures in greater detail, assuming no previous knowledge so that the newcomer can become familiar with them.

# IADS General Assembly: Summary of Basic Rules

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## **Composition:**

The General Assembly will be composed of: -

- Official delegates (up to 2) of Full Member organizations (see *Constitution Chapter 1, Section 2*)
  - Delegates of other Member organisations
  - Observers
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## **Quorum:**

- 50% of Full Members in good standing shall constitute a quorum.
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## **The Chairman:**

- The Chairman of the General Assembly is elected by the General Assembly. The Chairman has no vote except a casting vote.
  
  - The Chairman shall be the sole interpreter of the Standing Orders and shall have general powers to direct the proceeding of the sessions of the General Assembly and his ruling on any point shall be final.
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## **The Agenda:**

- The General Assembly shall adopt the agenda at the start of the meeting.
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**Official Delegates** of the Full Member Associations have the right to:

- Speak
- Propose and nominate
- Propose motions
- Second motions
- Stand for election
- Vote

**Always introduce yourself** with name and function in the Assembly before speaking.

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**Official Delegates** of the Corresponding and Affiliate Member Associations have the right to:

- Speak
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**Observers** have the right to:

- attend (subject to available space)
  - speak (at the discretion of the Chairman)
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*Ex-Officio* Members of the Assembly have the right to:

- Speak
- Propose motions
- Second motions

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The consistent **Procedure** for all issues is:

- Motion or resolution presented
- Motion proposed
- Motion seconded
- Debate - on subject of the motion only
- Vote
- Motion **passed** or **rejected**

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**Voting:**

- The right to vote shall only be given to delegates from countries or schools with Full Membership.
- Each member school shall have one vote.
- If there are more than three members schools from one country which has no National Association, these will be given a total of three votes.
- The decision of a National Association will count for three votes if they represent less than 10 faculties and five votes if they represent 10 or more faculties.
- The right to vote will be given to those delegates in good financial standing with the Association.
- Voting will be by a show of hands unless at least one Full member requests a written ballot.
- Motions shall be carried by a simple majority unless otherwise directed by the constitution.
- Officers of the Executive Committee have no vote.
- The Chairman has no vote, except as a casting vote in the event of a tie.

# Chief Purposes of Motions

Purpose	Motion
Present an idea for consideration and action	Main motion
	Resolution
Improve a pending motion	Amend
Regulate or cut off debate	Close debate
Delay a decision	Refer to committee
	Postpone definitely
	Recess
Suppress a proposal	Withdraw a motion
Meet an emergency	Question of privilege
	Suspend rules
Gain information on a pending motion	Parliamentary inquiry
	Request for information
	Request to ask member a question
	Question of privilege
Question the decision of the Chairman	Point of order
	Appeal from decision of chair
Enforce rights and privileges	Parliamentary inquiry
	Point of order
	Appeal from decision of chair
Consider a question again	Resume consideration
	Reconsider
	Rescind
Change an action already taken	Reconsider
	Rescind
	Amend by new motion
Terminate a meeting	Recess
	Close

# Summary of Motions

Order of Precedence	Debatable?	Amendable?	Vote Required?
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## Privileged Motions

1. Adjourn	No	No	Majority
2. Recess	Restricted	Restricted	Majority
3. Question of privilege	No	No	None

## Subsidiary Motions

4. Close Debate	No	No	2/3
5. Postpone definitely	Restricted	Restricted	Majority
6. Refer to committee	Restricted	Restricted	Majority
7. Amend	Yes	Yes	Majority

## Main Motions

8. a. The main motion	Yes	Yes	Majority
b. Specific main motions			
Reconsider	Restricted	No	Majority
Rescind	Yes	No	Majority

## Incidental Motions

Appeal	Yes	No	Majority
Suspend rules	No	No	2/3

## Requests

Point of order	No	No	None
Parliamentary inquiry	No	No	None
Withdraw a motion	No	No	None

# Operation of the General Assembly

The General Assembly serves as the legislative agency of the Association while the Executive Committee serves as the administrative agency. The duties of both are clearly defined in the Constitution.

## **Powers and Duties of the General Assembly**

The powers and duties of the General Assembly as defined in Article 7, Section 1 of the Constitution make it the supreme authoritative body of the Association. As such it can enact legislation, determine policies, amend the Constitution and Standing Orders, suspend or revoke Membership, establish subcommittees, and adopt rules governing its own procedures. In addition, the General Assembly has the duty of electing the President and Executive Committee, and reviewing the Association's programmes and activities.

## **Powers and Duties of the Executive Committee**

The powers and duties of the Executive Committee, as defined in Article 8, Section 1 and Chapter 3, Sections 1-7 of the Constitution, make it the managing body of the Association with full powers to conduct all business. In general, the ExCo carries out the policies of the General Assembly and has the power to establish interim policies when the GA is not in session. Such policies must be presented for approval at the next session of the General Assembly.

The Executive Committee approves the annual budget, supervises financial affairs, supervises the organization of the Congress and coordinates and manages all Association activities.

## **The Quorum**

This is the minimum number of Delegates from Full Member countries who must be present for the General Assembly's decisions to be valid for the whole Association. In IADS this is 50% of the members in good financial standing— i.e. half of those whose membership payments are up-to-date as defined in the Constitution.

## **Speaking Privileges**

The right to speak to issues before the General Assembly is held by Delegates and Officers of the Association. Chairmen and members of subcommittees who are not members of the General Assembly shall have the right to participate in debate on their respective reports, but shall not have the right to vote. At its discretion, the General Assembly may grant speaking privileges to other individuals who are called upon as resources.

Speakers are encouraged to be organized, factual, and concise when granted the floor, and must avoid any use of sexist, discriminatory, or other similarly insensitive language in their remarks.

Any member of the General Assembly wishing to address the Assembly must first receive the recognition of the Chairman. This is done by raising the hand or voice in signal and waiting to receive the acknowledgement of the Chairman before proceeding to speak. This procedure is to be followed if the member wishes to ask a question, participate in debate or to introduce an item of business for consideration.

### **The Chairman of the General Assembly**

The Chairman is elected by the GA at the start of the meeting. His/her function is to facilitate the discussions of the Assembly, make sure that all items on the agenda are discussed and also ensure that correct procedures are followed. He will also make sure that all Delegates are able to express their opinion when discussing an issue, and must stay neutral on each issue so that a fair discussion can be held. The Chairman (in consultation with the Executive Committee) will determine the best order in which to discuss the items on the agenda to make best use of the time available to the GA, unless altered by general agreement or majority vote of the delegates present and voting.

To achieve all the above, the Chairman has general powers to direct the proceeding of the sessions of the General Assembly and the way that discussions take place. The Chairman also has the authority to interpret the meaning of the Constitution and Standing Orders in relation to the running of the meeting and his ruling on any point shall be final.

When speaking, Delegates must first indicate to the Chairman that they wish to speak, usually by raising their hand. The Chairman will indicate to them that he has seen them (e.g. by nodding). If many people wish to speak, they will do so in the order that they get the Chairman's attention. The delegate must then wait until the Chairman indicates it is his/her turn to speak.

If a vote is taken and both sides have an equal number of votes, the Chairman is allowed a casting vote to make the decision.

The Chairman is usually a person who is experienced in the affairs and meetings of the IADS, e.g. a member of the Executive Committee (often the Immediate Past President), or an Honorary Life Member.

## **The Secretary of the General Assembly**

The Secretary is elected by the GA at the start of the meeting. His/her function is to write down what has been said, discussed and agreed so that minutes of the meeting can be made afterwards.

The Secretary of the GA is usually the General Secretary of the IADS.

## **The Agenda**

The Agenda is the list of subjects that will be discussed at a meeting of the General Assembly. It is sent to all Members by the General Secretary before the meeting, and is accepted by the GA at the start.

Additional items may be added to the Agenda before it is adopted at the discretion of the Chairman or the GA.

## **Minutes of the Meeting**

The minutes are a description of what was discussed and agreed at each meeting. They are written by the General Secretary of the IADS from the notes written by the GA Secretary during the meeting. They are sent to all members before the meeting.

The minutes shall be as concise (short and accurate) as possible. Debate on resolutions shall not be included in the minutes unless a dissenter wishes his negative vote or his abstention from voting recorded.

During the next GA the Minutes are presented for acceptance. Any errors or changes that are agreed as necessary are made, and the minutes are then accepted.

Once accepted, the minutes are taken as a true and accurate record of the proceedings of that session of the General Assembly and cannot be changed.

## **Rules of Order**

The rules contained in the Standing Orders of the Association, and also those in the current edition of Sturgis Standard Code of Parliamentary Procedure, govern the deliberations of the General Assembly in all cases in which they are applicable and not in conflict with the Constitution.

## **Motions**

Motions are the means by which Delegates may present the views of their organisation to the General Assembly for consideration and action. A motion is simply a formal written proposal submitted for action to the assembly. Motions can be used to direct the Association to research a particular concern, change the way it operates, take an official position on an issue, or implement new policies.

Motions should be sent to the General Secretary before the opening of the General Assembly or added to the agenda during its adoption. Further motions may be added to the agenda after it is adopted at the discretion of the Chairman, who may ask the GA to vote to accept it if he feels it necessary.

## **General procedure for all discussions**

The General Assembly takes action in a specific order. First a motion is proposed and seconded, then Delegates discuss and debate the motion. Discussion must focus on the subject of the motion.

A Delegate may move that the motion be changed (amended) before the GA votes on it. Then all discussion must focus only on the amendment. At this time, any debate about the original resolution is out of order.

Once it is felt that enough time has been spent on a motion, a Delegate may *move to close* the debate. Once this motion has been made and adopted, the GA must vote immediately on the motion being discussed. The Chairman may also close the debate if he or she feels that no new information is being presented or discussed.

## **Distribution of Material in the General Assembly**

No material may be distributed in the General Assembly without obtaining permission from the Chairman. Material to be distributed must relate to subjects and activities that are proposed for discussion, action or information.

## **Voting Procedures**

The right to vote is limited to Delegates from Full Member Associations. Delegates from School associations have one vote, and those from a National Association will have three votes if they represent less than 10 faculties and five votes if they represent 10 or more faculties.

If there are more than three member Schools from one country which has no National Association, these will be given a total of three votes.

The method of voting in the General Assembly is usually determined by the Chairman of the Assembly who may call for one of the following:

- a voice vote,
- show of hands,
- standing vote
- roll call of the delegations,
- or another method that the Chairman thinks appropriate.

The GA may also, by majority vote, determine for itself the method of voting that it prefers.

If the result of a vote is uncertain, the Chairman may call for a standing serpentine vote whereby all 'yes' voters stand up and count off in succession. The same procedure is then followed for recording the 'no' vote.

In general, the General Assembly makes its decisions by majority vote of those present and voting (i.e. not counting any abstentions) except when otherwise specified by the Constitution or by Sturgis. Some situations require a two-thirds (2/3) or a three-quarters (3/4) majority.

# Procedure in the General Assembly

## **Introducing an Item of Business**

Any member of the Assembly may introduce an item of business for consideration. In addition, the members of the Executive Committee may introduce items of business. The time to introduce business is generally specified in the order of business.

## **Motions**

When an item of business is introduced it must take the form of a motion made along the following lines:

*"I move that the Congress Committee be asked to report on the cost of meeting"*

Such a motion requires a support, or second, from at least one other voting member. This procedure is followed to prevent waste of time on capricious and other motions which cannot gain the support of even one other member of the Assembly.

## **Resolutions**

When an item of business is introduced, requiring action by the General Assembly, it must be presented in the form of a resolution along the following lines :

*Resolved : that the application for Full Membership of the Dental Students Association of X, be approved.*

A resolution is a formal statement calling for action by the General Assembly. Following debate on a subject introduced as a motion, a resolution may be presented to the GA so a vote on it can be taken.

Information in regard to the purpose of the resolution may be provided in background reports or other documents to the General Assembly.

This resolution form is useful in providing a carefully worded recommendation so that everyone may have an opportunity to study and analyze the language and meaning of the recommendation. The resolution form also enables the Assembly to have a uniform framework, familiar to everyone, for its recommendations. In addition, the resolution format provides an easy mechanism for preserving the record of actions taken by the Assembly.

Requests for action presented orally during a meeting shall be cast into resolution form preferably by the person presenting the request. In the event that the oral resolution is a long or complicated one, it shall be supplied in written form before voting.

All lengthy, complicated or important motions or amendments must be handed in writing to the Chairman.

### **Discussion & debate of motions**

Any member of the Assembly may participate in debate on the motion, although there are some motions and resolutions which are undebatable since they can be answered quickly by a "yes" or "no" vote, for example the *motion to adjourn*.

In debate, the member must address the motion or resolution, which is currently under discussion. If the member ranges far away from this motion or resolution or tries to introduce an entirely dissimilar item of business, or that the GA has already closed debate on the motion addressed, the Chairman will usually rule the Delegate "out of order" and the Delegate must cease speaking and wait to introduce the new item until there has been disposition of the current motion. Not more than one main motion may be considered by the Assembly at one time.

### **To speak in favor of or against a motion**

Indicate to the Chairman that you wish to speak. When it is your turn, give your name and country; and then comment briefly. Make sure you keep to the subject of the motion.

### **Amendments**

Almost all resolutions and many types of motions may be changed (amended) by any member of the Assembly who wishes to make changes in the proposal which has been presented. An amendment also requires a proposer and a seconder.

A motion or an amendment to a motion - after it has been duly moved and seconded - can be withdrawn by the proposer only with the consent of the seconder and agreement by the Assembly.

When an amendment to the main motion is before the Assembly, discussion shall be confined to that amendment. An amendment must not be a direct negation of the original motion, but may be hostile to it. If the amendment is passed, the changed main motion as amended becomes the main (substantive) motion and is again open to discussion and amendment. The proposer and seconder of the amendment become the proposer and seconder of the motion.

When the substantive motion is put to the vote of General Assembly and passed, it becomes the official resolution or policy of the Association and any further debate ends.

## Special Motions

In addition to the motions that call for action by the General Assembly, there are a number of other motions that delegates can use to guide the parliamentary procedures used in the GA. These motions have specific names, but it is probably easier to describe them in terms of what they are for, as below. A more detailed discussion of these motions is included later in the Chapter.

### To stop discussion

The Chairman will automatically close debate when there are no more Delegates wishing to speak. If a Delegate feels that an issue has received enough debate, even though others are still waiting to speak, the motions to *limit debate* or *close debate* can be used.

These motions must be seconded, require a two-thirds vote, and are not debatable. Once either of these motions are made, the GA must vote on them immediately. If the motion to close debate is adopted, Delegates then vote on the last motion on being discussed. The motion to *close debate* is the same as the motion to *vote immediately*.

### To suppress a proposal

When a Delegate no longer wants his or her resolution presented, they may ask to withdraw the motion if it has not yet been stated to the assembly.

If it has been stated, a *motion to request to withdraw* the motion must be made. This motion may interrupt the speaker, requires a second, is not debatable, and takes precedence over all other motions. It requires a majority vote for adoption.

### To put off consideration of a resolution

If a Delegate feels that the debate on a certain issue is not progressing due to a lack of information, if the House is having a hard time making an intelligent decision, or if there are opposing views which cannot be readily accommodated, he or she may *move to postpone definitely*. This motion puts off consideration of the motion until the time designated by the Delegate.

This time must be before the conclusion of the current General Assembly. If it is not possible to obtain the additional information before the conclusion of the General Assembly, the Delegate should use the motion to *refer to committee*.

The motion to postpone definitely requires both a second and a majority vote, and may not interrupt the Speaker. This motion provides time to collect more data, or to work out a compromise with opponents. The resolution may be recalled at the time designated in the motion by moving to resume consideration. When the General Assembly wishes to refer a pending motion to the Executive Committee or a sub-committee, ad-hoc committee or other agency for study and report within a specified timeframe, the *motion to refer to committee* should be used.

### **To bring back an issue voted on**

When the Assembly decides something by taking a vote on it, this decision is usually final. However, an Assembly, just as an individual, has a right to change its mind. If a Delegate feels that a resolution that has already been voted on deserves more debate, he or she may *move to reconsider the vote* on that resolution. This allows the GA to consider the resolution again as though the previous vote had not occurred. The motion to reconsider requires a second and a majority vote for adoption. It should only be used when a resolution has been acted upon without adequate information or a clear understanding of the issue.

The General Assembly only allows the motion to reconsider when there is new information to present. Dissatisfaction with the outcome of a vote is not sufficient grounds to justify use of the motion to reconsider.

### **Dispute over use of a rule**

If a delegate feels that a Rule of Procedure is not being applied correctly, he or she may raise a *Point of order*, which shall take precedence over all other business and shall be open to discussion. The point must be raised immediately after the alleged irregularity occurred. This can interrupt a speaker, requires no second, but must be decided immediately.

In the event there is dispute over the use of a rule, a preliminary decision is announced by the Chairman. If this decision is not acceptable, the Assembly itself may vote to sustain or overthrow the decision of the Speaker. This decision of the Chairman is then final.

### **To ask a question or request clarification**

At any time, members of the assembly have the right to inquire about procedures relating to the motion being discussed, a motion the member wishes to propose, or the meaning or effect of the motion being discussed. A *parliamentary inquiry* allows Delegates to ask a question pertaining to the pending motion, or to any procedure related to the pending motion. A parliamentary inquiry may only interrupt the speaker if the question demands an immediate answer. A parliamentary inquiry is not a true motion, and therefore does not require a second or a vote.

## **Amendments to Constitution, Rules and Standing Orders**

The General Assembly is governed in its amendment of the Constitution by the provisions of the Constitution, Section 9. A proposal to amend the Constitution must be presented by at least two Delegates from different member associations, the Executive Committee or by an ad hoc committee, and must be sent to all the members at least 60 days before the session of the General Assembly where it will be discussed. It requires a 3/4 majority vote to be adopted.

Amendments may also be made and voted on at the same meeting – i.e. without the necessary notice having been given. In such a case, it must be approved unanimously. If it is not approved unanimously, but achieves a 3/4 majority, it may be re-presented at the next meeting of the GA, where it will be adopted if it again achieves a 3/4 majority.

# Guide to Parliamentary Procedures for IADS Delegates

Condensed from Sturgis, *Standard Code of Parliamentary Procedure*, Third Edition, by Alice Sturgis, 1988.

The philosophy of parliamentary law is constructive. It provides the means for translating beliefs and ideas into effective group action. It is the means by which an individual or group accomplishes his, her, or its purposes.

The sources of parliamentary rules governing the International Association of Dental Students, arranged in the order of their rank are:

- law—international, national, state, or local government statutes
- The IADS Constitution
- Sturgis, *Standard Code of Parliamentary Procedure*, the parliamentary reference adopted by the IADS.

Every Delegate has an equal right to propose motions, speak, ask questions, nominate, be a candidate for office, vote, or exercise any other right or privilege of a Delegate, within the confines of the above sources of parliamentary rules.

The ultimate authority of the IADS is with the majority of all its members. Likewise, the authority of the General Assembly is with the majority of the attending Delegates. The decision of the majority becomes the decision of every Delegate of the GA. It is the duty of every member to accept and abide by this decision if it goes unchallenged.

Every Delegate has the right to express his or her opinion fully and freely without interruption or interference, provided he or she remains within the rules recognized by the General Assembly.

Every Delegate has the right to know the meaning of the question before the GA and what its effect will be. A Delegate always has the right to request information on any motion he or she does not understand.

All sessions must be characterized by fairness and good faith. Trickery, overemphasis on minor technicalities, dilatory tactics, indulgence in personalities, and railroading threaten the practice and spirit of fairness. This is not to be confused with legitimate parliamentary strategy.

The most common actions of parliamentary procedure are explained on the following pages.



### **Presentation of a Motion**

Delegate must rise, address the Chairman, and be recognized. Motion must be introduced by the words "I move" or in the form of a resolution, "Resolved,"

Most motions must be seconded by another Delegate. Recognition is not necessary. The motion is open to formal debate only after it has been formally stated to the GA.

### **Types of Motions in Order of Precedence**

Privileged Motions:

- Adjourn
- Recess
- Question of privilege

Subsidiary motions:

- Close debate
- Limit debate
- Postpone definitely
- Refer to a committee
- Amend

Main motions and specific motions:

- Reconsider
- Rescind
- Resume Consideration

Incidental motions:

- Appeal
- Point of Order
- Parliamentary Inquiry
- Withdraw
- Division of the Assembly

## **Basic Rules of Precedence**

When a particular motion is being considered, only motions of higher precedence may be proposed. Motions are considered and voted on in reverse order to their proposal. Motions may arise incidentally at any time out of the immediately pending business and must be decided as soon as they arise.

### **The Main Motion**

The presentation by a Delegate of any proposal he or she wishes the GA to consider and decide. No main motion can be substituted for another one except that a new motion on the same subject may be offered as a substitute amendment.

A main motion is fully debatable. All subsidiary, specific, and main motions, including the motion to withdraw, can be applied to it.

### **Motion to Reconsider**

To enable the GA to set aside a previous vote on a main motion taken at the same General Assembly and to consider the motion again as though no vote had been taken on it. However, whether such reconsideration is allowable is at the discretion of the Chairman (in accordance with the Standing Orders of the General Assembly) and the reasons justifying such a re-opening must be clearly stated in the proposal to reconsider.

Form: "I move to reconsider the vote on..." If this motion is passed, discussion of the motion is again open. This motion can interrupt other pending business, including interrupting a speaker. However, the pending business before the GA must be disposed of even though the motion to reconsider has been proposed and seconded.

Applies to votes taken on main motions only.

### **Motion to Rescind**

To repeal (cancel, nullify, void) a main motion previously passed. The motion to rescind is debatable and opens to debate the motion it proposes to rescind.

### **Motion to Amend**

To modify or change a motion being considered by the GA. Amendments can be made in three ways:

- Addition (insertion)
- Deletion (striking out)
- Substitution (striking out and inserting)

Amendments must be germane to the main motion. Amendments are of two ranks:

- Amendment to main motion
- Amendment to the amendment

Only one amendment of each rank can be pending at one time. However, several may be offered in succession. The motion to amend is debatable. The proposer of an amendment (and also a motion) has the

right to modify or withdraw his or her motion or amendment at any time before it has been formally stated to the Assembly for consideration.

If another Delegate proposes an amendment, the maker of the motion or amendment pending may or may not accept it. Consent from the seconder is not necessary. If the amendment is accepted, the GA is asked if there is any objection to its acceptance. If no objection is made, the motion or amendment pending is amended by unanimous consent. If there is objection, a vote is necessary.

### **Motion to Postpone Definitely**

To put off consideration or further consideration of a main motion until a definite time later in the same General Assembly. Debate and amendments are restricted to the time and reasons for or against postponement. The motion to postpone definitely cannot interrupt a speaker and applies to main motions only.

### **Motion to Close Debate**

To prevent or stop discussion on the pending question and to bring it to an immediate vote.

Form: "I move to vote immediately on ..."

The motion to close debate is not debatable, cannot interrupt a speaker, applies to debatable motions only, and requires a two-thirds vote.

### **Question of Privilege**

To enable a Delegate to obtain immediate decision and action by the Chairman on a request that concerns the comfort, convenience, rights, or privileges of the Delegate or the General Assembly. It is also used to request permission to present a motion of an urgent nature.

Form: "I rise to a question of privilege of the Assembly" or "of personal privilege," or "of privilege to present a motion".

A question of privilege can interrupt a speaker. The Speaker of the House then rules on whether or not the request is proper and of sufficient urgency. A question of Privilege takes precedence over all motions except the motions to adjourn and recess, and is not debatable.

### **Motion to Recess**

To permit an interlude in the business meetings of the Annual Session and to set a definite time for continuing the meeting. The motion to recess cannot interrupt a speaker and debate on the motion is restricted to the time, duration, need for a recess. The motion to recess can be amended or withdrawn.

### **Motion to Close**

To terminate the General Assembly. The motion to adjourn cannot interrupt a speaker, is not debatable, and cannot have any other motion applied to it, except the motion to withdraw.

### **Motion to Appeal**

To enable a Delegate who believes that the Chairman is mistaken or unfair in a ruling to have the House decide by vote whether to uphold or to overrule the Chairman's decision.

Form: "I appeal from the decision of the chair." Recognition is not required, but the motion is debatable. If the speaker's explanation convinces the Delegate that the Chairman is correct, he may withdraw the appeal. If the Delegate's reasons for the appeal convince the Chairman that he is incorrect, the Chairman may change his decision and the appeal is automatically dropped. If agreement cannot be reached, the question is put before the House for a vote.

The motion to appeal requires a majority vote in the negative to overrule the Chairman's decision. A tie vote sustains the decision of the Chairman. The motion to appeal can interrupt a speaker because it must be proposed immediately after the Chairman of the GA announces a decision.

### **Request for Parliamentary Inquiry**

To enable the Delegate to:

- ask the Chairman a question relating to procedure in connection with the pending motion or with a motion that he or she may wish to bring up immediately, or for information on the meaning or effect of the pending motion; or
- ask the Chairman or the proposer of the motion a question about the pending motion.

Form: "Parliamentary inquiry!"

A parliamentary inquiry may only interrupt a speaker if it demands an immediate answer, and should always be addressed to the Chairman of the GA. If a Delegate wishes to ask a question of a member, he states his request to the Chairman who asks the member if he is willing to be interrupted by a question. If so, after hearing the question the member may answer it or decline to answer it. Answers are also to be directed to the Chairman of the GA.

Less frequently, "Request for Point of Order" is used. This calls members attention to a violation rather than asking if a violation has occurred. As with Inquiry, this request can interrupt a speaker, must be decided immediately, and does not require a second or a vote.

### **Request to Withdraw a Motion**

To enable a Delegate who has proposed a motion to remove it from consideration. Before the motion has been stated to the GA, simply state the withdrawal without recognition.

After the motion has been stated to the House, state without recognition, "I wish to withdraw my motion" to the Chairman who will ask for any objections. An objection requires a vote. The motion to withdraw is not debatable, can interrupt a speaker, requires no second, and applies to all motions.

# Guidance on Writing Resolutions

A resolution is a formal written proposal submitted for action by an assembly. Any member of the International Association of Dental Students may submit a resolution to the General Assembly by asking his or her Delegate to present it at the GA. Resolutions are also submitted by groups of members such as the Executive Committee.

A properly worded resolution accomplishes two important objectives. It enables the proposers to gain intelligent discussion of their proposal, and it enables the General Assembly to make an intelligent decision on a clearly stated, single issue.

When writing a resolution, it is important to concentrate on a single issue. The issue should be stated simply, and the action desired by the proposer should be clear. The IADS Constitution, minutes of recent meetings, Association documents, and other relevant documents should be consulted before writing resolutions to determine existing policy and procedures. Brevity and clarity are important—especially as some of the Delegates reading the resolution may not speak English as well as the author of the resolution.

‘Preamble’, ‘introductory’, or ‘whereas’ clauses are not used in resolutions written for consideration by the IADS General Assembly. Since such clauses are intended to explain or justify the action that is called for in the resolution, they may be included in a **background statement** as a simple preliminary expression of why the resolution is desirable.

There are many ways of developing the form of a resolution, but in essence a resolution must be devoted to a single, coherent issue and it must call for action of some sort from the legislative body.

A resolution is introduced with the word “**resolved**”. For example:

*Resolved, that the application for Full Membership of the South African Association of Dental Students be approved.*

The more frequent defects of a resolution are:

- the inclusion of many proposals for action that cannot be voted upon together in an intelligent way, or
- the failure to state a proposal which calls for action.

The first point, a conglomerate of proposals, is illustrated in the following example resolution:

*Resolved, that the President’s action in negotiating an agreement with FDI to publish a report on postgraduate programmes in different countries be approved, and be it further Resolved, that IADS*

*publish a new booklet for the Exchange Programme, and be it further Resolved, that November 25th be established as World Dental Student Day.*

It is obvious that no one can vote intelligently on such a resolution and equally obvious why the resolution is defective. There are too many non-related issues within the resolution and, in voting, Delegates will have to vote on all three issues, of which they may agree with one and oppose two. The only remedy for this resolution is to separate it into three distinct resolutions proposing three distinct issues.

The second common defect is that a resolution does not call for action by, or make a proposal to, the legislative body to which it is submitted. For example,

*Resolved, that the British Dental Students Association commend the Immediate Past President for his work in publishing the Newsletter.*

There is nothing wrong with the form or wording of this resolution. It is defective because it does not provide a basis for action by the General Assembly of the IADS. The GA cannot act for the British Dental Students Association, which it would be doing if it took the resolution under consideration and acted upon it.

Other types of defective resolutions include:

- a resolution that makes no request whatever to the General Assembly
- a resolution that attempts to amend the Constitution without going through the correct procedures
- a resolution that makes a proposal that is contrary to existing laws or public policy
- a resolution that fails to disclose intent of its sponsors by literally requesting one thing while its proposers want another

Delegates who are not familiar with writing resolutions and would like guidance, should consult with an experienced member of the Executive Committee— e.g. the President, General Secretary or Immediate Past President, or an Honorary Life Member of the Association.