



## **FOREWARD**

A handwritten musical score for the song 'The Rose Tree'. The score is written on five-line staves. The first staff begins with a treble clef and a key signature of one sharp (F#). The melody is written in a cursive, handwritten style. The lyrics 'The Rose Tree' are written below the first staff. The second staff continues the melody. The third staff contains the lyrics 'The Rose Tree' and 'The Rose Tree'. The fourth staff continues the melody. The fifth staff contains the lyrics 'The Rose Tree' and 'The Rose Tree'. The score is written in ink on aged, slightly yellowed paper.

The Rose Tree

[illegible]

1. *Pharmaceuticals* (1998) 10: 101-102.  
 2. *Pharmaceuticals* (1998) 10: 103-104.  
 3. *Pharmaceuticals* (1998) 10: 105-106.  
 4. *Pharmaceuticals* (1998) 10: 107-108.  
 5. *Pharmaceuticals* (1998) 10: 109-110.  
 6. *Pharmaceuticals* (1998) 10: 111-112.  
 7. *Pharmaceuticals* (1998) 10: 113-114.  
 8. *Pharmaceuticals* (1998) 10: 115-116.  
 9. *Pharmaceuticals* (1998) 10: 117-118.  
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 108. *Pharmaceuticals* (1998) 10: 315-316.  
 109. *Pharmaceuticals* (1998) 10: 317-318.  
 110. *Pharmaceuticals* (1998) 10: 319-320.  
 111. *Pharmaceuticals* (1998

1. **Call to order:**
2. **Reading and approval of minutes:**
3. **Reports of officers and standing committees:**
4. **Reports of special committees**
5. **Unfinished business:**
6. **New Business:**
7. **Program**
8. **Adjournment:**
  - Unqualified Form:
  - Qualified Form:

## What is a Motion?

1. A member rises and addresses the presiding officer.

## How are Motions Classified?

### 1. Main Motions:

2. A member makes a statement or proposes an action that requires a vote of the assembly.

### 2. Subsidiary Motions:

3. A member makes a statement or proposes an action that requires a vote of the assembly, but is not a main motion.

### 3. Privileged Motions:

4. A member makes a statement or proposes an action that requires a vote of the assembly, but is not a main motion or a subsidiary motion.

### 4. Incidental Motions:

5. A member makes a statement or proposes an action that requires a vote of the assembly, but is not a main motion, a subsidiary motion, or a privileged motion.

6. A member makes a statement or proposes an action that requires a vote of the assembly, but is not a main motion, a subsidiary motion, a privileged motion, or an incidental motion.

## How Should a Motion Progress?

1. A member rises and addresses the presiding officer.

5. *The presiding officer states the motion to the assembly.*

When the presiding officer states the motion to the assembly, the assembly should respond with a motion to amend or a motion to rescind.

6. *The assembly discusses or debates the motion.*

The assembly should discuss or debate the motion. The presiding officer should maintain order and ensure that the assembly follows the rules of procedure.

- The chair should always show preference to the member who has the floor.
- A member who has not spoken has prior claim over a member who has already spoken.
- If the chair knows the opinions of the various members, the chair should recognize a member who has not yet spoken.
- The chair should recognize a member who seldom speaks.

The assembly should discuss or debate the motion. The presiding officer should maintain order and ensure that the assembly follows the rules of procedure.

7. *The presiding officer takes the vote on the motion.*

When the presiding officer takes the vote on the motion, the assembly should respond with a motion to amend or a motion to rescind. The presiding officer should announce the result of the vote.

## How May a Motion be Amended?

*Amendment of the First Rank:*

*By addition or insertion:*

*By elimination or by striking out:*

*By substitution:*

*Amendment of the Second Rank:*

*Amendment of the Third Rank:*

*Amendment of the Fourth Rank:*

*Amendment of the Fifth Rank:*

*Amendment of the Sixth Rank:*

## How to Handle Amendments

*Amendment of the First Rank:*

1. *Amendment of the Second Rank:*

2. *No amendment beyond that of second rank is possible.*

*Amendment of the Third Rank:*

3. *Order of voting:*

*Amendment of the Fourth Rank:*

*Amendment of the Fifth Rank:*

*Amendment of the Sixth Rank:*

*Amendment of the Seventh Rank:*

## Chart of Precedence of Motions and Summary of Rules Governing Them

- To fix time at which to adjourn

## Nominations and Elections



### *Nominations from the floor:*

- Nominations do not require a second.
- Nominations are in order as soon as the chair calls for them.
- As a nomination is made, the chair repeats it and the secre-

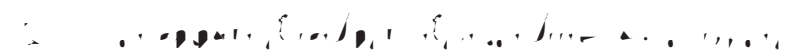


## Action for Special Purposes

| English                        | French                     | Arabic             |
|--------------------------------|----------------------------|--------------------|
| to be taken into consideration | être pris en considération | يؤخذ بعين الاعتبار |
| to be taken into account       | être pris en compte        | يؤخذ بالحسبان      |
| to be taken into consideration | être pris en considération | يؤخذ بعين الاعتبار |
| to be taken into account       | être pris en compte        | يؤخذ بالحسبان      |
| to be taken into consideration | être pris en considération | يؤخذ بعين الاعتبار |
| to be taken into account       | être pris en compte        | يؤخذ بالحسبان      |
| to be taken into consideration | être pris en considération | يؤخذ بعين الاعتبار |
| to be taken into account       | être pris en compte        | يؤخذ بالحسبان      |

## Glossary of Standard Terms of Parliamentary Procedure

|   |                                |                    |
|---|--------------------------------|--------------------|
| A | to be taken into consideration | يؤخذ بعين الاعتبار |
| B | to be taken into account       | يؤخذ بالحسبان      |



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(Rules of Order and  
Parliamentary Practice)

...the ... of ...  
(6-10-11)

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**Suggested References:**

1. ... . *Rules of Procedure and Debate in Deliberative Assemblies.*
2. ... . *Parliamentary Usage.*
3. ... . *Textbook on Parliamentary Law.\**
4. ... . *A Guide to Parliamentary Practices.\**
5. ... . *Rules of Order and Parliamentary Practice.\**
6. ... . *A Handbook on Parliamentary Practice.*
7. ... . *Come to Order.*
8. ... . *Parliamentary Procedure at a Glance.*

\* ...

[illegible]

