

House of Deputies Quick Reference Guide

Motion	2nd	Debate?	Amend	Vote?	How Made?	Purpose	Other Notes
To Adjourn or Recess	Yes	No	No	Majority	“I move to adjourn”	Used to end a legislative session or take a break.	
To Adjourn to time Certain	Yes	Yes – time	Yes – time	Majority	“I move to adjourn to a certain time”	Used to end a legislative session and reconvene at a certain time in the future.	
Appeal from Decision of Chair	Yes	Yes	No	Majority	“I appeal the decision of the chair”	Used to vote on a decision of the chair on a point of order.	
To Create a Special Order of Business or Change the Order of Business	Yes	Yes	Yes	2/3	“I move to create a special order of business”	To set a special order of business for a certain time.	
To Suspend the Rules	Yes	Yes	Yes	2/3	“I move to suspend the rules” or “I move to suspend the rules and extend debate”	Used to suspend the rules of the House that interferes doing something or to extend debate.	
Motions that affect debate on a matter							
End Debate and Vote Immediately	Yes	No	No	2/3	“I move to end debate and vote immediately”	Used to end debate and force a vote.	
Postpone Debating a Motion or Resolution until a Specific Time	Yes	Yes	Yes	Majority	“I move to postpone considering this resolution until”	Postpone considering something until a certain time.	
To Recall from Committee	Yes	Yes	No	2/3	“I move to recall resolution XXX from committee”	To take something from a committee and place it on the House’s calendar.	May not be brought until the 4 th Legislative Day.
Motions that affect what is done with a matter							
To refer back to the original committee, different committee, etc	Yes	Yes	Yes	Majority	“I move to refer the resolution to Committee_____”	To refer a matter back to a legislative committee, a different committee, or to a CCAB.	
Take No Further Action	Yes	Yes	No	Majority	“I move that the House take no further action on this resolution”	To stop considering something without a vote on the merits.	By taking no further action, the House does not express an opinion on the merits one way or another.
To Amend or to Substitute	Yes	Yes	1 amend	Majority	“I move to amend”	To amend a resolution.	Must be related to the item it seeks to amend. It may be hostile and attempt to defeat the purpose of the resolution or amendment. See the next page.
To Divide the Matter	Yes	No	No	Chair rules	“I move that the resolution be divided at _____ and _____”	To vote on parts of the resolution separately.	The Presiding Officer determines whether or not a motion is divisible. Any deputy may appeal that ruling to the whole house.
To Reconsider	Yes	Yes – if original is	No	Majority	“I move to reconsider the vote on resolution_____”	To reconsider something previously acted upon.	A matter cannot be reconsidered twice.

Regular Order of Business

1. Opening Prayer;
2. Certification of the Minutes;
3. Credentials Report;
4. Communications from the President;
5. House of Bishops Messages;
6. Committee on Dispatch Report;
7. Elections Report; and
8. Committee Reports and Legislation.

Consent Calendar

The Consent Calendar allows the House to vote on multiple items at once. Everything is automatically put on the consent calendar. The Consent Calendar is voted upon once a day and is posted 24 hours in advance. Items may be removed by:

1. The Legislative Committee;
2. The Chair of the Committee on Dispatch;
3. The Proposer;
4. Any three deputies;
5. The President of the House.

Actions the House can take on a Resolution

- **Adopt as Proposed or Amended.** The resolution is adopted as presented or amended. If the House of Bishops agrees, the resolution becomes an Act of the General Convention.
- **Adopt a substitute.** A substitute resolution is adopted instead of the original. If the substitute is rejected, the original resolution goes back to the committee to consider again.
- **Adopt a consolidated substitute.** A substitute resolution is adopted for multiple original resolutions of the same or similar subject matter. If the consolidated substitute is rejected, the original resolutions go back to the committee to consider again.
- **Reject.** The rejection of the resolution ends consideration of the resolution.
- **Refer.** The resolution is referred to an interim body for further study before the next General Convention.
- **No Action.** The House agrees to take no further action on the resolution, which ends consideration.
- **Concur.** Similar to adopt, concur is used if the House of Bishops has already acted on a resolution. By concurring, the resolution becomes an Act of the General Convention. If the House of Deputies amends the resolution, it is sent back to the House of Bishops to consider the amendments.

Amendments

- Most amendments should be made in the committee responsible for the resolution. If you have a proposed change, the best way to get your proposal incorporated is to talk to a committee member or testifying before the responsible committee. Most resolutions have a limited time for debate and most amendments never get presented to the whole House due to the limited time or competing amendments.
- Amendments must be related to the subject matter of the resolution or the item being amended. They can change the intent of the resolution or motion or take the opposite position.
- If the House is debating an amendment, a deputy can propose a “secondary amendment.” A secondary amendment must be related to the amendment being debated by the House. It cannot change another part of the resolution.

Debate Rules

- A total of 30 minutes is allowed to debate on a matter and motions related to that matter. Each deputy is allowed to speak for up to 2 minutes, or 4 minutes if a translation is required.
- During the first 6 minutes of debate and someone wants to debate, no person may move to amend, substitute or terminate debate.
- Debate will end when:
 - a. No one rises to speak on the matter;
 - b. At least three deputies speak in favor, or against, the matter and no one rises to take the opposite position;
 - c. Debate time elapses;
 - d. The House votes to end debate.

Calculating a Majority or Super Majority

- **A majority** consists of more than half of the votes cast;
- **A two-thirds majority** is more than 2/3rds of the votes cast;
- **A majority vote by orders** consists of more than half of the lay deputations and half of the clergy deputations present.