



APPENDIX

The documents provided in this Appendix to the Introduction to Alpha Phi Omega Manual may be helpful to the education of pledges and new members. These items can also be downloaded as separate files on apo.org.

- **Parliamentary Procedures**
- **Classification of Motions**
- **Greek Alphabet**

PARLIAMENTARY PROCEDURES

This short article about parliamentary procedure is not a complete set of rules to cover all possible questions that might arise. It should be used as a guide to cover the points most often encountered. For a more detailed set of rules, refer to Robert's Rules of Order Newly Revised.

HOW TO MAKE A MOTION

- **Obtain the floor as follows:** Address the President by saying “Brother President” and then wait to be recognized before presenting the motion.
- **State the motion carefully.** This is usually done by saying “I move that” ... or “I move the adoption of the following resolution.”
- **The motion must be seconded.** A motion from an individual cannot be discussed unless it is seconded; also, unless it receives a second, it is lost. Any eligible voter, other than the one making the motion, may second it. The person usually simply says, “I second the motion.”
- **The chair must repeat the motion in full and call for any discussion.**
- **The motion is then open for discussion.** This is done by members of the group who obtain the floor by addressing and being recognized by the chair. The person who made the motion is usually given the opportunity to open and close the discussion.
- **After the discussion,** the vote is taken by one of the following ways: 1) by voice vote, 2) by standing up or raising the hand, 3) by roll call, 4) by ballot.

HOW TO AMEND A MOTION

An amendment to a motion is really a new motion made to change or modify the motion already under consideration. An amendment may propose one of four things:

- **Add or insert words to the motion under consideration**
- **Strike out words in the motion**
- **Substitute another motion for the one being considered**
- **Substitute words to replace wording under consideration**

An amendment, like the principle motion, must be seconded. It is also debatable and may again be amended. The proper form for proposing an amendment is: “I move to amend the motion to read...” or “I move to amend the motion by...”

The amendment to a motion, if seconded, must be debated and voted upon before taking final action on the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.

POINT OF ORDER

A member may raise a “point of order” whenever an unparliamentary or disorderly procedure has happened. This may be done without recognition by the chair. If a person is speaking when a point of order is raised, then the speaker must be silent. The chair decides whether the point is valid. The decision of the chair may be appealed by any member of the assembly. The appeal requires a second, may be debatable, and is decided by a vote of the assembly. Business then resumes where it broke off with any changes needed.

SAMPLE MEETING AGENDA

- Call to order (three taps of gavel)
- Minutes of Last Meeting
- Treasurer's Report
- Report of Service Vice President
- Report of Membership Vice President
- Report of Fellowship Chair
- Committee Reports
- Unfinished Business
- New Business
- Announcements
- Adjourn
- Toast Song

CLASSIFICATIONS OF MOTIONS

ACCORDING TO PRECEDENCE	SECOND NEEDED?	AMENDABLE?	DEBATABLE?	REQUIRED VOTE?	INTERRUPT SPEAKER?
PRIVILEGED MOTIONS					
(in order of precedence)					
Fix time of next meeting	YES	YES	†	1/2	NO
Adjourn	YES	NO	NO	1/2	NO
Recess	YES	YES	†	1/2	NO
Question of privilege	NO	NO	NO	§	YES
SUBSIDIARY MOTIONS					
(in order of preference)					
Lay on the table	YES	NO	NO	1/2	NO
Previous question	YES	NO	NO	2/3	NO
Limit debate	YES	YES	NO	2/3	NO
Postpone to a certain time	YES	YES	YES	1/2	NO
Refer to committee	YES	YES	YES	1/2	NO
Committee of the whole	YES	YES	YES	1/2	NO
Amend	YES	YES	*	1/2	NO
MAIN MOTIONS					
(no order of preference)					
Make motion for general business	YES	YES	YES	1/2	NO
Take from the table	YES	NO	NO	1/2	YES
Reconsider	YES	NO	*	1/2	YES
Rescind	YES	YES	YES	2/3	NO
Make special order of business	YES	YES	YES	2/3	NO
INCIDENTAL MOTIONS					
(no order of preference)					
Point of order	NO	NO	NO	§	YES
Appeal from decision of the chair	YES	NO	*	1/2	YES
Suspend the rules	YES	NO	NO	2/3	NO
Object to consideration	NO	NO	NO	2/3	YES
Parliamentary inquiry	NO	NO	NO	NONE	YES
Request for information	NO	NO	NO	NONE	YES
Withdraw a motion	NO	NO	NO	1/2	NO

* Debatable only when the motion to which it applied was debatable.

§ Requires only chair's decision, majority vote if appealed from the chair.

† Original motion not debatable, amendment debatable.

For more information, refer to Robert's Rules of Order, Newly Revised.

GREEK ALPHABET

ENGLISH SPELLING	GREEK	GREEK	CORRESPONDING	PRONUNCIATION
Alpha	Α	α	a	ă'fá
Beta	Β	β	b	bā'tá
Gamma	Γ	γ	g	gă'má
Delta	Δ	δ	d	děl'tá
Epsilon	Ε	ε	e	ep'si-lŏn
Zeta	Ζ	ζ	z	zā'tá
Eta	Η	η	e	a'tá
Theta	Θ	θ	th	thā'tá
Iota	Ι	ι	i	ī-ō'tá
Kappa	Κ	κ	k	kăpá
Lambda	Λ	λ	l	lăm'dá
Mu	Μ	μ	m	mū
Nu	Ν	ν	n	nū
Xi	Ξ	ξ	x	z ī
Omicron	Ο	ο	o	ò'm'ĩ-krŏn
Pi	Π	π	p	pī
Rho	Ρ	ρ	r	rō
Sigma	Σ	σ	s	sīg'má
Tau	Τ	τ	t	tô
Upsilon	Υ	υ	u	ūp'si-lŏn
Phi	Φ	φ	ph	fī
Chi	Χ	χ	ch	kī
Psi	Ψ	ψ	ps	sī
Omega	Ω	ω	o	ô-mā'gá

ale, äm ärm, sofá, ēve, ěnd, īce, ĩll,
ōld, ôbey, ôrb, ôdd, ūse, fōōd, out, thin