

# Language For Chair

To assist with learning parliamentary procedures, the following has been compiled.

CIRCUMSTANCE	WORDS
To invoke “ <b>Unanimous consent</b> ” for faster processing	Without objection... <b>OR</b> If there is no objection...
To initiate debate	It has been moved and seconded that...(repeat the motion exactly or read it) Is there discussion?
When there is no second	Since no second has been made, the motion will not be considered. Next Item?
When Point of Order is made Properly	1. Member: "Point of Order." 2. Chair: "State your point." 3. Member: States issue. 4. Chair: "Point well taken" OR "Point not well taken"
When Point of Order is called	Chair: <b>Your point?</b> Member: <b>Rule number states that...</b> It is the chairs responsibility to ensure a correct violation occurred. Members cannot just call Point of Order without a violation of a specific rule, or they are out of order.
When Point of Order is misused for information	I think you mean to call a Point of Information. Point of Order is not appropriate.
Preventing attempts to speak too often	No one may speak a second time until all have spoken <b>OR</b> There is no motion on the floor to discuss.
Handling Point of Personal Privilege	I understand your problem, I will now move the microphone, turn up the volume, ask speakers to speak louder, turn down the heat, turn up the air conditioning, etc...
Too much noise	Bang the gavel, and say, Members will kindly respect the assembly and refrain from personal discussion.
Adjourn the meeting	With no further business on the agenda, I will entertain a motion to adjourn.