



VOTING RULES FOR DEFINITIONS

Robert's Rules of Order will be used as a general guide during the New York State Procurement Council Meeting.

For the definitions, Susan Filburn, as the Chair of the Procurement Council, will identify the Service Offering being defined and the page number to assist you in locating it. She will then ask for a **MOTION** and you, the Council members, may make a Motion to:

- Approve the definition as written.
- Amend the definition.
- Table the definition until the next meeting.
- Table the definition and send it to a workgroup for further development, with a direction that it be presented at the next Procurement Council meeting.
- Call the question for a vote (This motion is made when a Council member determines the discussion has gone on long enough and you want the vote to be taken. You make a "Motion to call the question" and if seconded, a vote will be taken on whether to end discussion and if passed, the original Motion is then voted on without further discussion).

Each Motion must receive a second before it can be advanced.



After a Motion is seconded, Ms. Filburn will repeat the Motion to be sure everyone knows what type of Motion was made and she will ask if there is any discussion on the Motion.

After discussion, if any, has been held, a vote will be taken and must pass by a majority vote of the Council members present at the meeting in accordance with General Construction Law § 41 governing quorum and majority requirements.

If more than one Motion is proposed, the most recent Motion takes precedence over any previous Motions. For example, if, during the course of the discussion on a Motion to approve a definition as written, there is a Motion made to amend the definition, this Motion to Amend must be seconded before action is taken. If there is a second, the person making the original Motion to approve the definition as written will be asked if they agree to the amended definition.

- If they agree to accept the amendment, the original Motion is amended to include the change and that Motion is voted on.
- If they refuse to accept the amendment, a vote will be taken on the Motion to Amend.
- If the Motion to Amend passes, the original Motion is changed to include the amended definition and a vote on the amended definition will occur.



- If the Motion to Amend is defeated, the original Motion, with original definition remains unchanged and a vote on the original Motion to approve the definition as written will occur.

In accordance with the Open Meetings Law, the Procurement Council will continue its past practice of accepting comments only from Council members during the meeting. All written comments received are included in your packet.



TIPS for Making Motions

- **The first Motion must be moved, seconded, and stated by Procurement Council Staff before it can be voted on.**
- **If you want to Move or second a Motion**, respond when asked for the Motion by Ms. Filburn.
- **If you want to speak on a Motion**, please wait to be called upon by Procurement Council Staff before speaking to ensure all statements are captured clearly on the webcast.
- **If you approve the definition**, vote for it.
- **If you disapprove of the definition**, vote against it.
- **If you approve of the idea of the definition but want to change it**, move to amend it.
- **If you want further advice or information to help you make your decision**, move to table the Motion and the definition to a workgroup with instructions to report back to the Council at the next meeting.
- **If you think that further discussion is unnecessary**, move to “call the question.”
- **If you think the Council should give further consideration to a definition already approved**, make a Motion for it to be reconsidered.
- **If you think the Council should give further consideration to a definition previously tabled and sent to a workgroup**, move that the Motion be recalled.
- **If a definition has several parts and you wish to vote differently on these parts**, move to divide the Motion.