

中華民國演講協會:議事規則講義

Toastmasters International D67 Parliamentary Procedure

提案是一個從一個會員對大會採取某種行為的正式提議， 限定一個議題。

提案前先溝通協調：

分析現在狀況如何

你希望做什麼改變？（不是題問，是提方案）

閱讀總會手冊，章程，政策

誰會受影響？誰會受惠？

與相關人員溝通（區總監,部總監,總會幹部）

知道誰支持你

準備討論時用的相關背景資料

請教地區幹部和議事長有關程序和提案細節

準備完整的提案

確定支持你的盟友會出席

A Motion is a formal proposal by a member that the assembly takes certain action.

Before you raise a main motion

Find out the current situation.

What do you want to be changed?

Consult TI district handbook, by laws, and policies.

Who will benefit? Who will be impacted?

Communicate with those who will have an interest

Learn who is in favor of your idea

Prepare documents for the debate

Consult the District officers & Parliamentary on procedures

Write your suggestion as a motion/resolution

Make sure those in favor will attend the meeting

1)如何以口頭方式會中“臨時動議”時提出動議

主席:我動議。。。

2)如何寫一個提案（會前提出給秘書長）

提案單

提案日期： 收件日期：
案由：
說明：
辦法：
提案人： 附屬人：

案例：

提案單

提案日期： 2/1/2014 收件日期： 2/20/2014
案由：擬請總會補助分部演講比賽
說明：各分部每一年舉辦一到兩場演講比賽，分部並沒有收入，時常因會員踴躍參加，預定適當場地費用昂貴，並提供參賽者專業的音控設備，使活動預算難以平衡。
辦法：總會每一年補助各分部 NT\$ 2000 做為比賽場地和設備支出。各分部應在每年四月底前提供合理單據向地區財務長申請。
提案人：陳小明 附屬人：張大華

How to raise a motion verbally:

I move

That Toastmasters sponsor an essay contest open to high school students, to be conducted according to the following specifications:...

How to prepare a motion in writing (a resolution) submitted before a meeting.

Resolved, that Toastmasters sponsor an essay contest..."

More information on writing a resolution

It is recommended that each motion has a title. This title should be a concise summation of what the motion is about.

Motions usually have at least three different sections, with numbered points beneath. This clearly breaks down what you are trying to say, and what you are asking the organization to do:

This Organization notes... (FACTS)

This must be factual information that can be independently seen to be true.

This Organization believes... (OPINIONS)

This contains things that you consider to be true, but which other people may disagree with. You should be open-minded and accept that others may not agree with what you believe, even if you consider it to be "fact".

This Union resolves... (ACTIONS)

This section tells UCLU what action to take as an organisation.

Some motions may also have an additional section:

This Union mandates...

This section can contain specific instructions for specific officers. It can instruct officers or representatives Faculty Representatives, and groups (such as forums) within UCLU. It cannot instruct a member of Union staff.

Sample:

Motion to the Union Council: A Love Affair with Cheese

Proposer: John Cheese, Engineering

Seconder: Wayne Wensleydale, History

Date:

This Union notes:

1. There are over 400 varieties of British cheese.
2. It takes approximately 10 litres of milk to produce 1kg of cheddar cheese.

This Union believes:

1. Cheese tastes delicious.
2. Cheese is versatile.
3. Cheese is one of nature's most complete foods.

This Union resolves:

1. To sell more cheese sandwiches, cheese burgers, cheese omelettes in Union outlets.
2. To play more cheesy music in all of our bars.

Second example for the Structure of a motion/resolution proposal

All motions/resolutions have the following format:

Resolved, that [motion/resolution].

You may want to precede your motion/resolution with a preamble enumerating your reasons for its proposal. Robert's Rules of Order states:

In general, the use of a preamble should be limited to cases where it provides little-known information without which the points or merits of a resolution are likely to be poorly understood . . .

That being said, while preambles are not required, they are often of great use in ensuring that a motion/resolution inspires minimal faculty confusion about its origins or purpose.