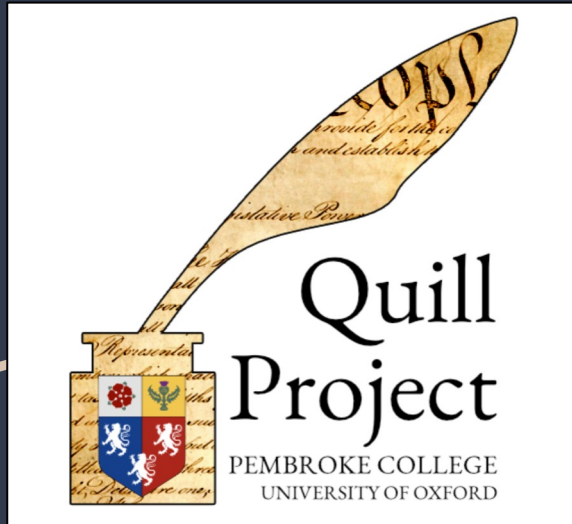


The Quill Project

Understanding how
constitutions and laws are
written



- Quill exists to enhance understanding of some of the foundational legal texts of the modern world.
- The project is directed by Dr. Nicholas Cole, a political historian specializing in post-Independence America.
- The project is based at Pembroke College, University of Oxford.

Structure of the Convention



Icons: Parliamentary Procedure Categorization

Parliamentary Procedure: A set of rules for the orderly conduct of business at meetings that allows everyone to be heard and to make decisions without confusion.

People

-  Person Joining a Committee
-  Person Leaving a Committee
-  Roll Call
-  Person Elected to a Position




Documents

-  Create a New Proposal
-  Document Amendment Proposed
-  Debate a Proposal
-  Document Taken from Another Committee
-  Amendment Taken from Another Committee

Decisions

-  Adopt/Carry
-  Reject/Oppose
-  Drop/Withdraw
-  Refer
-  Table/Postpone

Procedure

-  Procedural Motion
-  Procedural Motion Debate
-  Procedural Motion with Sub-decisions

Procedure and Civility

Parliamentary Procedure: A set of rules for the orderly conduct of business at meetings that allows everyone to be heard and to make decision without confusion.



Order!

Parliamentary Procedure Quick Notes

A member must be recognized by the Chairperson before being able to speak.
Members are free to move from their stations.
Members must be present to vote.
Bodies are free to establish their rules/bylaws of proceedings.
If a motion is not seconded and requires a second, the motion is not enacted.

Roles of the President:

- Opening a meeting and calling it to order
- Establishing that a Quorum is present
- Equitably calling on members so all who want to speak on a motion may
- Recognizing a member to speak
- Announcing legitimate results of each vote
- Formally announcing the end of a meeting by stating that the meeting "is adjourned"


To obtain the floor to speak a member must:

- Stand
- Address the Chairperson by saying, "Mr./Madam Chairperson"
- The Chair must recognize the member by calling on them
- The member may now proceed to speak while continuing to stand














Rules of debate:

- Addressing all statements and remarks through the Chairperson
- Address the speaker or chairperson correctly. Never using the word "you" when addressing someone and always speaking about people in the third person
- Members may only speak to the Chairperson. Members may not speak directly to other members directly during a session
- A Chairperson may not contribute to a debate or vote, unless designated by the rules of the assembly
- Only one item of business or document can be under debate at a time.

Parliamentary Procedure Cheat Sheet with Icons

Adopt		Formal acceptance of what a motion proposes usually established by a vote.
Amendment		A change or addition that changes the wording or meaning of an original formal document, usually laws or regulations, but can include plans, specifications, contracts, etc.
Carried		The same as “adopted.”
Call to Order		The opening action of a presiding officer or chair that officially starts a meeting.
Call the Question		A formal motion to stop debate and vote on the immediately pending motion. The Question relates to a proposition, resolution, contract, or bill that was brought before The Body.
Chair/Chairperson		The Chair is a station in the meeting room from which a person presides.
Debate		Discussion on the merits of a motion; the formal discussion on the reasons for or against a proposed action.
Floor		The exclusive right to speak in a meeting.
Legislative Body		Refers to a constitutionally established public lawmaking body of representatives.
Majority		More than half; a number greater than half of total: 50% of members plus 1.
Member		A person who has the right to participate in a meeting and whose opinion has equal weight with other members as expressed by a vote. A member has the right to make motions, to speak in debate and to vote.
Motion		A formal proposal for action made to a deliberative body, committee, or assembly.
Nay		A vote against; a negative reply or vote.

Parliamentary Procedure Cheat Sheet with Icons

Object	  	A formal expression of opposition to a proposed or pending action or motion; to oppose something firmly and usually with words or arguments.
Obtain the Floor	 	Secure recognition in order to speak or to make a motion.
Oppose		To be against the adoption of a motion.
Out of Order		A motion, request, or behavior which is in violation of the rules of an organization.
Parliamentary Procedure		A set of rules for the orderly conduct of business at meetings that allows everyone to be heard and to make decisions without confusion.
Pass/Passed		The same as adopted or carried.
Pending Motion/ Question		A motion which has been stated by the Chair, but no actions have been taken on the matter.
Quorum		The minimum number of voting members who must be present at a meeting of a deliberative board/committee/assembly for business to be legally transacted.
Recognition	  	The chair's formal acknowledgment that a member is assigned the floor.
Recognize	  	The process by which the presiding officer assigns the floor to a member for the purpose of making a motion, to speak in debate or to make a proper inquiry permitted under the rules.
Refer a Proposal		A formal decision to refer a proposal (motion, document, or amendment) to another committee.

Parliamentary Procedure Cheat Sheet with Icons

Reject  Formal acknowledgment that a motion failed to pass.





Roll Call Vote  The process of voting by each member responding “yea” or “nay” as their names are called by the secretary.

Ruling  A decision of the chair on questions of parliamentary law usually rendered in response to a point of order.

Table  A term for disposing of a motion by putting it aside temporarily.

Withdraw a Motion  To take back or remove from consideration.

Yeas and Nays   To call for a Roll Call Vote among the members.

Yield the floor     When a member who has been recognized as “having the floor” finishes speaking, he is said to “yield the floor” after he sits down.

Live Quill: <https://quillproject.net/m2/>

The screenshot shows the Quill Project website with a dark navigation bar at the top. The navigation bar includes a home icon, menu items for LIBRARY, TOOLS, GUIDE, NEWS, ABOUT, and CONTACT US, a search bar with the placeholder text "e.g. term or q1234" and a GO button, and icons for settings, help, and user profile.

The main content area features a large central banner with the text: "Welcome To Quill" followed by "Developing cutting-edge tools to help teachers, lawyers and researchers interpret and teach key historical texts". To the right of this text is a diagram of four icons: a download icon with a star, a warning icon with a plus sign, a right arrow icon, and a gear icon with a plus sign. Orange arrows connect these icons in a sequence.

On the right side of the banner, there are three project cards, each with a thumbnail image, a title, and a VIEW button:

- The Civil Rights Amendments**: Features a thumbnail of a historical protest scene.
- Writing Peace: John Alderdice Collection**: Features a thumbnail of three men shaking hands.
- The Creation of the Electoral College**: Features a thumbnail of an open historical document.

At the bottom of the page, there is a dark footer bar with three sections:

- VIEW PROJECTS BY LIBRARY COLLECTION**: Includes a right-pointing arrow.
- Writing Peace**: Features the text "WRITING PEACE" and "Penning The Good Friday Agreement" next to a white dove icon.
- THE CIVIL RIGHTS AMENDMENTS**: Includes a thumbnail of a historical protest scene.
- CONSTITUTION WRITING IN THE AMERICAN WEST (NEH)**: Includes a map of the United States.