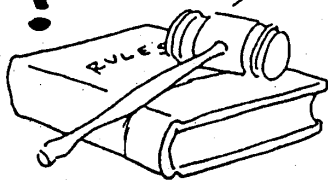


WHAT IS PARLIAMENTARY PROCEDURE

?



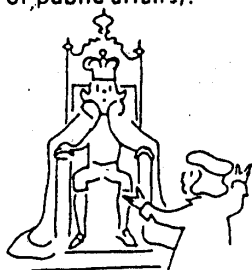
It's a
SET OF RULES
for conduct at
meetings.

It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

Parliamentary procedure has a **LONG HISTORY**

IT ORIGINATED

in the early English
Parliaments (discussions
of public affairs).



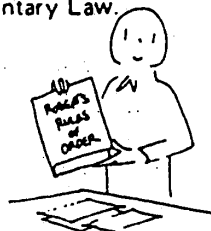
IT CAME TO AMERICA

with the first settlers.



IT BECAME UNIFORM

in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today...

ROBERT'S RULES OF ORDER

NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.

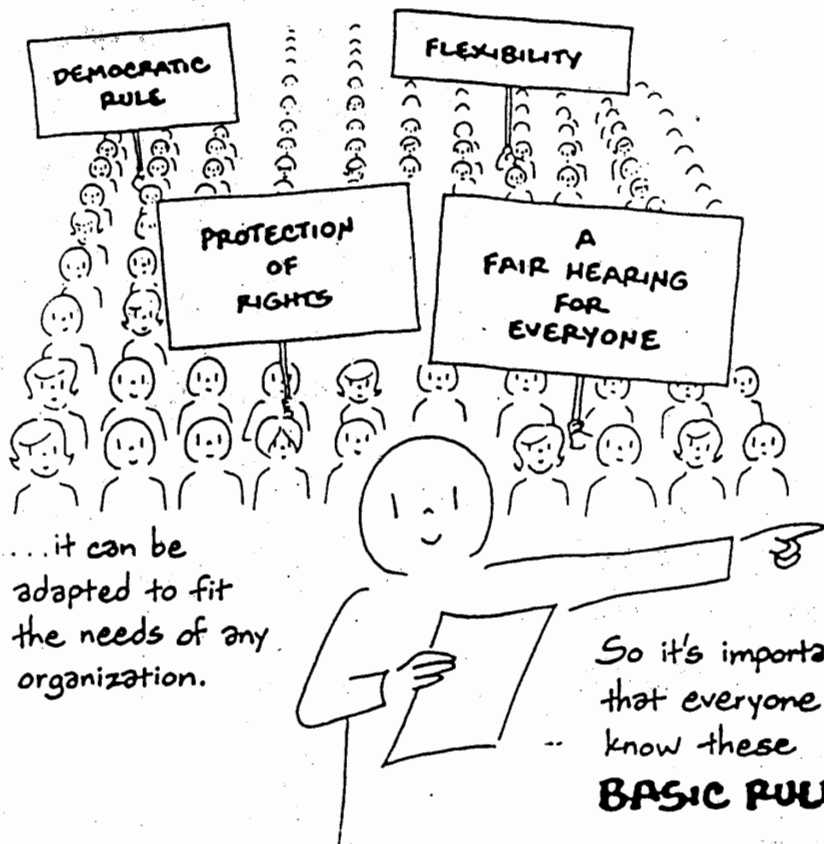


Because--

it's a time-tested
method of conducting
business at meetings
and public gatherings.

WHY is
parliamentary
procedure
IMPORTANT
?

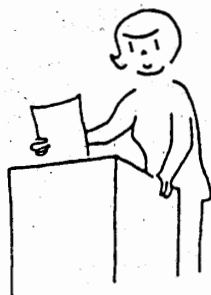
PARLIAMENTARY PROCEDURE MEANS:



Organizations using parliamentary procedure usually follow a fixed

AGENDA.

Here's a typical example



I. CALL TO ORDER

The chairperson says,
"The meeting will please
come to order."

II. ROLL CALL

Members say "present" as
their names are called.

III. MINUTES

The secretary reads a record
of the last meeting.

IV. OFFICERS' REPORTS

Often limited to a report from
treasurer, but others may
report at this time.

V. COMMITTEE REPORTS

First come reports from
"standing," or permanent
committees; then from
"ad hoc," or special
committees.

VI. SPECIAL ORDERS

Important business
previously designated for
consideration at this meeting.

VII. UNFINISHED BUSINESS

Business left over from
previous meetings.

VIII. NEW BUSINESS

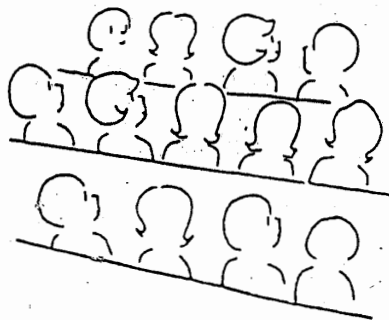
Introduction of new topics.

IX. ANNOUNCEMENTS

Informing the assembly of
other subjects and events.

X. ADJOURNMENT

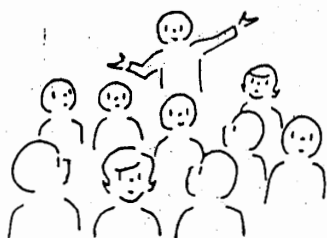
The meeting ends by a
vote, or by general consent
(or by chair's decision if time
of adjournment was pre-
arranged by vote).



QUORUM...

The number of members that
must be present for business
to be conducted legally.

The actual number is usually
stated in the bylaws.



BUT...
HOW DO MEMBERS
GET THEIR SAY
?

THEY MAKE MOTIONS!

A motion is a proposal that the
 assembly **TAKE A STAND** or **TAKE**
ACTION on some issue.

Members can:

PRESENT motions
 (make a proposal)



SECOND motions
 (express support for discussion
 of another member's motion.)



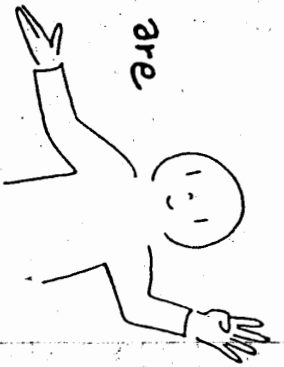
DEBATE motions
 (give opinions on the motion)



VOTE on motions
 (make a decision)



There are



4 GENERAL TYPES OF MOTIONS

1 MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

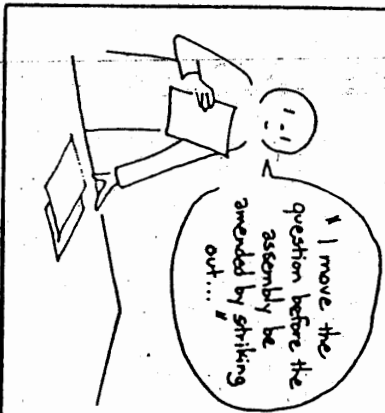
FOR EXAMPLE--



2 SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

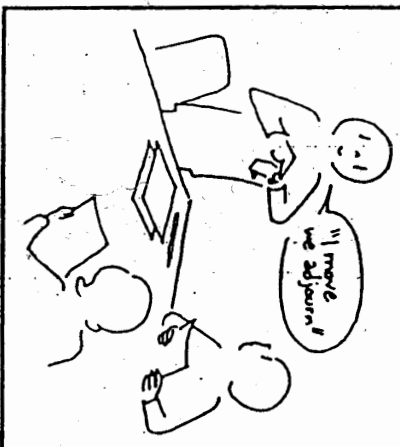
FOR EXAMPLE--



3 PRIVILEGED motions

are most urgent... about special or important matters not related to pending business.

FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions... must be considered before the other motion.

FOR EXAMPLE--



Some QUESTIONS relating to MOTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

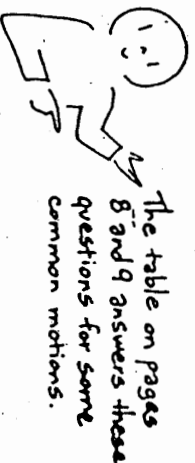
Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be debated and revoked to give members a chance to change their minds. The move to reconsider must come from the winning side.

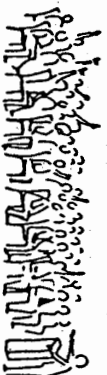
WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



PARLIAMENTARY PROCEDURE

... at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
- ② Unless the committee has already taken up the subject.
- ③ Only if the motion to be amended is debatable.
- ④ Except in doubtful cases.
- ⑤ A majority vote in negative needed to reverse ruling of chair.
- ⑥ A 2/3 vote in negative needed to prevent reconsideration of main motion.
- ⑦ Only if the main question or motion was not, in fact, considered.
- ⑧ Only if motion to be reconsidered is debatable.

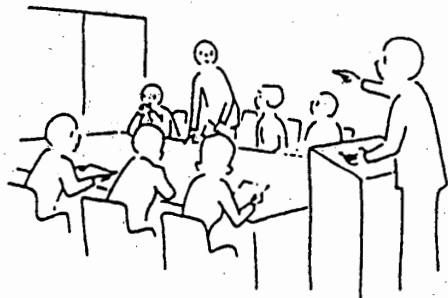
How do I present my motion ?

Here's what to do
when it's your turn
to speak...



① OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair.
Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



② MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively.
Say, "I move that we . . ." instead of "I move that we do not . . ."
- Avoid personalities and stay on the subject.



③ WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



④ CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we . . ."

After this happens, debate or voting can occur.

Your motion is now "assembly property" and you can't change it without consent of the memb



⑤ EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



⑥ PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion a vote is taken. The chairperson announces the results.
- Or motion for previous question may be adopted.



The method of **VOTE ON A MOTION**

depends on the SITUATION
and on the laws of
your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no."
(For majority votes only.)
Member may move for exact count.



BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers, "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



BY BALLOT

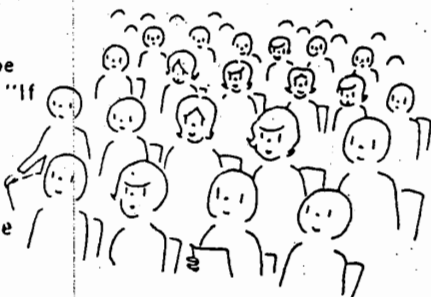
Members write their vote on a slip of paper.
Done when secrecy is desired.



BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chairperson says, "If there is no objection . . ."
Members show agreement by their silence.

If someone says, "I object," the matter must be put to a vote.



GLOSSARY and INDEX



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- In voting 7
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- Manual of procedure for non-legislative assemblies ... 2

SECOND

- A verbal signal from a member that he or she wishes to consider a motion just made
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Soo--

PARLIAMENTARY PROCEDURE
is the **BEST WAY** to
GET THINGS DONE
at meetings

BUT-- it only works if **YOU**
use it right !

- ✓ **MAKE MOTIONS** that are in order
- ✓ **OBTAIN THE FLOOR** properly
- ✓ **SPEAK** clearly and concisely
- ✓ **OBEY** the rules of debate

... and most of all,

BE COURTEOUS

