



Introduction to Parliamentary Procedure

What is Parli-Pro?

- Way to effectively run a meeting
- 3 Major Purposes:
 - Ensure that majority rules
 - Protect the rights of the minority
 - Do one thing at a time
 - Maintain order
- Robert's Rules of Order
 - The generally accepted rules that govern Parli Pro

Who are the key players?

- Chairman
 - Person who conducts the meeting with a gavel
 - Item used to begin the meeting
- Secretary
 - Person who keeps minutes
 - Written record of proceedings of meeting
- Floor Members
 - Those who debate
 - Way to discuss motions

Types of Voting

- **Majority**
 - 50% + 1
- **2/3**
 - Only when motion limits rights of members
- **Plurality**
 - Greatest number of votes but less than half
- **Unanimous**
 - Everyone agrees

Methods of Voting

- Acclamation
 - Voice vote
- Ballot
- Raise of Hands
- Standing

Other Parli Terms

- Assembly
 - Everyone who is at the meeting
- Quorum
 - Minimum number of members needed to transact business legally
- Germane
 - When debate *relates or applies* to the motion at hand

Difference for Small Boards

- 1. The chairman acts fully in the meeting.
 - Always votes
 - Very active in debate/discussion
- 2. Small Boards have no limit on number and length of debate.
- 3. May have informal discussion.
- 4. Motions do not need a second

Debate

- Debate must be directly related to the pending motion.
- A member may debate each motion for 2 time, for 10 minutes each.
- Is subject to limit/extend debate
- May not make any personal attacks or question the motives of any member.

Order of Rules to Follow

- Constitution and By – Laws
 - These cannot be suspended
 - Can only be changed with prior notice and a very large majority.
- Rules of the Organization
- Rules of Adopted Parliamentary Authority
 - Roberts Rules of Order Newly Revised 12th Edition
- Standing Rules

Main Motion

Purpose	2nd	Debate	Amend	Vote	How to State Motions
To introduce new business	Yes	Yes	Yes	Maj.	“I move that.....”

Handling of a Main Motion:

1. Member makes the motion
2. The motion is seconded (except small board)
3. Chair restates the motion exactly as it was made.
4. Chair calls for debate. Maker of motion gets 1st debate.

Voting on the motion

1. Chair states “all in favor of the motion to Say Aye, all opposed say No.
2. The ayes/no’s have it.
3. The motion to Is adopted/lost

Subsidiary Motions

- Lay on the Table
- Previous Question
- Limit/Extend Debate
- Postpone Definitely
- Refer to a Committee
- Amend
- Postpone Indefinitely



Postpone Indefinitely

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To drop (reject or kill) a motion without a direct vote on it	Yes	Yes	No	Maj.	“I move that the motion be postponed indefinitely.”

Amend

Purpose	2nd	Debate	Amend	Vote	How to State Motions
<ul style="list-style-type: none">•To modify the wording of a pending motion before action is taken	Yes	Yes/No	Yes	Maj.	“I move to amend the motion by.....”

Refer to a Committee

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To place business in the hands of a committee	Yes	Yes	Yes	Maj.	“I refer to a committee of(state committee).” Ex. Public Relations Committee Chapter Officers Service Committee Finance Committee

Postpone Definitely

Purpose	2nd	Debate	Amend	Vote	How to State Motions
<ul style="list-style-type: none">•To defer action on a pending motion to a definite time.	Yes	Yes	Yes	Maj.	“I move to postpone the question to the next meeting.”

Limit/Extend Debate

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To lengthen or shorten debating time	Yes	No	Yes	2/3	“I move that debate be limited/extended to.....(state restrictions).”

Previous Question

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To close debate and the making of sub. motions (except LOT)	Yes	No	No	2/3	“I move the previous question.”

Lay on the Table

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To set a motion aside for more urgent business	Yes	No	No	Maj.	“I move that the motion be laid on the table.”

Privileged Motions

- Adjourn
- Recess
- Question of Privilege



Question of Privilege

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To permit urgent requests related to rights and privileges of members	No	No	No	None	“I rise to a question of privilege.”

Recess

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To provide a short recess while business is pending	Yes	No	Yes	Maj.	“I move to recess for (duration of recess).”

Adjourn

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To end the meeting	Yes	No	No	Maj.	“I move to adjourn.”

Incidental Motions

- Point of Order
- Parliamentary Inquiry
- Division of the Assembly

Point of Order

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To enforce the rules of the org.	No	No	No	None	“Point of order!”

Parliamentary Inquiry

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To obtain info about parli law or rules	No	No	No	No	“Parliamentary inquiry!”

Division of the Assembly

Purpose	2nd	Debate	Amend	Vote	How to State Motions
•To verify the accuracy of a vote	No	No	No	None	“Division!”



Common Parliamentary Errors

“Tabling a motion” – The motion to Lay on the Table is put a motion aside for urgent business. What should be done in most cases to “Postpone the motion to a set time” Example: Later that day or the next regular meeting.

Not stating the motion in its entirety. Example “so moved”

Point of Order – Used only to correct a parliamentary error. Cannot be used just because someone said something that you disagree with. Not to be used to ask any sort of question. Not to be used on trivial errors.

Allotting unused debate time to another member is not allowed in Roberts Rules of Order.

Chairman Notes

- When a motion is made restate the motion exactly as it was made.
- The motion is now the property of the assembly.
- How to take a vote:
 - All in favor of the motion to Say Aye.
 - All opposed to say No.
 - The aye/no's have it the motion is adopted/lost
 - We will/will not (state motion)

Chairman notes

- Recognizing members for debate by using name/title/office.
- Maker of the motion has right to priority debate.
- Try to alternate debate between pro and con as best as you can.

Unnecessary items

- 1. Recording a name of the person making the second.
- 2. Trying to record debate



GOOD LUCK!!! ;-)