

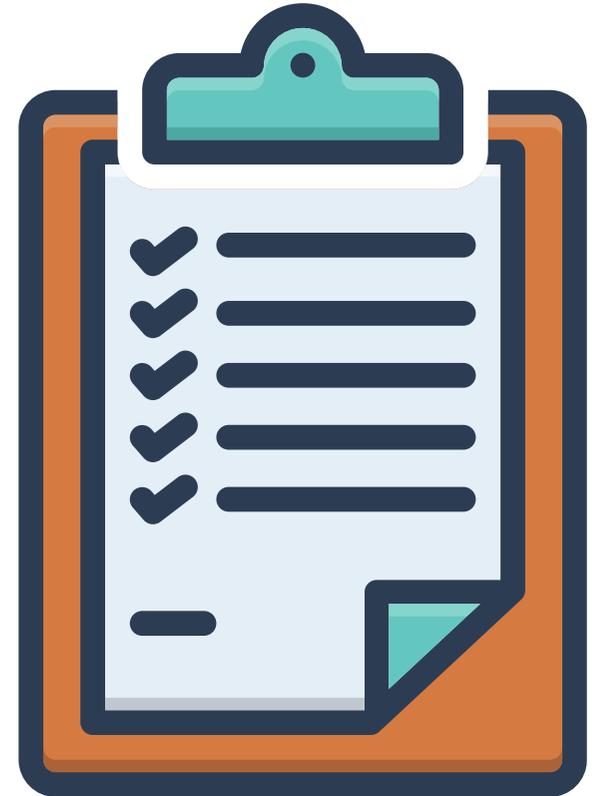


Parliamentary Procedures at a Glance

Agenda



- Define parliamentary procedure
- The role of the chairperson(s)
- The importance and use of an agenda
- Understand how members get their say:
 - ✓ How to present motions
 - ✓ Voting methods
 - ✓ Basic terms and definitions



Defining Parliamentary Procedures

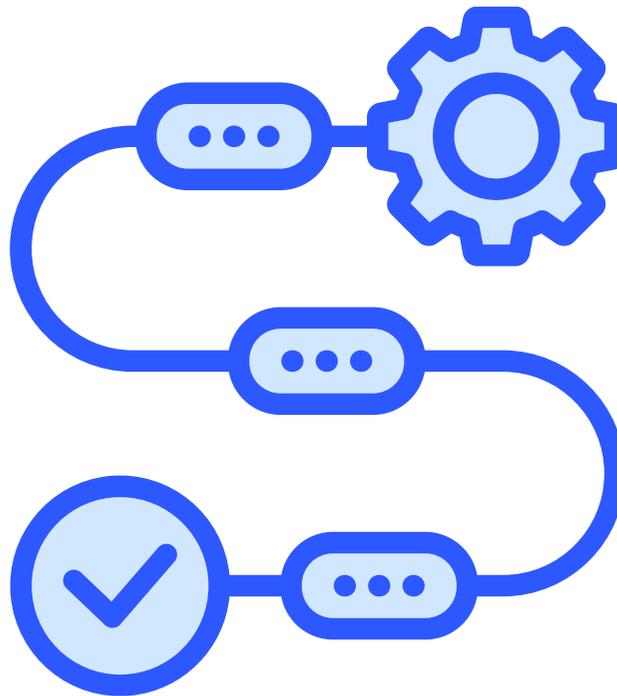


- **Parliamentary procedure** is a set of well-proven rules designed to move business along in a meeting while:
 - ✓ Maintaining order
 - ✓ Eliminating confusion
 - ✓ Controlling the communications process
- Its purpose is to help groups accomplish their tasks through an orderly, democratic process

Defining Parliamentary Procedures



Parliamentary procedure is **not** intended to inhibit a meeting with unnecessary rules or to prevent people from expressing their opinions.



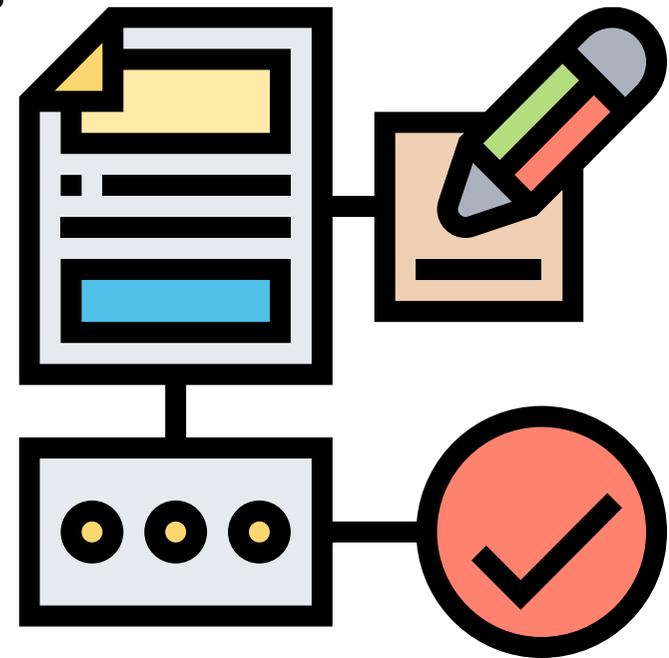


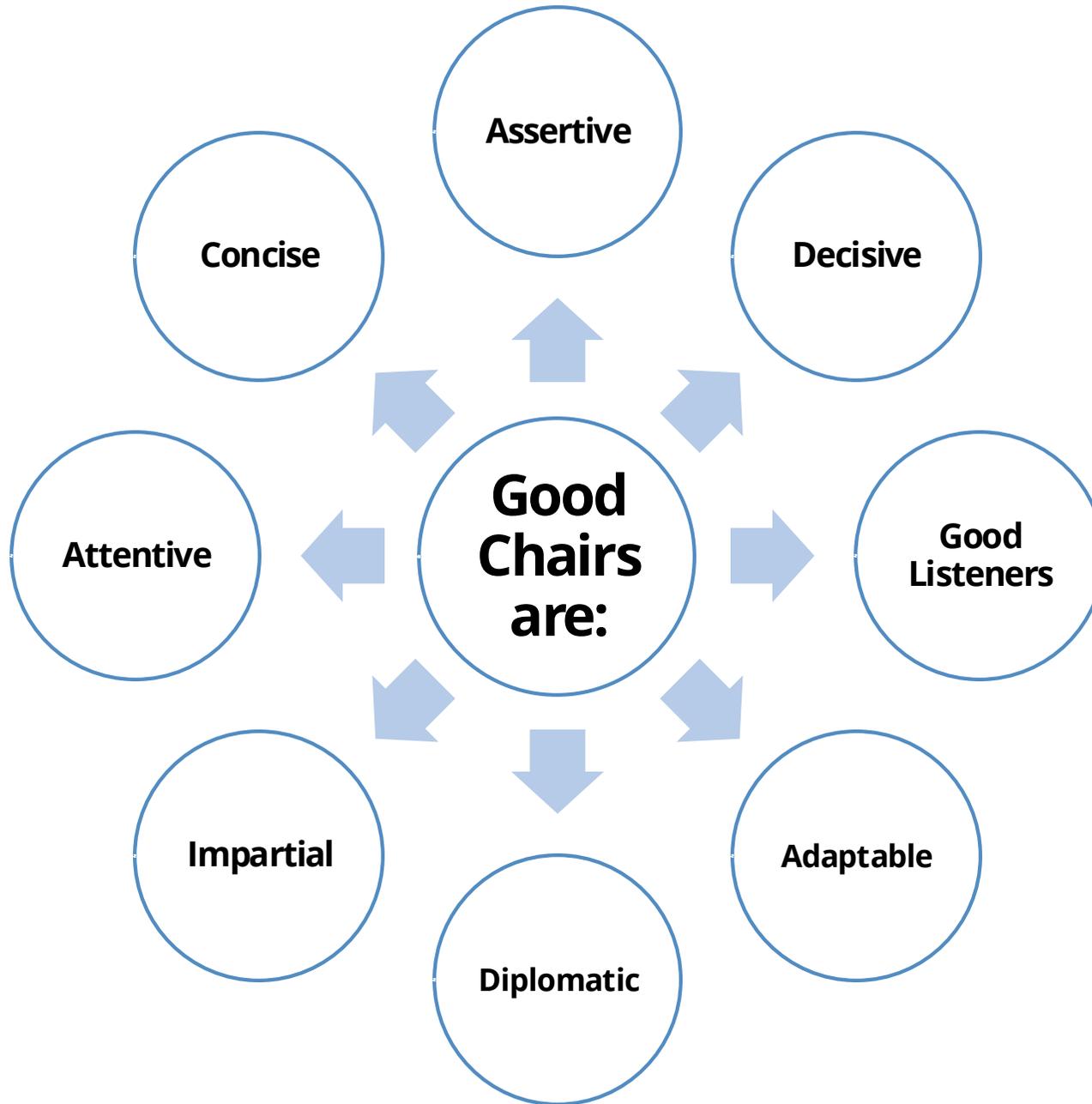
“Effective meetings don’t happen by accident, they happen by design.”

Why is Parliamentary Procedure Important?



- It allows for everyone to be heard; ensuring consistency, equity, and efficiency in meetings
- Helps to navigate complex and controversial topics by assigning a proven process
- It is flexible and can be adopted to meet the needs of the group or organization
- **Parliamentary Procedure Means:**
 - ✓ Democratic rule
 - ✓ Flexibility
 - ✓ Protection of rights
 - ✓ A fair hearing for everyone





Importance of the Agenda

Template for Robert's Rules



- **Call to Order**
- **Adoption of the Agenda**
- **Approval of Meeting Minutes**
- **Reports**
- **Unfinished Business**
- **New Business**
- **Announcements**
- **Adjournment**

How Do Members Get Their Say?



- **They make motions!** A motion is a formal proposal for consideration or action.
- Members have a right to: Present, Second, Debate, and Vote on motions



How to Present a Motion



Chairperson entertains (calls for) a motion

A voting member states the motion

Another voting member seconds the motion

Chairperson restates the motion

Chairperson calls for discussion (Pros & Cons)

Chairperson calls for a vote

It's time to
VOTE!

“Honorable Motions”



Privileged motions are special concerns unrelated to current business.

- **Point of Privilege:** Deals with the comfort in the meeting room (noise, inadequate ventilation, temperature) or the conduct of others. No second or vote is required.
 - *How to say it: “I rise to a point of privilege”*



“Honorable Motions”

continued



In the course of debate, the main motion may be amended or withdrawn, according to **subsidiary motions**.

- **Motion to Lay on the Table:** This motion is used to temporarily suspend discussion. Members can “take from the table” a motion for reconsideration.
 - *How to say it: “I move we table it” & “I move we take from the table”*
- **Motion to Postpone Indefinitely:** This is often used as a means to dispose of a motion without bringing it to a direct vote; it is useful in cases of a badly chosen main motion.
 - *How to say it: “I move we postpone this matter indefinitely...”*
- **Amend a Motion:** Motions being considered by the group can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.
 - *How to say it: “I move to amended by (striking or inserting)...”*



“Honorable Motions”

continued



Lastly, **incidental motions** are questions of the procedure itself and must be addressed for the main motion to continue.

- **Point of Order:** Allows members to object to procedure or a personal affront. It does not require a second and must be recognized by the chair.
 - *How to say it: “I rise to a point of order”*



Methods of Voting

There are 3 common methods of voting:



- **Show of Hands**



- **Ballot**



- **Roll Call**

Basic Terms & Definitions

- **Amend:** To make change to a motion; additions, deletions, or replacements
- **Ex Officio:** Bylaws that the co-chairs shall be a member of all committees
- **Majority Vote:** More than half of the votes, or 50%+1
- **Motion:** A formal proposal for consideration or action. Only one subject may be considered at a time.
- **Question:** Another name for a motion after it has been seconded and restated by the chair
- **Quorum:** The number of members required in the bylaws to hold a legal meeting





LET'S MAKE A MOTION!



QUESTIONS

