



Parliamentary Procedure & Robert's Rules

Agenda

- Define parliamentary procedure
- Define Robert's Rules
- The role of the chairperson(s)
- The importance and use of the agenda
- Understand how members get their say:
 - ✓ How to present motions
 - ✓ Voting methods
 - ✓ Kinds of motions



Defining Parliamentary Procedures

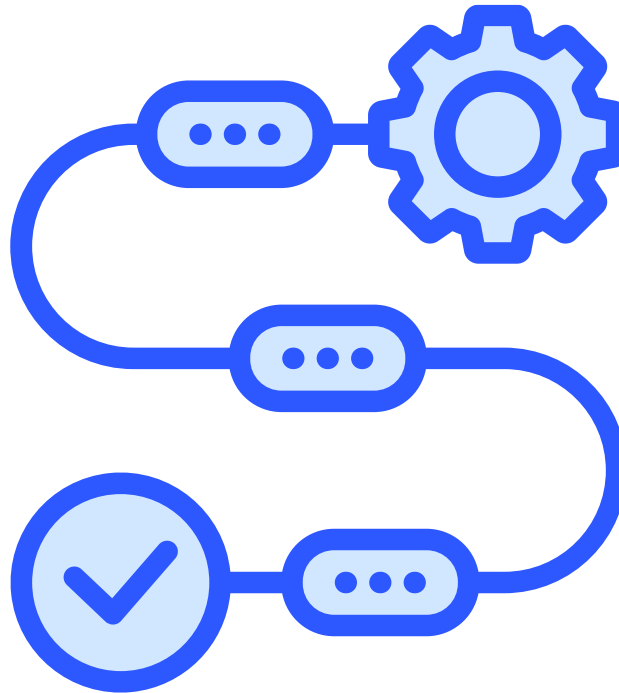


- **Parliamentary procedures** are a set of well-proven rules designed to move business along in a meeting while:
 - ✓ Maintaining order
 - ✓ Eliminating confusion
 - ✓ Providing structure to the communications process
- Their purpose is to help groups accomplish their tasks through an orderly, democratic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

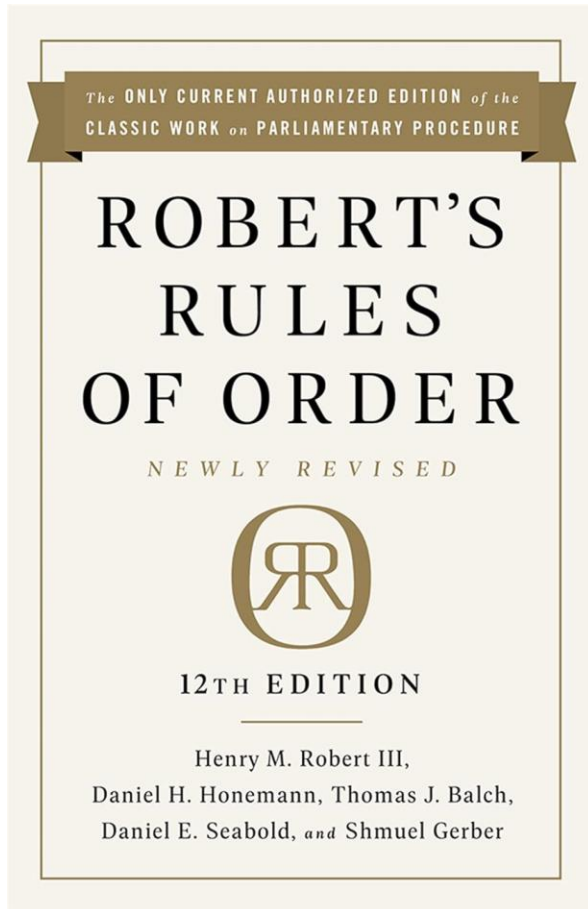
Defining Parliamentary Procedures



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



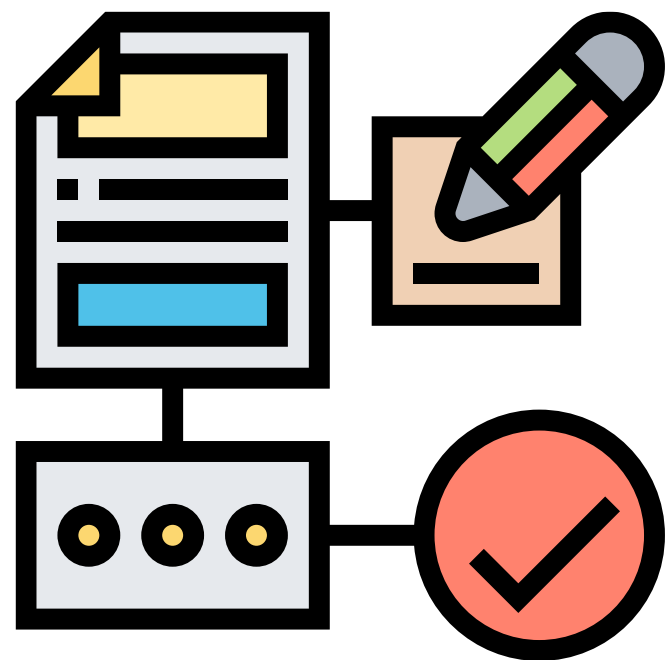
What are Robert's Rules of Order?

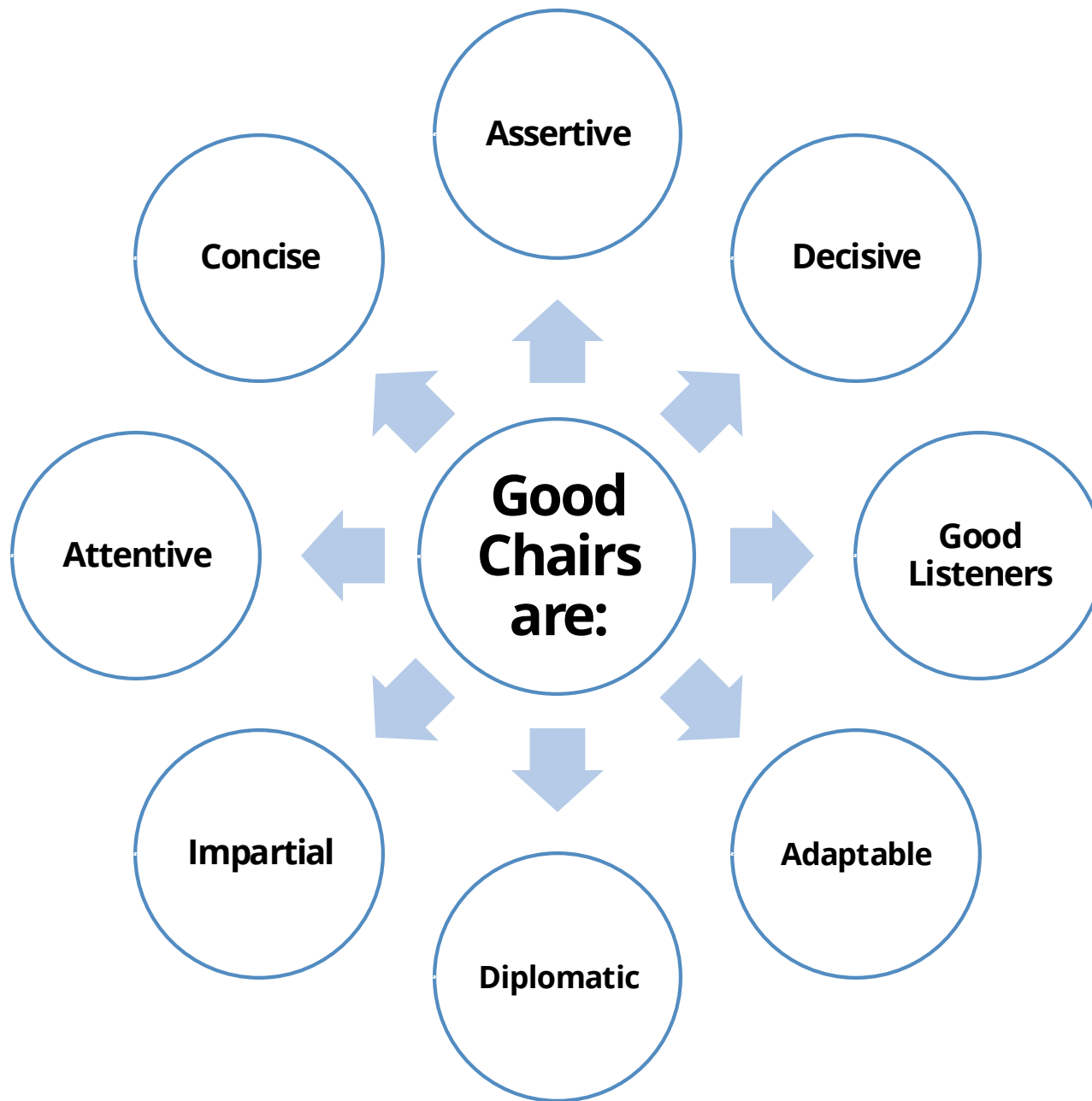


- The most commonly used system of parliamentary procedure in the US
 - 1st edition - 1876
 - 12th edition – 2020 (most recent)
- More than 700 pages!
 - We choose what works for our purposes
- We now use interchangeably with “Parliamentary Procedure”

Why do we use Parliamentary Procedure?

- 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
- Required by Part A Manual
- **Parliamentary Procedure Means:**
 - ✓ Democratic rule
 - ✓ Flexibility
 - ✓ Protection of rights
 - ✓ A fair hearing for everyone





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



Kinds of Motions

- **Main Motions** introduce a principal subject. Only one main motion can be made at a time. Main motions require a second, can be debated and amended, and require a majority vote to be adopted.
- **Privileged Motions** are special concerns unrelated to current business. They are usually secondary motions made when a main motion is already on the floor.
- **Subsidiary Motions** modify or dispose of main motions.
- **Incidental Motions** are questions of the procedure itself and must be addressed for the main motion to continue.



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!

Methods of Voting

There are 3 common methods of voting:



- **Show of Hands**
- **Roll Call**
- **Ballot**

Importance of the Agenda

Use it as a reference!



● Call to Order

● Approval of the Agenda

● Approval of Meeting Minutes

● Reports

● Unfinished Business

● New Business

● Announcements

● Adjournment

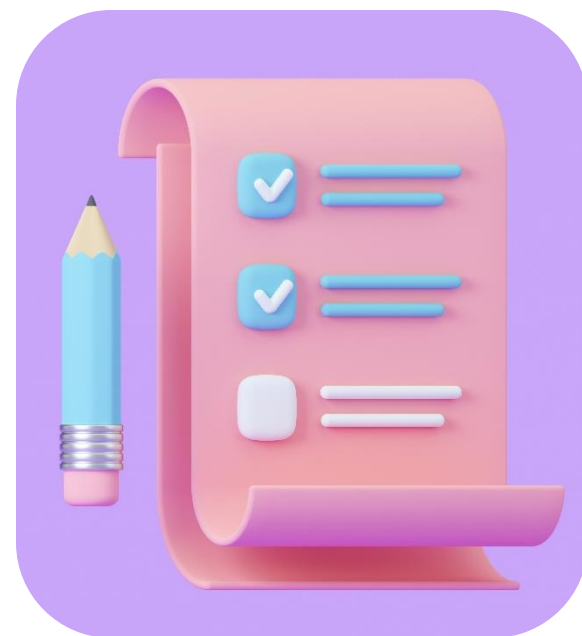


Check the **Purpose:**

- Info Sharing
- Discussion
- Review & Vote

Motions during: Approval of Agenda

- If there are **no changes** to the agenda:
 - *"I make a motion to approve the agenda as presented."*
- If changes have been made to the agenda:
 - *"I make a motion to approve the agenda with the recommended changes."*
- Typical agenda changes?



Motions during: Approval of Minutes

- If there are **no changes** to the minutes:
 - No motion is needed!
 - Chair approves the minutes as-is.
- If changes to the content of the minutes have been made:
 - *“I make a motion to approve the minutes with the recommended changes.”*



(Some) Motions requiring a second and a vote

- **Amend a Motion** – make a minor change to the motion by striking out or inserting wording, or both.
 - *“I move to amend the motion by (striking or inserting)...”*
- **Substitute a Motion** – reword the motion while keeping the same idea
 - *“I move to substitute the motion for...”*
- **Motion to Postpone** – postpone an agenda item until a later time (or future meeting)
 - *“I move to postpone (the agenda item) until...”*
- **Motion to Extend the Allotted Time** – extend a meeting past the allotted time on the approved agenda
 - *“I move to extend the meeting by _____ minutes.”*
- **Close the Debate** – AKA “calling the question”; cut off discussion and force a vote on the topic being discussed
 - *“I move to close the debate” or “I call the question”*

Points



These kinds of motions (points) can be used at any time and do not require a second or a vote:

- **Point of Information:** Request for information or clarification
- **Point of Order:** Call attention to improper procedure, rules not being followed
- **Point of Privilege:** Deals with the comfort in the meeting room (noise, inadequate ventilation, temperature)

Basic Principles



- All members have equal rights, privileges, and obligations.
- A quorum must be present for the group to act.
- Full and free discussion of every motion (question) is a basic right.
- Only one motion at a time can be considered.
- Only one person may have the floor at a time.
- All questions and comments should be directed to the chair.
- Members have a right to know what the immediately pending motion is and to have it restated before a vote is taken.
- The chair should always remain impartial.





QUESTIONS?

