

Parliamentary Procedure

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Parliamentary Procedure

"As citizens of this democracy, you are the rulers and the ruled, the law-givers and the law-abiding, the beginning and the end."

-Adlai Ewing Stevenson

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To Parliamentary Procedure or Not to...

Many groups find it useful to use parliamentary procedure within an organization meeting because it allows everyone to be heard and make decisions without confusion.

Is parliamentary procedure right for your organization? That is a call only the group can make. Parliamentary procedure is only recommended guidelines for running a meeting, but it is not for every organization. An amended format or completely different meeting management process may be used.

Two things to take into consideration when deciding whether or not to use parliamentary procedure are: what are the organization's needs and what is the leadership and organization's style?

The Agenda: The Order of Business

- A. Call to Order
- B. Roll Call
- C. Minutes: Read and approve or correct
- D. Officer Reports
- E. Report of Committees
- F. Old and Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

Important Parliamentary Definitions

Parliamentary Procedure: A time-tested method of conducting business at meetings and public gatherings. A set of rules for conduct at meetings.

Quorum: The number of members that must be present for business to be conducted. Quorum is half of the active members plus one.

Motion: A proposal that the assembly takes a stand or action on an issue.

Amendment: A change or motivation in a motion.

Close debate: To stop a discussion.

Lay on the Table: Set aside for future consideration.

Withdraw a Motion: To retract or take back a motion.

Reconsider: Bring an old motion to the floor.

Point of Order: Member indicates a procedural error.

Point of Information: Request more information.

Parliamentary Inquiry: Member asks if a procedural error has occurred.

Division: Obtain an accurate vote by a roll call count.

Question of Privilege: Bring up an urgent matter regarding personal comfort.

Adjourn: Motion to end the present meeting.

Proper Procedure for Presenting a Motion

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

1. Member rises to address the chairperson.
2. Chairperson recognizes member.
3. Member states motion.
4. Chairperson asks for a 'second' if not volunteered.
5. Chairperson states the motion.
6. Discussion of a debatable motion occurs in speaking order.
7. When discussion ceases, chairperson restates motion and asks for a vote.
8. Chairperson gives result of vote and declares the motion passed or failed.



Methods for Voting on a Motion

1. **General Consent:** When a motion isn't likely to be opposed, the chair says "If there is no objection..." Members show consent by their silence. If someone says "I Object," the matter must be put to a vote.
2. **Voice:** The chair asks for those in favor to say "aye" and those opposed to say "no". A member may move for an exact count.
3. **A Show of Hands:** Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for a roll call vote, which is an exact count.
4. **Roll Call:** A record of each person's vote is noted in the minutes as their name is called.
5. **Ballot:** Members write their vote on a slip of paper. This is done when secrecy is desired.

**Do it Right... And most of all be
COURTEOUS!**