

IX. PARLIAMENTARY PROCEDURES

PARLIAMENTARY PROCEDURES – PART I

The following information is designed to emphasize, to those responsible, some parliamentary procedures, which are essential in conducting a meeting. There should be an Order of Business or an Agenda. An Agenda, listing committee reports, pending, potential and special ordered business, should be compiled before the meeting and publicized widely, if possible.

ORDER OF A USUAL BUSINESS MEETING

Meeting Called to Order

The Chairperson calls the meeting to order and makes the opening remarks.

“The meeting will come to order.”
(Opening remarks)

Reading and Approval of the Minutes

Secretary, seated by the Chairperson, stands to read the minutes.

“The Secretary will read the minutes of the last meeting (Name).”

Corrections to minutes are requested.

“Are there any corrections to the minutes?”

No motion is needed for approval of minutes.

“If there are not (further) corrections, the minutes stand approved as read (as corrected).”

Report of Officers

No motion is needed for adoption of Treasurer’s report unless report is audited.

“We will have the Treasurer’s report (Name)”

“Are there any questions or observations? If not, the Treasurer’s report will be filed.”

Report of Committees

Committee Chairpersons who will report should be seated up front.

“We will have the report of the (Name of) Committee. Chairperson (Name).”

No motion is needed for adoption of committee reports unless recommendations for action are made.

“Are there any questions or discussion in regard to this committee report? If not, the report will be filed.”

(Appreciation should be expressed to the committee)

Committee Recommendations for Action
Motion to adopt is usually made by the committee chairperson and is seconded by a committee member.

"The (Name of) Committee moves, recommends that the (group) Is there any discussion?"

Each motion is discussed and disposed of before another main motion can be proposed. Note that there is no discussion without a motion on the floor!

Unfinished Business

Unfinished business from last meeting is brought to the floor for action.

"Is there any unfinished business?"

New Business

"Is there any new business?"

Announcements

Persons making announcements should be seated up front.

"Are there any announcements?"

Adjournment

The Chairperson automatically adjourns the meeting, except when there is unfinished business. Then a motion for adjournment must be made, seconded and voted.

"If there is no further business, the chair will entertain a motion to adjourn. The meeting will stand adjourned." (With one tap of the gavel.)

PARLIAMENTARY PROCEDURES – PART II

**THE PROCEDURE TO FOLLOW
IN THE MORE COMMON MOTIONS**

- | A. | <u>Rules of Procedure</u> | <u>Debatable</u> | <u>Amendable</u> | <u>Vote Required</u> |
|-----------|----------------------------------|-------------------------|-------------------------|-----------------------------|
| 1. | To adjourn (only when business | | | |

	is unfinished)	No	No	Majority
2.	To lay a motion on the table	No	No	Majority
3.	To close debate	No	No	2/3
4.	To postpone until definite time	Yes	Yes	Majority
5.	To refer to a committee	Yes	Yes	Majority
6.	To amend	Yes	Yes	Majority
7.	To postpone indefinitely	Yes	No	Majority
8.	Main motion	Yes	Yes	Majority

B. Miscellaneous Considerations

1. **The Chairperson is really a moderator. He/she is non-partisan in the Chair, seeing that members are treated equally, regardless of which sides of the question the members debate. He/she is in many respects like an umpire or referee.**
2. **The Chairperson never makes a motion while in the Chair, nor does he/she debate a motion without first having called the Vice-Chairperson to preside in his/her place. In such and event, he/she does not usually resume the Chair until the vote has been announced. The practice of debate by the presiding official is not recommended by parliamentarians**
3. **The mover may request to withdraw or modify without consent of anyone before the motion has been put to the group for consideration. When the motion is before the assembly and if there is no objection, the Chairperson announces that the motion is withdrawn or modified. If anyone objects, the request is put to a vote.**
4. **When making the motion to close debate, the traditional form is: *"I move the previous question...."***
5. **The motion to postpone the question until a definite time later should, of course, mention the specific time proposed.**
6. **The motion to refer to committee should specify the number on the committee, how the committee is to be selected and when the committee is to report.**

7. When members of the assembly call out informally, "*Question*", the Chairperson is merely to understand that they, as individuals, are ready to vote on the pending question or motion.
8. Without securing recognition from the Chairperson, or even without waiting for a speaker to yield the floor, a member may rise to a point of order, to a point of information, or to a question of privilege. No second is necessary.
9. The Chairperson should not permit one or two constant talkers to dominate the meeting. Time is limited; everyone should receive equal opportunity to speak. The Chairperson should not recognize the same person twice until all others who wish to speak have had an opportunity to do so.

The foregoing presents only the most frequently used parliamentary procedures, which the local Chairperson should have at his/her command. It will be advisable to study *Robert's Rules of Order*.

HOW TO HANDLE MOTIONS

1. Member stands (or raises his/her hand) to present a motion: *“Chairperson.”*
2. Chairperson recognizes the speaker: *“Mr/Ms Smith”*
3. Motion is proposed: *“I move that.....”*
4. Seconder need not stand. *“I second the motion.”*
5. Chairperson presents the motion for discussion: *“The motion has been made by (Name) and seconded, that.... (states the motion). Is there any discussion?”*
6. Floor discussion must be addressed to the Chairperson. Motions may be amended or disposed of in various ways.
7. Chairperson puts the motion to vote: *“If there is no further discussion (no comment signifies consent), the motion is.... (repeats the motion).”*
“All in favor please say ‘Aye’ (yes).”
“All opposed please say ‘No’.”
8. Members cast their votes.
9. ‘Division’ may be called for if ‘voice vote’ is questioned. Tellers may be needed for counting of ballots. Members repeat vote by new procedure.
10. Chairperson states the results, if majority can be determined:
“The Ayes (or Noes) have it. The motion is carried (or is defeated).”
11. If majority cannot be determined by a voice vote, it calls for a show of hands or a standing vote:
“All in favor raise right hand (or stand).”
“All opposed.....”
12. Chairperson announces result. (As in number 10)

PARLIAMENTARY PROCEDURES – PART IV

HOW TO HANDLE AMENDMENTS

1. The Chairperson must remember that action has not been completed on the MAIN MOTION. It must be considered again AFTER THE DISPOSITION OF THE AMENDMENT.
2. After a main motion has been made and seconded, a member may AMEND:
“I move to AMEND the motion by.....” (Deletion, insertion of substitution of words, sentences, phrases, or a combination of the above.)
3. The motion to AMEND is seconded: *“I second the motion to AMEND.”*
4. The Chairperson presents the AMENDMENT for discussion:
“It has been proposed to AMEND the motion to read as follows....(the motion and AMENDMENT is repeated). Is there any discussion?”
5. Floor discussion of the AMENDMENT.
6. The Chairperson puts the AMENDMENT to vote:
“If there is no further discussion, the AMENDMENT is: (repeats AMENDMENT).”
“All in favor of the AMENDMENT, please say ‘Aye’.”
“All opposed:....”
7. Vote on the AMENDMENT.
8. The Chairperson announces result on AMENDMENT:
“The AMENDMENT is carried (or defeated).”
9. THE MAIN MOTION IS NOW UP FOR ACTION regardless of the disposition of the AMENDMENT.
10. The Chairperson presents the MAIN MOTION:
“The motion now before this body is (repeats motion as AMENDED, if carried).... Is there any discussion?”
11. Floor discussion on MAIN MOTION.
12. The Chairperson puts motion, plus the AMENDMENT (if carried), to vote.
13. The meeting proceeds to vote.
14. The Chairperson announces the final result on the MAIN MOTION.