

Parliamentary Procedure

- Why?



Parliamentary Procedure

Four objectives of Parliamentary Procedure:

1. Only one subject at a time may be dealt with. This facilitates the transaction of business.
2. Extends courtesy to everyone. Promotes cooperation and harmony.
3. Observes the rule of majority. Ensures that all members have equal rights, privileges and obligations.
4. Ensures the rights of the minority. Even if the majority has the right to decide, the minority has the right to be heard.

Basic Principles



A quorum must be present for the group to act.

As defined by the by-laws

If not, then majority of membership



Only one question should be considered at any given time.



No member should speak until recognized by the chair.



The chair should maintain strict impartiality during discussion.

Chair can vote if it will affect the outcome

Use of the Gavel

One Tap of the Gavel

- Tells members to be seated
- Used to signify the passage or failure of a motion
- Used to adjourn a meeting

Two Taps of the Gavel

- Brings the meeting to order

Three Taps

- Assembly stands

Rapid Series

- Brings assembly back to order

Order of Business

The “order of business” helps members keep on track in taking care of business.

An agenda is an order of business for each specific meeting. An agenda should be established for each meeting prior to the meeting.



General Rules of the Assembly

A **Quorum** should be present at any meeting where business is to be conducted.

Quorum – The minimum number of members required to be present for business to be transacted. The chair should determine quorum before meeting.

Usually it is one member over 50% of the total membership. The bylaws could state that business could be conducted with a different total, such as 10% of the active membership. But this must be stated clearly in the bylaws of the organization.



Common terms

- Assembly – the body of an organization assembled to conduct business
- Chair – the person who presides over the assembly in a meeting
- Floor – the right to speak
- Question – the item of business or the motion to be decided by vote
- Simple Majority – 50% plus 1

Main Motion

A Main Motion
presents ideas or
items of business
for consideration
or action.

Main Motion

- Member rises or raises his hand and addresses the Chair.
 - “Mr./Madam President or Chairperson.”
- Chair recognizes the member.
- Member states:
 - “I move that _____ (states motion).”
- Second to motion (not necessary to stand or be recognized).
 - The Chairman may have to ask, “Will anyone second this motion?”
 - “I second the motion.”
- If no one is willing to 2nd motion, the “motion is dropped for lack of a 2nd” and proceed to the next order of business.

Main Motion

- Chair states motion:
 - “It has been moved by (name) and seconded that _____.”
 - “Is there any discussion on the motion?”
 - The floor is now open for members to discuss.
 - If debatable, every member has right to debate
 - Chair refrains from debate while presiding
 - Proposer of motion has first right of debate
 - Must be related (germane) only to motion on the floor
 - A member can only speak twice on the same question during the same day

Main Motion

When it is time to close debate on a motion (other than previous question)

- The Chair says:
 - “If there is no further discussion, we shall proceed to vote on the motion which is _____(restate motion).”

Voting on Motion

- Vote:
 - The Chair says, "All those in favor of _____(the motion is stated) say 'aye.' Those opposed say 'no.'"
 - If motion requires 2/3 vote, ask for rising or by show of hands.
 - Should always ask for those opposed.
- Result of the vote is stated by chair.
 - "The motion is carried" or "the motion is lost."
 - If counted vote, give number on both sides

A Tie Vote

- A tie vote is a failed vote
- President/chair does not have to break a tie unless specified in bylaws
- President/chair can vote to make or break a tie vote
- The chair can vote anytime it will affect the outcome

Privileged Motions

- Privileged motions is the category of motions that relate to the privileges of members and must be handled immediately.
 - Recess
 - Question of Privilege
 - Adjourn

Subsidiary Motions

- Subsidiary motions rank below privileged motions, and above the main motion in order of precedence.
- The purpose of the subsidiary motion is to help dispose of the main motion by either amending, voting, postponing, or killing the motion.
 - Amend – changes Main Motion by adding, substituting, or striking
 - Refer – allows motion to be referred to a committee
 - Limit Debate – limits debate by time or number of speakers
 - Lay on the Table – sets Main Motion aside
 - Previous Question – Closes debate, vote is on whether or not to vote
 - Calling of Question – call for a vote, only if no one objects

Incidental Motions

- As the name implies, incidental motions are the class of motions that occur incidentally in relation to other motions or procedures. As such, incidental motions are not ranked in order of precedence. They are typically moved on and quickly disposed.
 - Point of Order – used to correct mistakes in procedure
 - Parliamentary Inquiry – used to ask procedural questions
 - Division of the Assembly – used to demand a rising vote after a close voice vote

Questions

- True or False. Parliamentary Procedure allows an assembly to deal with more than one subject at a time.
- What are the number of taps of the gavel to tell members to be seated?
- What are the number of taps to bring the meeting to order?
- The minimum number of members required to be present for business to be transacted is referred to as what?
- What are the three processes of amending a motion?