

# PARLIAMENTARY PROCEDURE

## RULING YOUR MEETING

### MEETING AGENDA

#### CALL TO ORDER

- It is the designated time to start the meeting and members have taken their seats
- Presiding officer (may be President, Chairperson or other designated) raps gavel
- This is the formal start of the business meeting

#### OPENING CEREMONIES (OPTIONAL)

#### ROLL CALL OF MEMBERSHIP (OPTIONAL)

#### MINUTES

The organization secretary presents a report of business conducted at the previous meeting.

#### REPORTS

May include (1) officers' reports (i.e., Treasurer, the reports are filed for audit); (2) standing committees (i.e., Board of Directors); (3) special committees (i.e., building).

Committee reports proceed in order of bylaw listing. Reports of standing committees may recommend action. The committee reporting member moves for adoption. This motion does not require a second.

#### UNFINISHED BUSINESS

Include on agenda if previous business has been carried over to this meeting. Proceed through items as listed on agenda.

#### NEW BUSINESS

Proceed through items as listed on agenda.

#### ANNOUNCEMENTS (OPTIONAL)

#### ADJOURNMENT

May be either through motion which requires a second or through general consent.

### OBTAINING FLOOR AND MOTION FORMAT

Member stands when floor has been yielded.

*Member addresses presiding officer:* "Mr./Madam (title)."

Presiding officer recognizes member.

*Member:* State name if members are unknown to each other. "I move that ..." or "I move adoption of ..."

*Another member:* "I second the motion." Or merely "second." Presiding officer does not need to recognize member who seconds.

*Presiding officer:* "It has been moved and seconded..."

*Presiding officer:* "Is there any discussion?" or "Are you ready for the question?"

This signals the start of debate. Maker of the motion speaks first. Members must be recognized by the presiding officer and no member may speak to an issue twice until all members have had an opportunity to speak to it once. Members direct remarks to the presiding officer. Presiding officer calls for vote at conclusion of debate or may proceed directly to vote if there is no debate.

*Presiding officer:* "The motion is .... Those in favor please (say 'aye,' rise, raise hand, or other method of voting as specified in bylaws).

*Presiding officer:* "Those opposed please ...."

*Presiding officer:* "The 'ayes' have it. The motion is carried." or "The 'no's' have it. The motion is defeated."

### SMALL/INFORMAL GROUPS

In groups where formal parliamentary procedure would hinder business, rules can be adapted as follows:

- Members need not obtain the floor and may remain seated while speaking
- Members may agree to dispense with the need for 2nds
- Members may speak more often and time is not limited
- Informal discussion is allowed
- Presiding officer may remain seated
- Presiding officer may speak to motion or vote

### PARLIAMENTARY PROCEDURE REFERENCES

*Robert's Rules of Order* (10th Ed.) – Henry M. Robert III, William J. Evans, Daniele H. Honemann, Thomas J. Bach; *Modern Parliamentary Procedure* – Ray E. Keeseey; *Democratic Rules of Order* – Fred Francis, Peg Francis; *Standard Code of Parliamentary Procedure* – Alice Sturgis; [ecsecure-host.com/AmericanInstituteofParliamentarians/democratic-rules.com](http://ecsecure-host.com/AmericanInstituteofParliamentarians/democratic-rules.com)

### METHODS OF VOTING

- Voice: Presiding officer asks for 'aye' or 'no' votes
- Roll Call: Members vote 'yes' or 'no' as name is called
- General Consent: Any motion that is unlikely to be opposed
- Division: Members rise or raise their hands to vote
- Ballot: Members write their votes
- Proxy: Member allows another member to exercise his/her vote.

# PARLIAMENTARY PROCEDURE

## COMMONLY USED MOTIONS

- **MAIN MOTION:** "I move that ...." or "I move the adoption of ...."
- **AMEND:** "I move to amend by inserting ...." or "I move to amend by adding ...."
- **REFER OR COMMIT:** "I move that this matter be referred to a committee (standing or new) of ...."
- **POSTPONE TO A CERTAIN TIME:** "I move that this matter be postponed to ...."
- **POSTPONE INDEFINITELY:** "I move to postpone the pending motion indefinitely."
- **LAY ON THE TABLE/TAKE FROM THE TABLE:** "I move that this matter be laid on the table." or "I move that the motion (specify tabled motion) be taken from the table."
- **LIMIT/EXTEND LIMITS OF DEBATE:** "I move that debate be limited to (time)." or "I move that debate time be extended."
- **PREVIOUS QUESTION:** "I move the previous question."

*\*Consult a parliamentary procedure reference for more information on formal motions. Any member other than the presiding officer may make a formal motion. Motions are voted on in reverse order. Members vote on changes to a motion before voting on the motion.*

MOTION	Purpose	NEED 2ND?	NEED VOTE?
MAIN	Introduce subject	yes	maj.
AMEND	Modifies motion	yes	maj.
COMMIT	Refer to committee	yes	maj.
POSTPONE TO ...	Refer action to later time or meeting	yes	maj.
POSTPONE INDEFINITELY	Kills motion	yes	maj.
TABLE	Temporarily lay aside	yes	maj.
TAKE FROM TABLE	Retrieves previously tabled motion	yes	maj.
LIMIT/EXTEND DEBATE	Changes the rules of debate	yes	2/3
PREVIOUS QUESTION	Stops debate	yes	2/3
RECESS	Provides intermission of stated time	yes	maj.
ADJOURN	Ends meeting	yes	maj.
ORDERS OF THE DAY	Call to adhere to the agenda	no	no
APPEAL	Call to reverse decision by chair	yes	maj.
SUSPEND RULES	Object of suspension must be stated	yes	2/3
POINT OF ORDER	Calls attention to violation of rules	no	no
POINT OF INFORMATION	Requests information from speaker	no	no
PARLIAMENTARY INQUIRY	Requests rules information	no	no
POINT OF PRIVILEGE	Pertains to matters of personal comfort	no	no

## WHO DOES WHAT

### PRESIDENT/CHAIRPERSON:

- In charge of the overall success of the organization
- Familiar with the bylaws of the organization
- Preside over meetings
- Appoint committees
- Prepare a draft budget (with the treasurer)
- Schedule meetings and prepare the agenda
- Schedule election of new officers
- Votes if it affects outcome (break a tie) or by ballot
- May not make a formal motion

### VICE-PRESIDENT/CHAIR:

- Assists the president and assumes duties if necessary
- May coordinate meeting arrangements, speakers, publicity or activities
- May act as liaison to committees or organizations

### SECRETARY:

- Maintains the organization's paperwork and correspondence
- Circulates the final version of the agenda at meeting
- Keeps written minutes of meetings
- May maintain website
- May work with publicity, marketing and membership

### TREASURER:

- Maintains the organization's financial records
- Works with the president to prepare a budget
- Receives, records, and deposits funds
- Pays out any expenditures
- Prepares financial report of receipts, expenditures, and account balances prior to each meeting

## FURTHER INFORMATION AT

[cyberbuzz.gatech.edu/apo/robert](http://cyberbuzz.gatech.edu/apo/robert) • [csufresno.edu/comm/cagle-p3](http://csufresno.edu/comm/cagle-p3) • [josephdobrian.com/occupation/parliament](http://josephdobrian.com/occupation/parliament) • [newkent.net/rules](http://newkent.net/rules)  
 • [now.org/organization/conference/1998/procedur](http://now.org/organization/conference/1998/procedur) • [parliamentarians.org/parlipro](http://parliamentarians.org/parlipro) • [parlipro.northwest.net](http://parlipro.northwest.net) • [parlipro.org/faqanswers](http://parlipro.org/faqanswers)  
 • [paulmclintock.com/resources](http://paulmclintock.com/resources) • [roberts-rules.com/](http://roberts-rules.com/) • [rulesonline.com/](http://rulesonline.com/)  
 • [taa-madison.org/q+d-rules.html](http://taa-madison.org/q+d-rules.html) [www.ca.lp.org/lpcn/9602-parliamentary](http://www.ca.lp.org/lpcn/9602-parliamentary) • [www.ohio.edu/facsen/parlmnt](http://www.ohio.edu/facsen/parlmnt)