

# Parliamentary Procedure



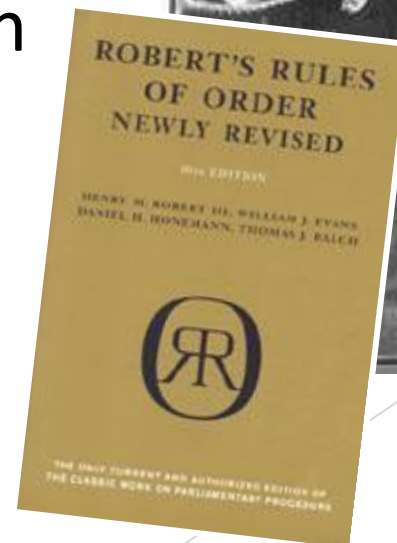
## **Objective 1.02**

Understand parliamentary procedure.



# Parliamentary Law Basics

- ★ Robert's Rules of Order
  - Book of authority
  - Assures that all sides of an issue are treated fairly and that everyone has an opportunity to discuss and vote.



# Main Objectives

1. Focus on one item at a time
2. Extend courtesy to everyone
3. Observe the rule of the majority
4. Ensure the rights of the minority

# Requirements for a Meeting

- ★ Quorum- number of members required to conduct business.
- ★ Chairperson- can be the president or vice-president.
- ★ Secretary.



# Methods of Voting

## ★ Voice-

- aye (pronounced “I”) for yes or “no”

## ★ Rising-

- standing or showing hands

## ★ Secret Ballot

- written vote

## ★ Roll Call

- Secretary asks each member to state vote



# Types of Votes

## ★ Simple majority

- one vote more than 50% or  $\frac{1}{2}$  of the votes cast

## ★ Two-thirds majority

- $\frac{2}{3}$  of the members must be for the motion
- usually used when motion will limit rights of members





# Gavel

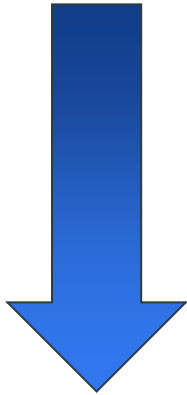
- Symbol of authority
- Meaning of the taps of gavel
  - 1 tap means to be seated, the meeting is adjourned or the result of a vote has been announced.
  - 2 taps means the meeting is called to order
  - 3 taps means that members should stand
  - Series of taps
    - “be quiet and orderly”

# Rank of Motions

- Most motions are made when the need arises.

Highest

Privileged



Incidental

Subsidiary

Lowest

Unclassified



# Rank of Motions

- Motions must be higher ranking or arise out of the motion that is on the floor to be made when an item of business is on the floor
- Example: Adjourn
  - Highest ranking of all motions
  - Can be made at any time



# Parliamentary Law Abilities

# Main Motion

- ★ Can only have one main motion on the floor at a time.
- ★ Presents an idea, opinion or action for consideration to the group of members.
  - Wording: “I move” NOT “I make a motion”



- Requires second
- Debatable
- Amendable
- Can be reconsidered
- Majority vote required
  - ▶ Simple Majority

# Amendments

- ★ Used to change the intent of the main motion.
- ★ Allows member to add, strike and/or substitute words to the original motion.
  - Wording: “I move to amend the motion”



- Requires second
- Debatable
- Amendable
- Can be reconsidered
- Majority vote required
  - ▶ Simple Majority

# Refer to Committee

- ★ Secures more detailed information to the motion by assigning a group of members to:
  - Investigate and report the facts
  - Investigate and make a formal recommendation
  - Investigate and act for the group

# Refer to Committee

★ Motion to refer to a committee must include:

- Number on the committee
- Powers to act
- When to report back

■ Wording: “I move to refer this motion to a committee to report at our next meeting.”



- Requires second
- Debatable
- Amendable
- Can be reconsidered
- Majority vote required
  - ▶ Simple Majority

# Point of Order

- ★ Avoids breaking parliamentary procedure rules.
- ★ Can be called anytime during a business meeting.
  - Wording: “I rise to a point of order”



- Does not require a second
- Is not Debatable
- Is not Amendable
- Cannot be reconsidered
- No vote required
  - ▶ Chair rules point

# Division of Assembly

- ★ Requires a re-vote on an inconclusive vote (and in some cases hand vote) until the chairperson has stated the question on another motion.
  - Wording: “I call for a division of the house”



- Does not require a second
- Is not Debatable
- Is not Amendable
- Cannot be reconsidered
- Revote required
  - ▶ Other than voice vote



# Previous Question

- ★ Member calls for previous question when motion on the floor has been discussed and no new ideas are being presented.
- ★ Requires a  $\frac{2}{3}$  majority vote
  - Wording: “I move to the previous question”



- Requires a second
- Is not Debatable
- Is not Amendable
- Can be reconsidered
- Revote required
  - ▶  $\frac{2}{3}$  Majority

# Lay on the Table

- ★ Enables the group to delay a motion to allow members to attend to more urgent business, allow members additional time to consider the motion, etc.
- ★ Motion must be brought from the table at the next meeting to be discussed.
  - Wording: “I move to lay this motion on the table.”



- Requires a second
- Is not Debatable
- Is not Amendable
- Can be reconsidered (negative only)
- Vote required
  - ▶ Simple Majority

# Suspend the Rules

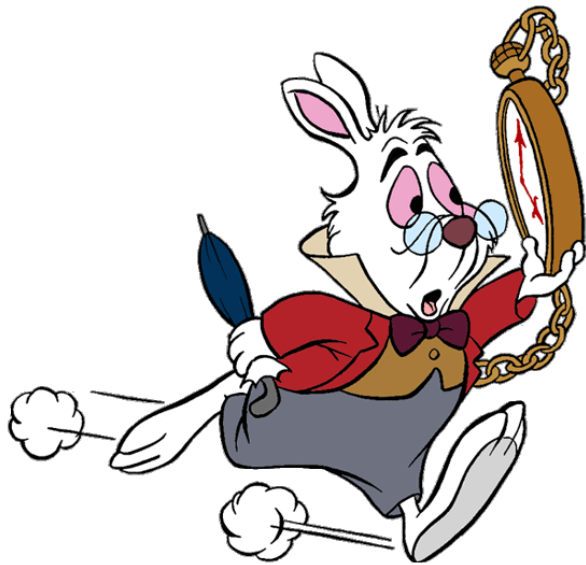
- ★ Allows members to do something it needs to do that it cannot do without suspending the rules.
- ★ Requires a  $\frac{2}{3}$  majority vote.
  - Wording: “I move to suspend the rules that state that \_\_\_\_\_”



- Requires second
- Cannot be Debated
- Cannot be Amended
- Cannot be reconsidered
- Majority vote required
  - ▶ 2/3 Majority

# Extend or Limit Debate

- ★ Allows member to limit or extend debate to a specified time frame.
  - Wording: “I move extend/limit debate on this motion”



- Requires second
- Cannot be Debated
- Can be Amended
- Can be reconsidered
- Majority vote required
  - ▶ 2/3 Majority

# Adjourn

- ★ Used to end a meeting
- ★ Highest ranking motion
  - Wording: “I move to adjourn”



*“All those in favor of saying ‘It’s a wrap’ instead of ‘Meeting adjourned’ say ‘Aye.’”*

- Requires second
- Cannot be Debated
- Cannot be Amended
- Cannot be reconsidered
- Majority vote required
  - ▶ Simple Majority

# Additional Motions

## ★ Recess

- Take a break

## ★ Question of Privilege

- Matters of comfort

## ★ Suspend the rules

- To go against organizational rules

# Additional Motions

## ★ Withdraw a motion

- Removes an undesirable or unneeded motion

## ★ Take from the table

- Bring an item from the table

## ★ Rescind

- Undo something that has been voted on prior to actions taking place