



Follow the agenda to keep the group moving toward its goals.



Let the group do its own work; don't over-command.



Control the flow of the meeting by recognizing members who ask to speak.



Let all members speak once before allowing anyone to speak a second time.



When discussions get off track, gently guide the group back to the agenda.



Model courtesy and respect, and insist that others do the same.



Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.



Give each speaker your undivided attention.



Keep an emotional pulse on the discussions.



Allow a consensus to have the final authority of the group.



Focus On Leadership

Parliamentary Procedure

It is called Cooperative Living

You Enjoy Living, and Your Home Cooperatives

Leadership Series Handbook

Preface

This publication is designed to help experienced and inexperienced leaders and members conduct meetings of high quality and efficiency and give them guidance in organizational structure and functions. Knowledge of parliamentary rules is helpful to participants on every level: members need to be aware of methods of good procedure and leaders need to be knowledgeable in the use of proper techniques.

Good parliamentary procedure ensures justice to everyone, pre-scribes order, reflects kindness and generosity, provides constructive use of limited time and gives one a sense of self-confidence.

The text of this Handbook of Parliamentary Procedure is in harmony with the best authorities and resources available. (See table of references.) It is a streamlined guide adaptable to any size organization or assembly and provides simplified, up-to-date practice and procedure.

References

Robert's Rules of Order, Newly Revised, 11th Edition, Perseus Publishing, Cambridge, Massachusetts.

Publications of the National Association of Parliamentarians, 213 South Main Street, Independence, Missouri 64050-3850.

Suthers' The New Primer in Parliamentary Procedure 1977, Dartnell Corp., 4660 Ravenswood Ave., Chicago, Illinois.

Leonardy's Elementary Course in Parliamentary Procedure, Out of Print as of 3/7 /83.

Robert's Parliamentary Law, Scott, Foresman & Co., New York City, New York. 3

Parliamentary Motions - Quick Reference Thirteen Ranking Motions

	May it interrupt when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Privileged	Fix the Time to Which to Adjourn	No	Yes	No	Yes	Yes
	Adjourn	No	Yes	No	M	No
	Recess	No	Yes	No	M	No
	Raise a Question of Privilege	Yes	No	No	C	No
	Call for the Orders of the Day	Yes	No	No	C	No
	Lay on the Table	No	Yes	No	M	Neg Only
	Previous Question	No	Yes	No	2/3	Yes
Subsidiary	Limit or Extend Limits of Debate	No	Yes	No	2/3	Yes
	Postpone to a Certain Time (Definitely)	No	Yes	Yes	M	Yes
	Commit (Refer to a Committee)	No	Yes	Yes	M	Yes
	Amend	No	Yes	Yes*	M	Yes
	Postpone Indefinitely	No	Yes	Yes	M	Aff Only
	MAIN MOTION	No	Yes	Yes	M	Yes
		No	Yes	Yes	M	Yes

*Is debatable if applied to a debatable motion. M Majority C Chair handles
The privileged and subsidiary motions have precedence in the order listed, from highest to lowest, when a main motion is pending. Several of the privileged and subsidiary motions may also be made when no business is pending, in which case they are main motions. The unqualified motion to adjourn is generally privileged whether a main motion is pending. See RONR tinted pages.
- Based on Robert's Rules of Order Newly Revised, 11th edition

Parliamentary Procedure

	In order when another has the floor	Requires a second	Debatable	Vote required
PRIVILEGED MOTIONS (Can Quinton Really Afford a Ferrari? - ranking order)				
To fix the time to which to adjourn	No	Yes	No	Majority
To adjourn	No	Yes	No	Majority
To recess	No	Yes	No	Majority
To rise to a question of privilege	Yes	No	No	Chair rules
To call for the order of the day	Yes	No	No	None
SUBSIDIARY MOTIONS (Pearls Are Classy, Pretty Lady, Pretty Lady - ranking order)				
To lay on the table	No	Yes	No	Majority
To call for the previous question	No	Yes	No	Two-thirds
To limit or extend limit of debate	No	Yes	No	Two-thirds
To postpone to a definite time	No	Yes	Yes	Majority
To refer to a committee	No	Yes	Yes	Majority
To amend	No	Yes	Yes	Majority
To postpone indefinitely	No	Yes	Yes	Majority
INCIDENTAL MOTIONS (Non-ranking motions)				
To suspend the rules	No	Yes	No	Two-thirds
To withdraw a motion	Yes	No	No	Majority
To call for reading of papers	Yes	Yes	No	Majority
To object to consideration	Yes	No	No	Two-thirds (opposed)
To rise to a point of order	Yes	No	No	Chair rules
To rise to a parliamentary inquiry	Yes	No	No	Chair responds
To appeal from the decision of the Chair	Yes	Yes	No (if relates to priority business or decorum)	Majority (in negative)
To call for a division of the house	Yes	No	No	None
To call for a division of the question	No	Yes	No	Majority
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE HOUSE				
To reconsider (see definition, Most Used Motions)	No	Yes	Yes	Majority
To rescind	No	Yes	Yes	Majority (previous notice)
To take from table	No	Yes	No	Majority
MAIN MOTIONS	No	Yes	Yes	Majority

Parliamentary procedure is a set of rules for conducting business at meetings and public gatherings.

- Parliamentary procedure has a long history.
- it originated in the early English Parliaments.
- It came to America with the first European settlers.
- It became uniform in 1876, when Henry M. Robert published his manual on Parliamentary Law.

Today, Robert's Rules of Order Newly Revised is the basic hand-book of operation for clubs, associations and other organizations.

The Importance of Parliamentary Procedure

Parliamentary procedure allows everyone to be heard and allows decisions to be made without confusion.

Parliamentary Procedure offers:

- Democratic rule
- Flexibility
- Protection of rights a fair hearing for everyone.

Parliamentary procedure:

- Adapts to fit the needs of any organization.
- Everyone needs to know the basic rules!

Parliamentary Procedure - Basic Rules

- Make motions that are in order.
- Obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.
- Be courteous.

Sample Agenda

A fixed agenda or order of business is generally followed.

Example:

1. Call to Order

If a quorum* is present, the chair (the person conducting the meeting) starts the meeting: "The meeting will come to order."

2. Minutes

The secretary reads a record of the last meeting. (Motion to accept the minutes, with or without modifications, with a second is then in order.)

3. Officers' Reports

This is often limited to a report from the treasurer, but other officers may also report at this time.

4. Committee Reports

First come reports from standing (permanent) committees, then from special (temporary) committees.

5. Special Orders

This is important business previously designated for consideration at this meeting.

6. Unfinished Business

This is business left over from previous meetings.

7. New Business

New topics are introduced.

8. Announcements

Information for the assembly (the people at the meeting) of other subjects and events.

9. Adjournment

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

*Quorum: the number of members that must be present for business to be conducted legally. The actual number is usually stated in the organization's bylaws. Absent bylaws, a percentage of the membership or the number of members that can reasonably be depended on to be in attendance at a meeting.

How To Present A Motion

Obtain the Floor

- Wait until the last speaker is finished
- Rise and address the chair. Example, Mr. (or Madam Chairperson (or President)
- Give your name. The chair will recognize you by repeating it.

Make Motion

- Speak clearly and concisely.
- State your motion affirmatively. Example: I move that we do .. . (not do not)

Wait For a Second

- Another member will say, I second the motion. Or, the chair will call for a second.
- If there is no second, your motion will not be considered.
- Motions made at the direction of a board or committee (of more than one person) do not require a second.

The Chair States the Motion

- The chair must say, It is moved and seconded that we ...
- After this happens, debate or voting can occur. The motion is now "assembly property," and you can't change it without consent of the members.

Expand Your Motion

- As the person who made the motion, you are allowed to speak first. Direct all comments to the chair.
- Keep to the time limit for speaking (the chair should announce a time limit prior to discussions.)
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

The Chair Puts the Question

- The chair asks, Are you ready for the question? If there is no more discussion, or if a motion to stop debate is adopted, a vote is taken .
- The chair announces the results.

Motion Considerations

Is the Motion in Order (and Proper)?

The motion must relate to the business at hand and be pre-sented at the right time. It must not be obstructive, frivolous or against the bylaws.

May I Interrupt the Speaker?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Do I need a Second?

Almost all motions require a second. A second indicates that another member would like to consider your motion. It pre-vents spending time on a question that interests only one person.

Is It Debatable?

Parliamentary procedure guards the right to free and full de-bate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

Can It Be Amended?

Motions can be changed by striking out or inserting word-ing, or both. Amendments must relate to the subject as presented in the main motion.

What Vote Is Needed?

Most motions require only a majority vote (more than half the members present and voting). But, motions con-cerning the rights of the assembly or its members need a q vote to be adopted.

Can It Be Reconsidered?

Motions can be debated again and revoted to give mem-bers a chance to change their minds. The motion to re-consider must come from the winning side.

How Members Get Their Say

Members make motions. A motion is a proposal that the assem-bly take a stand or take action on some issue. Members may:

Present motions

(Make a proposal) "I move that ... "

Second Motions

(express support for discussion or another member's motion) "Second."

Debate Motions (Discussions)

(Give opinions on the motion) "I think ... "

Vote on Motions

(make a decision) "All those in favor ... "

The Six Basic Motions

1. Main Motions

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privi-leged, subsidiary and incidental motions. For example: I move that we purchase ...

2. Subsidiary Motions

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example: I move to amend the motion by striking out ...

3. Privileged Motions

These concern special or important matters not related to pend-ing business. In general, they are considered before other types of mo-tions. For example: I move we adjourn.

4. Incidental Motions

These are questions of procedure that arise out of other mo-tions. They must be considered before the other motion. For example: I move to suspend the rules for the purpose of ...

5. Motions To Reconsider

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example: I move to reconsider ...

6. Motion to Table ... Postpone

Kills a motion Delays a vote

REQUESTING POINTS

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order:

Draws attention to a breach of rules, improper procedure, breach-ing of established practices, etc.

Point of Information:

A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry:

A member may use Point of Inquiry to ask for clarification in a re-port to make better voting decisions.

Point of Personal Privilege:

A member may use Point of Personal Privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

* A member may make a Motion to Reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A Motion to Reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.