

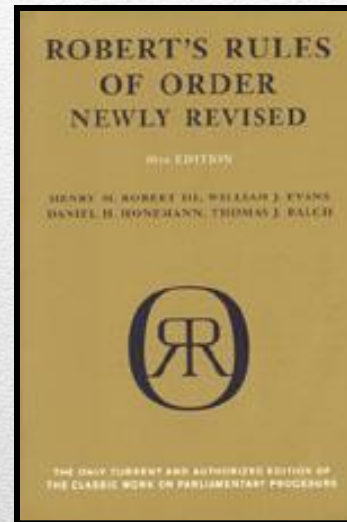
- Use Robert's Rules of Order to conduct an orderly transaction of business.

# **Objective 1.03**

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Parliamentary procedure is a systematic way of organizing meetings

Parliamentary procedure is governed by Robert's Rules of Order



# What is Parliamentary Procedure?

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- Robert's Rules of Order
  - Rules for conducting a meeting
  - Assures that all sides are treated fairly and that everyone has the opportunity to discuss and vote

# Parliamentary Law

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- Main Objective:
  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

# Parliamentary Law

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- Voice
  - Aye (pronounced “I”) or “No”
- Rising
  - Standing or show of hands
- Secret Ballot
  - Often used for elections or nominations
- Roll Call
  - Each member is asked to state vote

# Methods of Voting

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- Single 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 the rights of the members are limited

# Voting

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- Quorum
  - number of members required to conduct business

# Voting

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- Symbol of authority
- Meaning of the taps
  - 1 tap means to be seated
  - 2 taps means the meeting is called to order
  - 3 taps means that members should stand
  - Series of taps
    - “be quiet and orderly”

# Gavel

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- Most motions are made when the floor is open.
- Motions must be higher ranking or arise out of the motion to be made when a motion is on the floor.
  - Adjourn is the highest ranking motion
    - Can be made at any time

# Rank of Motions

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# Motions

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- Used to get group approval for a new project or some other course of action
- Wording: “I move” NOT “I make a motion”

# Main Motion

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

# Main Motion

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- Used to change a main motion
- 3 ways to amend: addition, substitution, striking out
- Wording: “I move to amend the motion”

# Amendments

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

# Amendments

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- Used to end a meeting
- Wording: “I move to adjourn”

**Highest Ranking Motion**

**Adjourn**

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- Cannot be debated
- Cannot be amended
- Cannot be reconsidered
- Requires second
- Majority vote required

# Adjourn

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- Changes a decision made by the chair
- Wording: “I appeal the decision of the chair”
- **Interruptible**
  - You may interrupt another person who is currently assigned the floor

# Appeal

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- Requires a second
- Debatable
- Can be reconsidered
- Not amendable
- Majority vote required

# Appeal

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- Used when one believes a parliamentary error has been made
- Wording: “I rise to a point of order”
- **Interruptible**

# Point of Order

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# Point of order

- Not debatable
  - Not Amendable
  - Does not require second
  - Cannot be reconsidered
  - No vote required
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- Calls for a counted vote
- Wording: “I call for a division of the house.”
- **Interruptible**

# **Division of the House**

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- Not debatable
- Not Amendable
- Does **not** require second
- Cannot be reconsidered
- No vote required

# Division of the House

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- To postpone a motion to the next meeting
- Motion must be taken from the table at the next meeting to be discussed
- Wording: “I move to lay this motion on the table”

# **Lay on the table**

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# Lay on the table

- Requires second
  - Not debatable
  - Not amendable
  - Cannot be reconsidered
  - Majority vote
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- Used to stop debate and vote
- Wording: “I move to previous question”

# Previous question

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- Second required
- Not debatable
- Not amendable
- Can be reconsidered before vote
- $2/3$  vote required

# Previous question

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- Used to gain more information on a motion before voting
- Wording: “I move to refer this motion to a committee to report at our next meeting.”

# **Refer to committee**

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# Refer to committee



- Second required
  - Debatable
  - Amendable
  - Can be reconsidered
  - Majority vote
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