

Principles of Parliamentary Procedure

Parliamentary rules have a purpose!

They are based on a regard for the rights of

- The majority
- The minority (especially one greater than 1/3)
- Individual members
- Absentees
- All of these together

© ASK Resource Center, Inc., 2018

Principles of Parliamentary Procedure

Organizations are governed by several sets of rules!

- Federal, state and local law
- The organizations charter (if there is one)
- The constitution and/or bylaws
- Rules of order
- Standing rules
- Custom

© ASK Resource Center, Inc., 2018

Principles of Parliamentary Procedure

Bylaws govern how the organization works!

1. Include rules so important that they cannot be changed without previous notice and a 2/3 vote
2. Place limitations on what the assembly and other parts of the organization can do
3. Usually, cannot be suspended

Rules of Order govern how the meeting works!

© ASK Resource Center, Inc., 2018

Basic Steps for a Meeting

Quorum of Members

Definition- the minimum number of members required to be present for business to be transacted

Protects against unrepresentative action by a very small number of persons

Should be specified in the bylaws

Should be the largest number that can be expected to attend under normal circumstances

Should be a specific number, not a percentage

© ASK Resource Center, Inc., 2018

Basic Steps for a Meeting

What if there isn't a quorum?

You can still start the meeting, but you are limited to these actions:

- Call the meeting to order
- Take steps to obtain a quorum
- Set the time for a continuation of the meeting
- If it is an emergency-take action and have it ratified at a later meeting

© ASK Resource Center, Inc., 2018

Basic Steps for a Meeting

Minimum Number of Officers

Two Officers Are Needed to Hold a Valid Meeting

1. Presiding Officer
 - Conducts the meeting
 - Sees to it that the rules are observed
2. Secretary
 - Keeps a record of what was **done**
 - Record is usually called "the minutes"

© ASK Resource Center, Inc., 2018

Basic Steps for a Meeting

Patterns of Formality

Members Address the Chair

Mr. President or Madam President

Mr. Chairman or Madam Chair

Mr. Chairperson or Madam Chairperson

Members Address **Each Other** Through the Chair

Members Do Not Speak Until They Are "Recognized"

One Member Speaks at a Time

The Chair Refers to Him or Her Self in the Third Person

© ASK Resource Center, Inc., 2018

Basic Steps for a Meeting

Call to Order

The Presiding Officer Calls the Meeting to Order When:

1. The Appointed Time for the Meeting Has Arrived...
2. AND s/he has Determined that a Quorum is Present

Tips

1. Don't Start the Meeting Early
2. Say "The Meeting Will (Please) Come to Order"

© ASK Resource Center, Inc., 2018

Basic Steps for a Meeting

Order of Business

If your organization has adopted Roberts Rules of Order, this is your order of business unless you adopt another one:

1. Reading and approval of minutes
2. Reports of officers, boards and standing committees
3. Reports of special committees
4. Special orders
5. Unfinished business and general orders
6. New business

© ASK Resource Center, Inc., 2018

Handling a Motion

Assigning the floor in debate

1. The member who made the motion may speak first if s/he wants to.
2. A member may speak a second time after others have had the chance to speak their first time.
3. Try to alternate between those in favor and those opposed.

© ASK Resource Center, Inc., 2018

Handling a Motion

Other Rules for Debate

1. The chair does not participate in debate-remain impartial
2. Unless you have a different rule, speakers are limited to two speeches (not bad) and ten minutes per speech (get a different rule)
3. A member needs to stick to the merits of the motion
 "The member will please confine their remarks to the merits of the motion"

© ASK Resource Center, Inc., 2018

Handling a Motion

Vote Requirements

In most cases, a **majority vote** is needed to adopt a motion.
Majority means "more than half".

In some cases, a **2/3 vote** is needed to adopt a motion.
Needed to close debate, adopt rules, modify existing rules, etc.

© ASK Resource Center, Inc., 2018

Classes of Motions

Classes of Motions

- Main Motions*-You may consider one Main Motion at a time!
- Subsidiary Motions*-Help the group manage the Main Motion
- Privileged Motions*-Meet the needs of the group during consideration of the Main Motion
- Incidental Motions*-Help the group manage it's business
- Bring Back Motions*- Help the group revisit something it has seen before

© ASK Resource Center, Inc., 2018

Classes of Motions

More About Motions

- Some motions need a second, and some don't.
- Some motions are debatable, and some aren't.
- Some motions are amendable, and some aren't.
- Some motions need a majority vote, and some a 2/3 vote.
- Some don't need a vote; admissibility ruled by the chair.
- Some motions are urgent enough to interrupt a speaker.
- Some motions can be reconsidered, and some can't.

See the Helpful Handout!!!

© ASK Resource Center, Inc., 2018

Classes of Motions

Main Motion

Brings business before the group
In order only when no other motion is before the group

Original Main Motions

Bring a substantively new matter before the group

Incidental Main Motions

Deal with a subject already entered into-*adopt, ratify*
 OR
 Deal with procedure-*adjourn, recess, limit debate* etc.

© ASK Resource Center, Inc., 2018

Classes of Motions

Subsidiary Motions

Help the Group Manage the Motion
(ranked from highest to lowest)

- Lay on the Table (set aside to get to something else)
- Previous Question
- Limit or Extend Limits of Debate
- Postpone to a Certain Time
- Commit or Refer
- Amend
- Postpone Indefinitely (Kill)

© ASK Resource Center, Inc., 2018

Classes of Motions

Privileged Motions

Help the group manage its needs while a Main Motion is pending. Have rank over Subsidiary Motions. Ranked from highest to lowest.

- Fix the Time to Which to Adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for the Orders of the Day

© ASK Resource Center, Inc., 2018

Classes of Motions

Incidental Motions

Admissibility depends on the circumstances

- Point of Order
- Appeal
- Suspend the Rules
- Object to Consideration of a Question
- Division of a Question
- Consideration by Paragraph
- Division of the Assembly
- Open or Close Polls/Other Motions about Voting
- Open or Close Nominations
- Request to be Excused from a Duty

© ASK Resource Center, Inc., 2018

Classes of Motions

Incidental Motions *(continued)*

Requests and Inquiries

- Parliamentary Inquiry
- Request for Information
- Request to Withdraw or Modify a Motion
- Request to Read Papers
- Request for Any Other Privilege

© ASK Resource Center, Inc., 2018

Classes of Motions

Bring Back Motions *Help the group revisit something it has seen before:*

- Take from the Table
- Rescind or Amend Something Previously Adopted
- Discharge a Committee
- Reconsider

© ASK Resource Center, Inc., 2018

Other Things to Know

1. You can proceed informally if your group is small.
2. You can use Unanimous Consent or Common Consent when you have general agreement on things like an agenda, minutes, an amendment, or adjournment. "If there is no objection, we will..."
3. The purpose of the rules is to determine the will of the group.

© ASK Resource Center, Inc., 2018

CHART OF RANKING MOTIONS

Name of Motion in Order of Rank	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
<i>Privileged</i>							
Fix the time to which to adjourn	22	NO	YES	NO*	YES	M	YES
Adjourn	21	NO	YES	NO*	NO*	M	NO
Take a recess	20	NO	YES	NO	YES	M	NO
Raise a question of privilege	19	YES	NO	NO	NO	CHAIR*	NO
Call for the orders of the day	18	YES	NO	NO	NO	NO*	NO
<i>Subsidiary</i>							
Lay on the table	17	NO	YES	NO	NO	M	YES(-)
Previous question	16	NO	YES	NO	NO*	2/3	YES*
Limit or extend limits of debate	15	NO	YES	NO	YES	2/3	YES
Postpone to a certain time	14	NO	YES	YES	YES	M*	YES
Commit or refer	13	NO	YES	YES	YES	M	YES*
Amend	12	NO	YES	YES*	YES*(x1)	M	YES
Postpone indefinitely	11	NO	YES	YES	NO	M	YES(+)
<i>Main motion</i>							
Main motion	10	NO	YES	YES	YES	M	YES

CHART OF NONRANKING MOTIONS

Name of Motion	Section	Interrupt?	Second?	Debatable?	Amendable?	Vote	Reconsider?
<i>Incidental</i>							
Appeal	24	YES	YES	YES	NO	M	YES
Consider by paragraph/seriatim	28	NO	YES	NO	YES	M	NO
Division of the Assembly	29	YES	NO	NO	NO	DEMAND	NO
Division of a question	27	NO	YES	NO	YES	M	NO
Nominations and polls (reopen)	31	NO	YES	NO	YES	M	YES (-)
Nominations and polls (close)	31	NO	YES	NO	YES	2/3	NO
Objection to consideration of a question	26	YES	NO	NO	NO	2/3	YES (-)
Parliamentary inquiry	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of information	33	YES	NO	NO	NO	NO-CHAIR	NO
Point of order	10	YES	NO	NO*	NO	NO-CHAIR	NO
Ratify/confirm	10	NO	YES	YES	YES	M	YES
Requests to withdraw a motion, read a paper, etc.	33	YES	NO*	NO	NO	M*	YES*
Suspend the rules	25	NO	YES	NO	NO	2/3*	NO
Voting	30	NO	YES	NO*	YES	M*	YES
<i>Bring Back Motions</i>							
Discharge a committee	36	NO	YES	YES	YES	2/3*	YES(-)
Reconsider	37	YES*	YES	YES	NO	M	NO
Rescind or amend something previously adopted	35	NO	YES	YES	YES	2/3*	YES(-)
Take from the table	34	NO	YES	NO	NO	M	NO