

## Basic Parliamentary Procedure



Parliamentary Procedure is used to keep the meeting orderly and efficient. It protects the rights of the minority, while allowing the majority to rule.

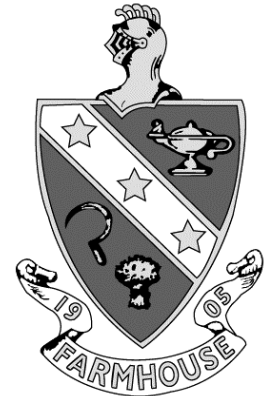
1. Ideas and activities are presented in the form of a Yes/No question to be voted upon. (Forces a decision.)
2. Everyone can discuss, or talk, once until all have discussed. (No second helpings to talking before others have had first helpings.) Members must be recognized by the President before they can speak.
3. Majority = 1 more than ½. (Majority of 10 = 6, of 15 = 8.)
4. Only 1 main motion or idea can be presented at a time. (This avoids confusion.)
5. Form to move motions: "I move to..." or "I move that..."
6. You use the gavel to keep the meeting room in order. Tapping it several times will get people's attention.
7. Official guide is *Robert's Rules of Order*, by Major Henry M. Robert.

Motion	What it does	How to Present the Motion	Amendable (can you change it?)	Debatable (can you talk about it?)	Vote (what kind of vote is required?)
Main Motion	The main idea or activity for the group to vote on.	I move to ...	Yes	Yes	Majority
Amendment	Change parts of motions. You can strike words, add words, or strike & add words.	I move to amend the main motion by striking ... and adding ...	Yes	Yes	Majority
Refer to a Committee	Gives the motion to a committee to research and discuss.	I move to refer the main motion to a committee of 3.	Yes	Yes	Majority
Postpone to the next meeting	Moves discussion and voting on the motion to the next meeting.	I move to postpone the main motion until the next meeting.	Yes	Yes	Majority
Table	Sets the motion aside while more pressing business is attended to.	I move to lay the main motion on the table.	No	No	Majority
Call the Question	Indicates that a member is ready to vote on the motion or on <i>all pending</i> motions (all motions on the floor).	I call the question. I call the question on all pending motions.	No	No	2/3
Division of the House	Calls for a counting revote of the main motion.	Division	No	No	Counting revote
Question of personal privilege	Asks for a special favor for an individual, like going to the bathroom or opening a window.	I rise to a question of personal privilege.	No	No	No vote
Take a recess	Provides for a break in the meeting to get up and stretch or use the facilities.	I move to take a recess.	Yes	No	Majority
Adjourn	Ends the meeting.	I move to adjourn.	No	No	Majority

\*You must present the motions in order from top to bottom. You may skip a motion, but you can't move motions down and then up. You vote in reverse order; or from bottom to top.

### Order of Business:

1. Opening Ceremonies / Roll Call.
2. Minutes of the Previous Meeting. (A record of what happened at the last meeting.)
3. Officer Reports. (Generally just the Treasurer's Report of finances.)
4. Unfinished Business.
5. Committee Reports.
6. New Business. (New ideas or activities for the group to consider.)
7. Recreation and Refreshments.



### Simple Main Motion

Member: "I move that we ....."

Chairman: "It has been moved that we ....., is there a second"

Another member: "I second the motion"

Chairman: "It has been moved and seconded that we ....., is there any discussion?"

*Discussion proceeds. Members must be recognized by chairman before speaking. Once discussion stops, the chairman calls for a vote.*

Chairman: "We will now proceed to vote, all in favor of ....., please say aye. All opposed say nay"

Chairman: "The motion passes/fails, we will ....."