PARLIAMENTARY PROCEDURE

- RULES FOR CONDUCTING A MEETING
- ORIGINATED IN ENGLISH PARLIAMENT
- DEFINED IN ROBERT’S RULES OF ORDER
Why Parliamentary Procedure?

- To provide order in the meeting place.
- To uphold the rule of the MAJORITY.
- To protect the rights of the MINORITY.
WHERE WOULD YOU EXPECT TO SEE PARLIAMENTARY PROCEDURE PERFORMED?
1. The Chairperson **PRESIDES** over the meeting.

2. **MUST** know proper parli pro pro.

3. Know the use of the gavel.

4. Votes in the case of a tie.

5. Be professional.
   - Speak loud and clear
   - Stand up straight
   - Honor members’ rights
USE OF THE GAVEL

“THE SYMBOL OF AUTHORITY”

▪ 1 Tap  - sit down
  - after a vote
  - for adjournment
▪ 2 Taps  - come to order
▪ 3 Taps  - stand in unison
VOTING

- VOICE - if sure of outcome
- HAND - when a specific count is necessary
- SECRET BALLOT - when politics are involved
HOW IS BUSINESS PUT ON THE FLOOR?

MAIN MOTION
MAIN MOTION
USED TO PUT BUSINESS ON THE FLOOR
I MOVE THAT...
MAIN MOTION

SHOULD INCLUDE

▪ WHAT?
▪ WHEN?
▪ TIME?
▪ WHO?
▪ WHERE?
▪ ANY OTHER PERTINENT INFO?
MAIN MOTION

- Requires a second
- Is debatable
- Is Amendable
- simple majority to pass
DISCUSSION

- Limited to motion under consideration
- Brings out facts about topic
- Person who makes motion has first and last discussion if they desire
Fellow members, I encourage you to vote in favor or (or against) this motion for the following reasons. First ...
SUBSIDIARY MOTIONS

In order of preference

1. To Lay on the Table
LAY ON THE TABLE

▪ Requires a second
▪ No discussion
▪ Majority vote to pass
Lay on Table

Second

Vote

P = new business

F = continue discussion
SUBSIDIARY MOTIONS

In order of preference

1. Lay on the Table
2. Call for the Previous Question
CALL FOR PREVIOUS QUESTION

Used to stop discussion and immediately vote on the motion(s) on the floor.
CALL FOR PREVIOUS QUESTION

▪ REQUIRES A SECOND

▪ NO DISCUSSION

▪ 2/3 MAJORITY FOR PASSAGE
SUBSIDIARY MOTIONS

In order of preference

1. Lay on the Table
2. Call for the Previous Question
3. Postpone Definitely (certain time)
POSTPONE DEFINITELY

Postpones business until a specific date.
POSTPONE DEFINITELY

- Must give specific time in motion
- Requires a second
- Debatable
- Amendable
- Simple majority to pass
- If passed, on to new business
Postpone Def. → Second → Discussion → Vote

- P = New Bus
- F = Disc
SUBSIDIARY MOTIONS

In order of preference

1. Lay on the Table
2. Call for the Previous Question
3. Postpone Definitely (certain time)
4. To commit or refer
REFER TO A COMMITTEE

Send main motion to a few people to discuss and iron out details.
REFER TO A COMMITTEE

- State number of committee members (Odd number)
- Requires a second
- Debatable
- Amendable
- Simple majority to pass
- If passed, move to new business
Refer to Comm

Second

Discussion

Vote

P = new bus

F = disc.
SUBSIDIARY MOTIONS

In order of preference

1. Lay on the Table
2. Call for the Previous Question
3. Postpone Definitely (certain time)
4. Commit or refer
5. Amend
AMENDMENTS

- USED TO:
  - ADD TO MOTION
  - DELETE WORDS
  - CHANGE WORDS
AMENDMENTS

- Require a second
- Debatable
- Amendable (once)
- Simple majority to pass
- If passed, go back to previous motion with amendment
Amendent

Second

Discussion

Vote

P = disc with change

F = disc as is
SUBSIDIARY MOTIONS

In order of preference

1. Lay on the Table
2. Call for the Previous Question
3. Postpone Definitely (certain time)
4. Commit or refer
5. Amend
6. Postpone Indefinitely
POSTPONE INDEFINITELY

- Requires a second
- Debatable
- NOT Amendable
- Simple majority to pass
- If passed, move to new business
Postpone Ind.

Second

Discussion

Vote

P = new bus

F = disc.
OTHER MOTIONS

- POINT OF ORDER
POINT OF ORDER

- Used to correct an error in parliamentary procedure
- Do not need to be recognized
POINT OF ORDER

- Used to correct an error in parliamentary procedure
- Do not need to be recognized
- No second
- No discussion
- No vote
Point of Order

Chair rules

Correct

Appeal
OTHER MOTIONS

- POINT OF ORDER
- APPEAL DECISION OF THE CHAIR
APPEAL DECISION OF CHAIR

- Used if you disagree on the ruling of parliamentary procedure by the chair
  - requires a second
  - no discussion
  - majority vote
Appeal

Second

Vote

P = correct

F = disc.
OTHER MOTIONS

- Point of Order
- Appeal Decision of the Chair
- Division of the House
DIVISION OF THE HOUSE

- Used when one disagrees with announcement of a voice vote
- No second or debate
- If passed, revote by hand or standing
ADJOURNMENT

- Used to close the meeting
- Can be done at any time
- Requires a second
- Majority vote to pass
MEETING
ADJOURNED