PARLIAMENTARY PROCEDURE

"Order is the first law of nature"

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Use of parliamentary procedure ensures:
- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- Ability for each member to provide input

Terminology

- **Bylaws** – The basic rules by which the organization is governed. In matters not covered in the bylaws, *Robert's Rules of Order, Newly Revised* in the accepted authority to which we refer.
- **Chair** – The presiding officer.
- **Motion** – A formal proposal made to bring a subject before an assembly for its consideration and action.
- **Majority vote** – More than one-half (1/2) of votes cast.
- **Quorum** – The number of members required to be present at a meeting, as set forth in the bylaws, in order that business may be transacted.

Eight Steps to a Motion

1. Member rises and addresses the president.   *"Madam\Mr. President"*
2. The president recognizes the member.   *"Mr.\Mrs.\Ms. _____"*
3. Member makes a motion.   *"I move that _____."*
4. Motion is seconded by another member.   *"Is there a second?"*
5. The president restates the motion.   *"The motion is that _____."*
6. Members discuss or debate.   *"Is there discussion?"*
7. The president puts the motion before assembly vote *"All in favor say 'aye." "Those opposed say 'no."*
8. The president announces the result.   *"The 'ayes" have it and the motio is carried." or "the "noes" have it and the motion has failed."*

Amendments

Before vote is taken on a motion, it may be amended by
- Inserting or adding words.
- Striking out words.
- Striking out words and inserting others.
- Substituting one paragraph or resolution for another.

Only two amendments may be on the floor at one time. The vote is taken on the last amendment first and finally on the entire motion.

Conducting an effective meeting

- Start and finish on time
- Follow prepared agenda
- Listen attentively
- Accept disagreement (not argument) as a natural part of some discussions
- Summarize discussion to help focus the topic
- Encourage all members of the group to participate
- Establish an atmosphere of cooperation, purpose and trust
- Move the group towards a decision
- Focus on solutions, not problems
- Make sure assignments, responsibilities and agreements are clear
- Announce time, date and location of next meeting
- Ask for agenda items for the next meeting