



PARLIAMENTARY PROCEDURE

(Now, aren't you excited?)

Presented by Sue Hull



Today's Agenda

- Parliamentary Basics
- “At the Beach”
- Common Mistakes
- “Minute to Win It”



!?!

BUT WHY?



Who Needs It?

Parliamentary Procedure is
designed to facilitate business,
not complicate it.

Remember...

- ➔ It's logical & should make sense.
- ➔ It doesn't have the force of law.
- ➔ If you have questions, get help.

How It All Began



- Originally the name for the rules governing the English Parliament.
- Informally used in early American societies.
- In 1876, Henry M. Robert compiled basic rules in a “pocket manual.”



Henry M. Robert



Main Motions

A Main Motion
brings business before the group

The proper way to make a motion is to say,

“I move...”

I



Move





Steps for Handling a Motion

- A member makes the motion
- Another seconds it
- The chair restates the motion
- The board debates it
- A vote is taken

Possible Action on a Main Motion



- Amend (only 2 at a time)
- Refer to Committee
- Lay on the Table (temporary)
- Take from the Table
- Postpone
- Reconsider
- Rescind

***Don't
Be Afraid
to Ask
for Help***



Special Motions

Remember:

- Close Debate (or “Call for the Question”)
- Point of Order or Information
- Suspend the Rules
- Appeal a Decision
- Recess or Adjourn



***It's
a Tool,
Not a
Weapon***



The Role of the Chair

- Maintains efficient flow of business
- Determines who has the right to speak
- Impartially permits “pro” and “con” during debate
- Explains and clarifies issues without bias
- Insists on decorum and order during the meeting
- Keeps discussion germane & discourages repetition
- Counts the vote accurately & states the outcome



To Move Along...

If it seems the group is in agreement or if the issue is minor, the chair may use unanimous consent to dispense with a formal vote, saying:

“If there is no objection...”

If you object...

→ just say, “I object”

→ the process goes back to normal



Common Mistakes



- “So Moved”

- Is an incorrect motion
- The maker should state to avoid confusion

- Friendly Amendment

- Technically, no such thing
- Chair could use “If there’s no objection...”





Common Mistakes

- **Call for the Question**
 - Does not automatically end debate
 - Requires a 2/3 vote or unanimous consent
- **Withdrawing a Motion**
 - Once consideration has begun, the motion belongs to the group, not the maker
 - Maker may ask permission to withdraw



Common Mistakes

■ Table or Postpone?

- Table is for temporary delay (same meeting)
 - If the tabled item is not brought back before the close of the following meeting, technically it dies.
- Postpone is for delaying to a future meeting

■ Reconsider or Rescind?

- Reconsider on the same day
- Rescind anytime if no action has taken place



Small Boards

Boards of less than 12 members may operate with less formality regarding some of Roberts Rules.

For example...

- ➔ The chair may join the discussion
- ➔ The chair votes
- ➔ Members may speak more than twice



Nominations

- The chair announces, “Nominations for _____ are now open.”
- Members nominate by saying, “I nominate _____”
- No second is required
- When it appears there are no more, the chair states, “If there are no further nominations, nominations shall be closed.”
- A vote is taken according to established procedures.



Common Courtesy

- Help each other
- Speak passionately; listen well
- Gather information
- Seek common ground
- Work as a group

***Keep
the Focus
on Kids***



Test Your Knowledge

Let's
Play
Cards





“Aren’t you glad we had this meeting to resolve our conflict?”



Where there is no law,
but every man does what is
right in his own eyes,
there is the least of
real liberty.

Henry M. Robert, 1876



To Learn More...

Independent Study Parliamentary Procedure Class

University of Wisconsin

<https://il.wisconsin.edu/parliamentary.aspx>

Or Contact

The National Association of Parliamentarians at

<http://parliamentarians.org/>