

# Parliamentary Procedures Summary

## Meeting Order – Standard Agenda

- |                                    |                  |
|------------------------------------|------------------|
| 1) Call to Order                   | 6) Old Business  |
| 2) Roll Call                       | 7) New Business  |
| 3) Reading and Approval of Minutes | 8) Announcements |
| 4) Reports (Officers & Committee)  | 9) Adjournment   |
| 5) Special Orders                  |                  |

### Members Can:

- **Present Motions** – make a motion
- **Second Motions** – Express support for discussion of another member's motions
- **Debate Motions** – give opinions on the motion
- **Vote on Motions** – make a decision

### Types of Motions:

- **Main** – Introduce subjects
- **Subsidiary** – change or affect how the main motion is handled
- **Privileged** – concern urgent not related to pending business
- **Incidental** – questions of procedure that arise due to other motions

## Steps in Making a Motion

Here are the steps in making a motion, according to Robert's Rules of Order for meetings:

1. **Obtain the floor**
  - Members must be recognized by the Chair. Once recognized, the member has the floor
2. **State the motion**
  - State the motion in a clear and concise manner.
  - The member will say, "I move that...", to introduce the motion
3. **Secure a second**
  - The motion often requires a second.
  - If there is none, the motion can be deemed as lost.
4. **Discuss or debate the motion**
  - Once the motion is presented, members are allowed to debate and address the chair.
5. **Call for a vote on the motion**
  - Voting method on any motion may depend on the organization's by-laws.
  - Among the commonly used methods to vote are: by voice, by roll call, by general consent, by division, and by ballot.
6. **Announcement of the vote result**
  - The result of the voting will be announced, whether the motion is adopted or defeated.
  - Considered to be the assembly's decision, further actions may be taken based on this.



## Key principles of Order for Meetings

The key principles of Robert's Rules of Order for meetings are as follows:

- All members have equal rights, privileges, and obligations.
- A quorum must be present for business to be conducted.
- During a debate, personal remarks are out of order.
- Only one question at a time may be considered, and only one person may have the floor at any one time.
- Members must be informed of the pending question and have it restarted before a vote is taken.
- Full and free discussion of every main motion is a basic right.
- A majority decides a question except when the basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of rights in any way.
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial.

## **Basic Principles of Parliamentary Procedure**

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
  - The majority has the right to decide.
  - The minority has rights which must be protected.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
7. No member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

### **Handling a motion.**

#### Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

#### Three steps in the consideration of a motion

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
  - A. The chair restates the question.
  - B. The chair takes the vote:
    - "All in favor of the motion, say aye."
    - "Those opposed, say no."
3. The chair announces the result of a vote. A complete announcement should include:
  - A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
  - B. Declaration that the motion is adopted or lost.
  - C. Statement indicating the effect of the vote or ordering its execution.
  - D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote

Source:

Dr. John A. Cagle, Parliamentarian of the Academic Senate and Professor of Communication at California State University, Fresno

<http://www.csufresno.edu/comm/cagle-p3.htm>