



Parliamentary
Procedure Basics
September 19, 2017

Our Session Today

- How to make meetings meaningful.
- Overview of Basic Parliamentary Procedure
- Tips for Future Meetings

THINK ABOUT

THE BEST

Meetings You Have Ever

Attended?

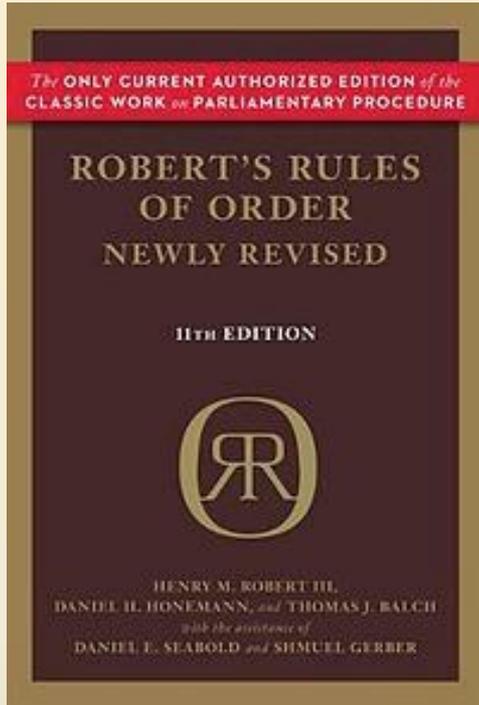


THINK ABOUT.....
THE WORST
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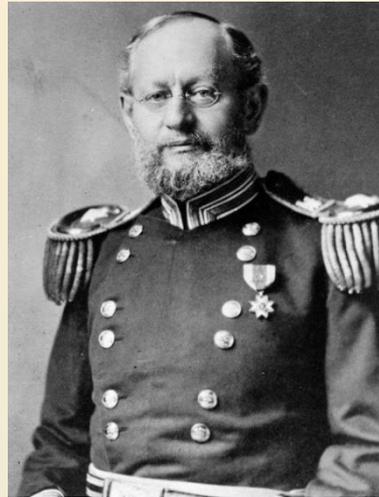


What is Parliamentary Procedure?

“A rule that defines how a particular situation is to be handled, or a particular outcome achieved, in a legislature or deliberative body.”

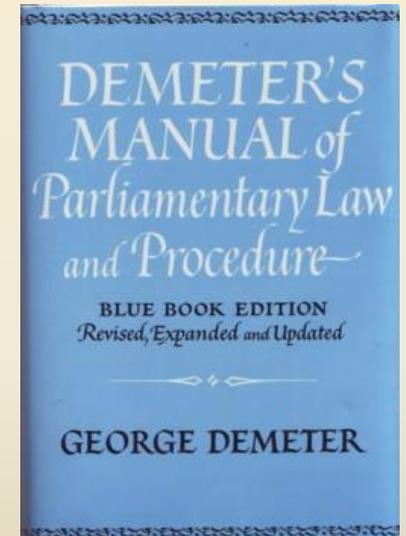
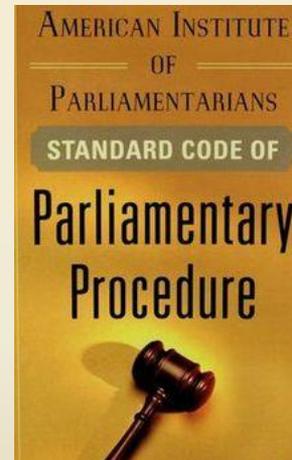


Most Common in the U.S.



This is General Henry Robert.

Other Reference Manuals

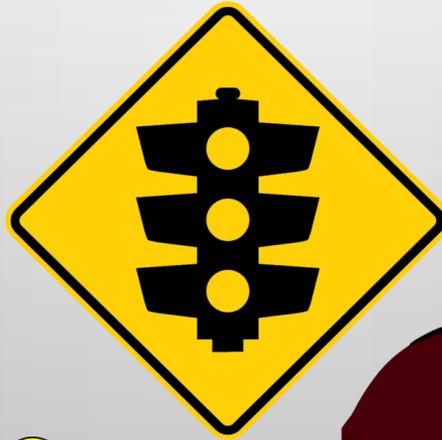
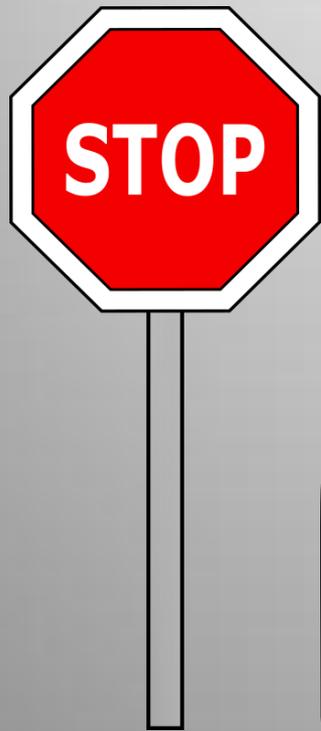


Many Governing Rules & Laws Guide What We Do Every Day

National Laws



STATE LAWS



Local Laws



Why is Parliamentary Procedure Important?



- It lets the minority be heard.
- Brings order to meetings by having a group consider one matter at a time.
- Helps groups make clear decisions efficiently.
- Lets absent members know that business is being conducted fairly in their absence.
- Helps make meetings go smoothly!



The Gavel



Use of a gavel is optional; it is typically a ceremonial fixture at a meeting.

Proper Use	Improper Use
Call a meeting to order. (Single Rap)	Gaveling through a vote/cutting off the rights of members to speak.
Chair declaring the vote on a motion. (Single Rap)	Drowning out a disorderly member – either by voice or gavel.
Adjourn a meeting. (Single Rap)	

Planning a Successful Meeting

- Well in advance of the meeting:
 - 1) Meet with Chair and/or other key players to determine agenda.
 - 2) Send timely, proper notice of the meeting.
 - 3) Send advance materials, especially if there are content-rich matters to be discussed.
 - 4) Meet with Chair and/or other key players a few days or a week before the meeting to ensure everyone knows what to expect.
 - 5) Know who will follow up re post-meeting tasks.

Meeting Basics

In order to have a meeting of an organized group, you must first have:

- 1) Quorum: The minimum number of voting members that must be present for business to be conducted legitimately. The actual quorum number is usually stated in the bylaws.

- 2) Presiding Officer: Chairperson or President

What can you do if there is no quorum?

- a) Recess
- b) Adjourn
- c) Try to Obtain a Quorum



Agenda = Order of Business

Call to Order	Chair calls the meeting to order after a quorum is determined (not technically part of the agenda.)
Minutes	Previous meeting minutes are read or reviewed, and approved “as read” or “as corrected.”)
Officers Reports	Reports are usually given in the order officers are listed in the bylaws.
Other reports	i.e. Committee Reports
Special Orders	Important business matters.
Unfinished business and general orders	Any questions that are pending from the previous meeting or that were specifically postponed to this meeting.
New Business	Any new matters that are introduced.
Announcements or Speakers	
Adjournment	

Steps To A Motion

1. Make your motion.

TIPS:

- Wait until the previous speaker is finished.
- Address the Chair and wait to be recognized.
- State your motion clearly, “I move that....”.
- Stay on the subject and avoid personal attacks.

Steps To A Motion

2. Wait for Someone to Second.

TIPS:

- If there is no second, the motion will not be considered.
- **Motions made at the direction of a Board or Committee of more than one member do not require a second. This is because the committee or board already has 2 more people who want to motion considered.

Steps To A Motion

3. Chair Should State the Motion.

TIPS:

- Chair should state the motion so everyone understands what will be discussed.
- If a motion is long or complex, you may want to write it down so it can be stated clearly to everyone.

Steps To A Motion

4. Motion is Debated.

TIPS:

- Chair should ask if there is any debate. The motion maker has the right to speak first. You may not speak against your own motion.
- All comments should be directed to the chair. Discussion may continue as long as needed (usually 10 minutes max per speaker.)
- After all speakers finish, you (and others) may speak a second time.
- Motions can be made at any time to limit or close debate.

Steps To A Motion

5. Vote is Taken.

TIPS:

- Chair should restate the motion.
- Explain the method of voting (voice, show of hands/standing, roll call, ballot, or unanimous consent.)
- Chair asks for all those in favor to vote “Aye”; opposed “No.”
- You may vote against your own motion.
- If you abstain, you are expected to go along with the winning vote.

Steps To A Motion

6. Chair Announces Results.

TIPS:

- Chair should say which side has the votes and whether the pending motion is adopted or lost.



In general, a motion should be relevant to the question or situation at hand.

Motions must NOT:

- Conflict with the law, bylaws, or a motion that has already been adopted.
- Be obstructive or frivolous.
- Essentially repeat a motion rejected earlier in the meeting or a motion already pending.

To Improve A Motion

Amend or Withdraw

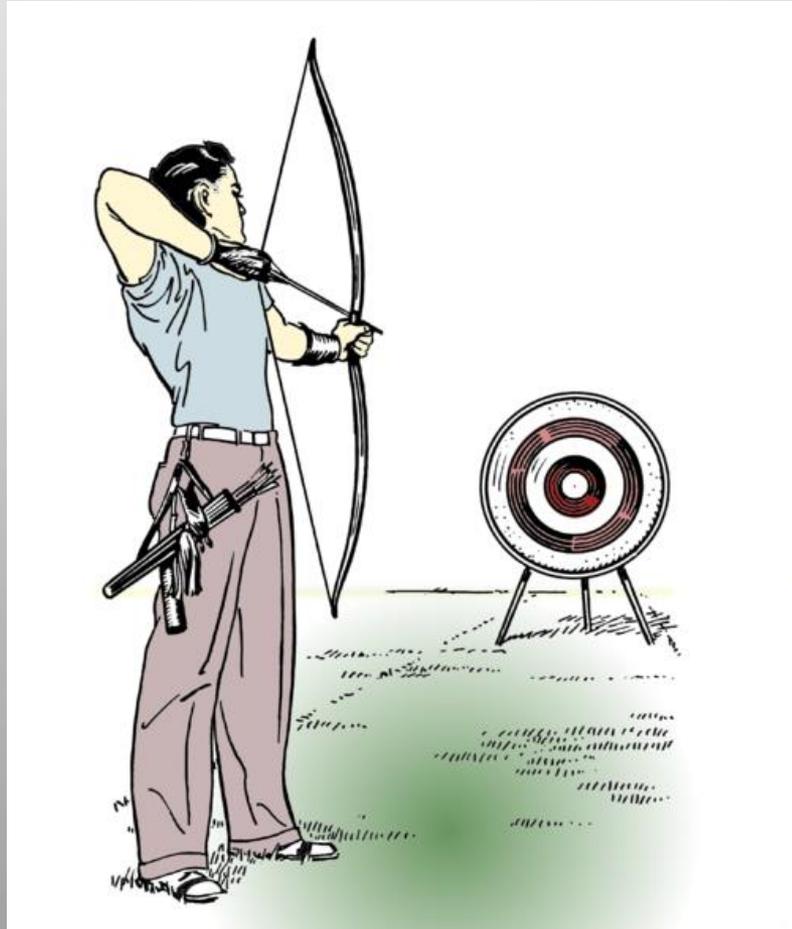
Amend: Allows you and other members to change the wording of a pending motion before voting.

Withdraw: Before the Chair states your motion, you may withdraw it. A motion cannot be withdrawn once voting has begun.



A concise and official record of the proceedings of a meeting, containing a general summary of what was done, but not what was said.

Practice Makes Perfect



QUESTIONS??

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