

# Parliamentary Procedure

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# Why Use Parliamentary Procedure?

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- ✓ **Set of proven “rules” used to move business along during a meeting.**
- ✓ **Guidelines – not laws.**
- ✓ **System that allows an organization to conduct business in a fair and democratic manner.**
- ✓ **Handle only one item of business at a time.**
- ✓ **All participants have an opportunity to participate.**
- ✓ **Observe the rule of the majority.**
- ✓ **Protect the rights of the minority.**

# Importance of the Agenda

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- ❑ An agenda is a formal listing of business that is to be conducted at a meeting.
- ❑ Usually developed by the chair and distributed to the members in advance.
- ❑ A well planned agenda is critical to a well run, organized meeting.

## ❑ Sample Agenda

- A. Call to Order
- B. Attendance
- C. Adoption of the Agenda
- D. Approval of Minutes from Previous Meeting
- E. Reports of Committees
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

# Motions

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- Introduces a principal subject. Only one main motion may be considered at a time and must be disposed of before another can be considered.
  
- The way to start a motion is to say... “I move...”
  - ✓ Example: *“Mr./Madame Chair, I move that we approve the model policy.”*
  
- Main motions require a second and they are debatable and amendable.
  
- A majority vote is required.

# Amending a Motion

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- ❑ **Allows for changes to be made to the main motion.**
  
- ❑ **Requires:**
  - ✓ **Second**
  - ✓ **It is debatable and amendable**
  - ✓ **Majority vote**
  - ✓ **Example: “*Mr./Madame Chair, I move to amend the motion by .....*”**
  
- ❑ **Main motion can be altered by:**
  - ✓ **Addition**
  - ✓ **Subtraction**
  - ✓ **Substitution**

# Subsidiary Motions

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**Applied to other motions for the purpose of appropriate disposal.**

**Include:**

- ✓ **Lay on the table**
- ✓ **Call for the previous question**
- ✓ **Postpone definitely**
- ✓ **Refer to a committee**
- ✓ **Amend**
- ✓ **Postpone indefinitely**

# Final Thoughts...

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- Using parliamentary procedure takes practice and patience.**
- Modify parliamentary procedure to fit the needs of the group -- focus on motions you'll use on a regular basis.**
- It helps to have a motion written before presented.**
- Always make sure the motion is properly worded for the minutes.**