

Understanding Parliamentary Procedure



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Parliamentary Procedure

- Results in better meetings
- Knowledge enhances leadership credibility
- Makes the difference between official actions and illegal ones
- Is a tool and not a weapon



Purpose of a Meeting...

Is to make decisions!



Keys to Efficient Meetings

- Plan a yearly calendar
- Provide a positive environment
- Streamline the meeting with agenda preparation
- Follow the agenda
- Start the meeting on time
- Use parliamentary procedure

Order Of Business

- Reading and approval of minutes
- Reports of officers and standing committees
- Reports of special committees
- Special orders
- Unfinished business and general orders
- New business

Order Of Business

- Reading and approval of minutes
– approves the record of actions taken at previous meeting

Order Of Business

- Reports of officers and standing committees
 - Gives update on assignments and/or considers actions as recommended by an officer or committee
 - Correspondence received is read if not distributed prior to the meeting
 - Financial report is made at every meeting

Order Of Business

- Reports of special committees – considers actions as recommended by a group formed for a particular purpose
- Special orders – considers items that were made special orders for this meeting or items required to be taken up at this meeting by provision in the bylaws

Order Of Business

- Unfinished business and general orders – considers items not reached when the last meeting adjourned or items postponed to this meeting
- New business – considers actions proposed by members

Preparing the Agenda:

What you need to know

- Are the draft minutes and financial report ready?
- Is there any correspondence to share?
- Do any officers or committee chairs have reports and/or actions to propose?
- Are any special committees ready to report?

Preparing the Agenda:

What you need to know

- Was anything postponed to this meeting?
- Do the bylaws or rules require that something be done at this meeting?
- Does your annual calendar require that something be done at this meeting?

Preparing the Agenda:

What you need to know

- Has an outside speaker been invited to make remarks?
- Is there a special program scheduled?
- Do announcements need to be made or distributed?
- What type of closing is appropriate for this meeting?

Agenda

- Opening – recite creed
- Approval of 1/31/13 minutes
- Financial report
- Vice President of Recruitment's report
 - Items for action
 - Approve dates for recruitment
 - Approve recruitment rules
- Program Chair's report
 - Items for action
 - Approve proposal for retreat
- New Business
- Closing – pass the gavel

Bringing Business Before the Organization

- Motion - a formal proposal for consideration and action



8 Steps in Processing a Motion

- **Step 1:** Member rises and addresses the chair when nothing is pending. "Mr./Madame Chairman"
- **Step 2:** Chair recognizes member by nodding at the member or stating her name. "Emily"



8 Steps in Processing a Motion

- **Step 3:** Member states her motion. "I move that we have a canned food drive."
- **Step 4:** Another member seconds the motion (without recognition). "Second."

8 Steps in Processing a Motion

- **Step 5:** Chair states the motion and places it before the assembly for discussion. "It is moved and seconded that we have a canned food drive. Is there any discussion?"

8 Steps in Processing a Motion

- **Step 6:** Members have the right to get recognition and debate the motion. During debate subsidiary motions (i.e. amend, refer) may be introduced to help the assembly make a final decision



The Decorum of Debate

- Assume good faith on the part of all
- Remarks must be germane – related to the issue
- Remarks are addressed through the chair
- RONR allows 10 minutes per speaker and speakers can speak twice ... a total of 20 minutes
 - Consider adopting a special rule of order limiting speakers to 2 to 3 minutes
- Time cannot be yielded to another speaker or saved for later use

8 Steps in Processing a Motion

- **Step 7:** When discussion is finished the Chair puts the question to a vote.
 "Are you ready for the question?"
 "The question is on the adoption of the motion that we have a canned food drive."
 "Those in favor, say AYE." (Pause.)
 "Those opposed, say NO." (Pause.)



8 Steps in Processing a Motion

- **Step 8:** Chair announces the results of the vote. "The AYES (NOES) have it; the motion is adopted (lost); we will (not) have a canned food drive; the next business in order is ..."



Knowledge into Action

- This mock meeting demonstrates the following:
 - 8 steps in processing a motion
 - Process of amending
 - Inquiries by a member
 - Proper language of parliamentary procedure

Questions

