

PARLIAMENTARY PROCEDURE

PRESENTED BY:

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BACKGROUND



- Originated in English Parliaments.
- Came over with European settlers
- Henry M Robert published a manual on parliamentary law in 1876
 - Roberts rules is most commonly used but there are other books of Parliamentary Procedure.



WHY?

- ▶ Parliamentary procedure was developed to protect the rights of everyone to make sure all voices are heard
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Definition...

Parliamentary Procedure is...

- a set of rules for conducting business at meetings and public gatherings that allows everyone to be heard and make decisions in an orderly manner.




BASIC MEETING FORMAT

- I. Call to order
 - II. Opening Ceremonies
 - III. Roll Call
 - IV. Approval of Minutes
 - V. Reports of Officers, Boards or Committees
 - VI. Unfinished Business
 - VII. New Business
 - VIII. Announcements
 - IX. Adjourn
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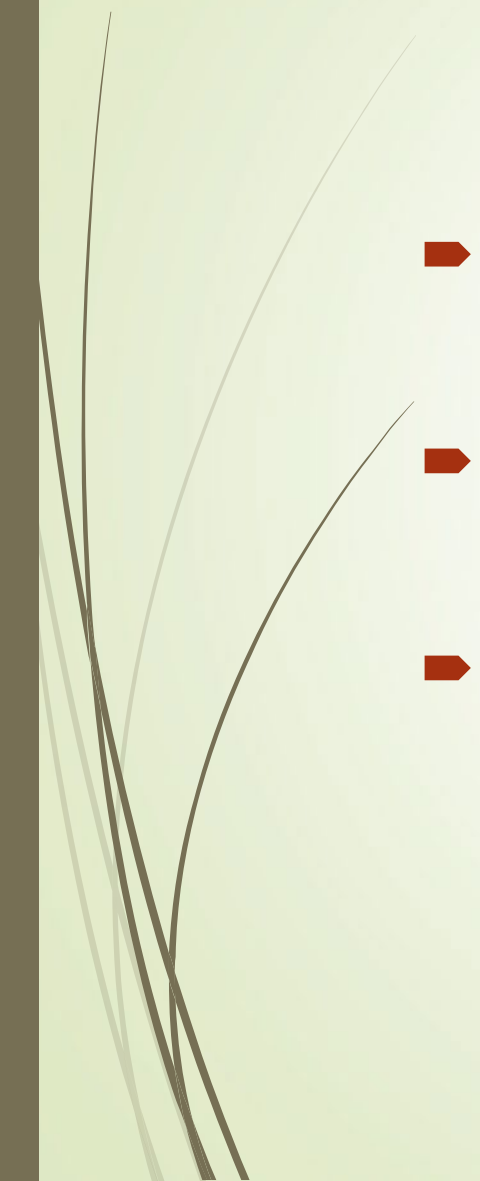


CLASSES OF MOTIONS!!

- There are five classes of motions:
 - Main Motion
 - Subsidiary Motion
 - Privileged Motion
 - Incidental Motion
 - Motion that brings an item back before the assembly
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MAIN MOTIONS

- The basis of all parliamentary procedure.
 - Introduces business for consideration.
 - Cannot be made when any other motion is before the assembly.
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SUBSIDIARY MOTIONS

- ▶ Motions that may be applied to another motion for the purpose of :
 - ▶ Modifying-Amending
 - ▶ Delaying action
 - ▶ Disposing of the motion
- ▶ These motions change the way the main motion is handled.
- ▶ They must be voted on before the main motion.



Subsidiary Motions: **Amend**

- Change or modify the main motion
 - “I move to amend bill no. 7234 by adding an additional stipulation”.....
 - the amendment must be voted on before the main motion can be voted on.
 - Requires a second, is debatable and requires a majority vote.



Subsidiary Motions:

Postpone to a time or date certain

- Next agenda or a specific agenda in the future
 - This is used fairly often and when there is more time needed to gather more information or allow the petitioner some time to respond to questions.
 - Requires a second, is debatable, can be amended and requires a majority vote.




Subsidiary Motions cont...

➤ **Lay on the table**

- set aside the motion temporarily – can be taken up again by a majority.
- Requires a second and a majority vote.



PRIVILEGED MOTIONS

- ▶ Motions that are unrelated to the pending business.
 - ▶ They are of such urgency or importance that they are considered immediately.
 - ▶ These are motions related to special matters of immediate and overriding importance which should be allowed to interrupt the consideration of anything else.
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Examples of Privileged Motions:

- ▶ **Call for the Orders of the Day**
 - ▶ If the order of business is not being followed calling for the orders of the day can require the schedule to be enforced
 - ▶ Does not require a second and can Interrupt business
 - ▶ The Chair usually decides this matter but would be a majority if put to a vote.
- ▶ **Recess**
 - ▶ A short intermission can be proposed for a specific period of time.
 - ▶ Requires a second, can be amended and requires a majority vote.
- ▶ **Adjourn**
 - ▶ A member can propose to close the meeting entirely provided the unfinished business be carried over to the next meeting.
 - ▶ Requires a second and a majority vote.



INCIDENTAL MOTIONS

- ▶ Motions that are related to the business at hand but do not modify the main motion.
 - ▶ Most are not debatable.
 - ▶ Each of the incidental motions is applicable only in its own type of special circumstance.
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Examples of Incidental Motions:

- ▶ **Point of Order**
 - ▶ protest of breach of rules or conduct
 - ▶ Does not require a second, can interrupt.
 - ▶ The Chair usually decides but a majority would be required if it is put to a vote.
- ▶ **Appeal**
 - ▶ Two members can require a vote of the assembly if they do not agree with a ruling of the chair.
 - ▶ Can interrupt but does require a second and a majority vote.
- ▶ **Suspend the rules**
 - ▶ When allowing an action would be in violation of the rules of the assembly.
 - ▶ Requires a second and 2/3 vote of the assembly.



MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

- ▶ **Allow the assembly to reopen a completed question during the same session.**
- ▶ **Take up one that has been temporarily disposed of .**
- ▶ **To change something previously adopted and still in force.**


Examples of Motions that Bring a question again before the Assembly:

➤ **Take from the table**

- Resume consideration of a main motion that lies on the table...or has been “tabled”
 - Requires a second and a majority vote.

➤ **Rescind or Repeal**

- To strike out an entire main motion, that has been adopted.
 - Requires a second, is debatable, can be amended.
 - Requires a majority vote if notice has been given otherwise a 2/3 vote is needed.



Motions that Bring a question again before the Assembly cont...

- **Reconsider**

- In the same session or the next day on which a business meeting is held a member who voted with the prevailing side can move to reconsider their vote.

- Requires a second and a majority vote.



HOW TO PRESENT A MOTION???

- Obtain the floor from the President, Mayor or Chair of the Assembly.
- Make your motion in the affirmative.
- Wait for a second.
- The Chair restates your motion.
- Discussion
- The Chair puts the motion to a vote.

METHODS OF VOTING ON A MOTION

- **Voice vote** – The chair asks those in favor to say “aye” and those opposed to say “no”
- **Roll Call vote** – a record of each vote is needed, each member answers when their name is called
- **Show of hands** – raising hands to verify a voice vote or as an alternative to it.
- **General Consent** - when a motion is not likely to be opposed. “if there is no objection.....”



QUESTIONS????

- ▶ www.Parliamentarians.org
- ▶ Resources, books, cards for boards.