

Basic Parliamentary Procedure

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Parliamentary Procedure

❖ Definition

- ❖ Correct rules for conducting or running a successful meeting

❖ Started

- ❖ 1562 in England
- ❖ Sir Thomas Smyth

❖ Official Rule Book

- ❖ Roberts Rules of Order



Why Use Parliamentary Procedure



- ❖ **One thing at a time**
- ❖ **Courtesy to everyone**
- ❖ **The rule of the Majority**
- ❖ **The rights of the minority**



Other Important Information

❖ Quorum

- ❖ 1/2 of members in an organization plus 1
- ❖ Minimum number of members that must be present at a meeting for legal business to be transacted

❖ Majority

- ❖ 1/2 of members present at any meeting plus 1
- ❖ minimum number of members that must vote for a motion for it to pass



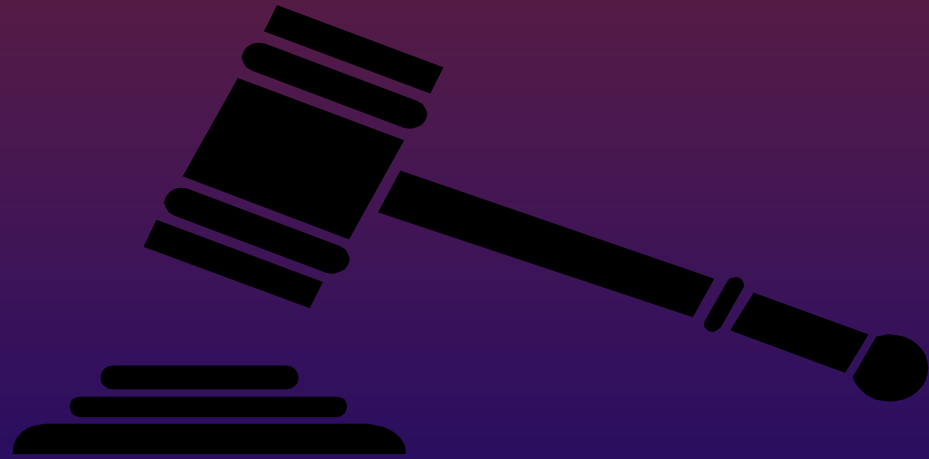
Other Important Information Cont.

- ❖ **Presiding Officer referred to as:**
 - ❖ **Mr/Madam President**
 - ❖ **Mr/Madam Chairperson**
- ❖ **Everyone gets the chance to voice their opinion**
- ❖ **Everyone gets the chance to Vote**
 - ❖ **Must take yes and no votes**
- ❖ **Only one topic at a time can be discussed**
- ❖ **Who ever makes a motion has the right to discuss it first**



Use of the Gavel

- ❖ **One tap- Members be seated, follow the announcement of the result of a vote.**
- ❖ **Two taps- call to order**
- ❖ **Three taps- members to stand**



Voting Procedures



- ❖ **Voice Vote**, by saying “aye” or “no”.
- ❖ **Rising Vote**, standing or by show of hands.
- ❖ **Secret Ballot**, a written vote.
- ❖ **Roll Call**, with the secretary polling each member
- ❖ **General Consent**, Everyone agrees with idea.



Order of Business

- ❖ **Call to order**
- ❖ **Announcement of attendance**
- ❖ **Special program**
- ❖ **Reading and approval of minutes**
- ❖ **Treasurer's report**
- ❖ **Committee reports**
- ❖ **Unfinished business**
- ❖ **New business**
- ❖ **Adjournment**



Main Motion

- ❖ **Used to introduce ideas to the group**
- ❖ **Must be stated in the form**
 - ❖ I Move that
 - ❖ I Move to
- ❖ **Can not be in negative form**
- ❖ **Only one main motion at a time**
- ❖ **Require a second**
- ❖ **Amendable**
 - ❖ Can Be Changed
- ❖ **Debatable**
 - ❖ Can be talked about
- ❖ **Majority Vote**
 - ❖ Can be voice



Main Motions Continued

- ❖ Main Motions that are not Legal
 - ❖ Break any Local, State or National Laws
 - ❖ Any motion that brings up a motion that has already been failed
 - ❖ Items that are outside the power of the group
 - ❖ Negative motions
- ❖ The person who makes a motion can not talk against it
- ❖ Main motions can be reconsidered
- ❖ Can not interrupt another speaker
- ❖ Proper Example: Mr President, (recognition) I move that we go rafting at Durango in June.



Steps to Handling a Main Motion

- ❖ **Member rises and address the chair**
- ❖ **When recognized, the member begins the motion with these words: “I move that...” or, “ I move to ...”**
- ❖ **a second is needed by another member by stating “ I second the motion”.**
- ❖ **If a second is secured, than the president restates the motion and informs the members of action needed.**



Main Motion continued

- ❖ If debatable, call for discussion. Every member has the right to be heard. This means to obtain the floor and speak either for or against the motion. No member may present another main motion nor discuss another item of business while the first main motion is on the floor. When there is no further discussion, the president call for a vote.



Voting

- ❖ The President states: All those in favor of the motion to ... signify by saying “Aye.” “All opposed say ‘no’.” (members respond)
- ❖ The Motion is...(carried/defeated)
- ❖ followed by one tap of the gavel



Amendments

- ❖ Purpose
 - ❖ Used to modify a main motion
- ❖ Must be germane
 - ❖ Closely related to the original topic
- ❖ Can be amended in 4 ways
 - ❖ Inserting in middle
 - ❖ Adding to end
 - ❖ Striking Out
 - ❖ Striking out and inserting
- ❖ Requires a second
- ❖ Amendable
- ❖ Debatable
- ❖ Majority Vote
- ❖ Voted on in the reverse order they were presented



Amendments continued

- ❖ Can not interrupt another speaker
- ❖ Can be reconsidered
- ❖ Improper amendments
 - ❖ any thing not germane
 - ❖ frivolous or absurd
 - ❖ leave an incoherent wording
- ❖ Proper Example:
 - ❖ Motion on floor: That the club go rafting in Durango in June.
 - ❖ Amendment: Mr President, I move to amend the motion by striking out rafting and inserting putt-putt golfing. So the motion would read, I move that the club go putt-putt golfing in Durango in June.



Amendment to an Amendment

- ❖ Purpose
 - ❖ To modify an amendment to make it more specific
- ❖ Requires a second
- ❖ Debatable
- ❖ Not amendable
- ❖ Majority vote
- ❖ Can not interrupt a speaker
- ❖ Proper Example:
 - ❖ Madam President, I move to amend the amendment by adding 15th after June. So the motion would read, I move that the club go putt-putt golfing in Durango on June 15th.



Refer to Committee

- ❖ Purpose
 - ❖ used to send a pending question to a small group so that the question may be carefully investigated
- ❖ Requires a Second
- ❖ Amendable
- ❖ Debatable
- ❖ Majority Vote
- ❖ Can interrupt another speaker
- ❖ President must specify when the committee should report back to the group
 - ❖ Usually next regular meeting
- ❖ Committee can be given full power to act



To Lay on the Table

- ❖ Purpose
 - ❖ To defer action on the motion until later in the meeting or until the next meeting
- ❖ Requires a second
- ❖ Not amendable
- ❖ Not debatable
- ❖ Majority Vote
- ❖ Can not interrupt another speaker
- ❖ Proper example:
 - ❖ Mr. President, I move to lay this motion on the table



To Take From the Table

- ❖ Purpose

- ❖ To take a motion that is on the table off of the table.

- ❖ Requires a second

- ❖ not amendable

- ❖ Not debatable

- ❖ Majority vote

- ❖ Can not interrupt another speaker

- ❖ Proper Example

- ❖ I move to take the motion to go putt putt golfing in Durango in June from the table.



Suspend the Rules

- ❖ Purpose
 - ❖ allows the 4-H Club to break the rules of parliamentary procedure, or the current constitution for a short period of time.
- ❖ Requires a second
- ❖ Not amendable
- ❖ Not debatable
- ❖ 2/3 vote
- ❖ Can not interrupt another speaker
- ❖ Proper example:
 - ❖ Mr President, since our scheduled meeting for next month falls on 4th of July, I move to suspend the rules and move it to July 11th.



Adjourn



- ❖ Purpose
 - ❖ To end the Meeting
- ❖ Needs a second
- ❖ Not Amendable
- ❖ Not Debatable
- ❖ Majority Vote
- ❖ Can not interrupt another speaker
- ❖ Proper example
 - ❖ Mr president, I move to adjourn.



Final Thought



Henry Robert, the father of parliamentary procedure points out, “ While it is important to every person in a free county to know something of parliamentary law, this knowledge should be used only to help, not hinder business”.