

CCI

Parliamentary Procedure

How can I survive a formal meeting?





Use the KISS Method

Keep It Simple Stupid!

What is Parliamentary Procedure?

◆ Set of rules and guidelines that allow the following:

- ◆ Majority rules
- ◆ Minority is heard
- ◆ Handling one item at a time
- ◆ Maintains order



History of Parliamentary Procedure

- ◆ Thomas Jefferson, A Manual of Parliamentary Practice, 1801
- ◆ Robert's Rules of Order, written by Henry M. Robert in 1876.
- ◆ First revised in 1915.
- ◆ Extensively Revised in 1970.
- ◆ Last revised in 2011.



How do we get things done?

- ◆ Moving Main Motions
- ◆ Using subsidiary motions
- ◆ Using privileged motions
- ◆ Using incidental motions
- ◆ Using unclassified motions



Terminology

- ◆ The floor: point where attention of meeting should be focused.
- ◆ Germane: discussion or motion pertains to main motion being considered.
- ◆ Quorum: amount of members present required to conduct a meeting.



Other considerations

- ◆ The taps of the gavel (symbol of leadership, represents chair's authority).
 - ✦ 1 tap: be seated, announce vote.
 - ✦ 2 taps: call to order
 - ✦ 3 taps: all rise
 - ✦ Series of taps: restore order



Other Considerations

◆ Types of votes:

- ◆ Simple majority: one more than half the votes cast.
- ◆ Super majority: required majorities that are greater than a simple majority.
- ◆ Plurality: the most votes received, but not always a simple majority.
- ◆ 2/3 vote on certain motions



Other Considerations

◆ The two-thirds vote:

- ◆ Motions that require a two-thirds vote are those that limit or eliminate the members' rights in some way.



Main Motions

- ◆ Means of introducing business to a meeting.
- ◆ Requires:
 - ◆ Second
 - ◆ Is debatable
 - ◆ Is amendable
 - ◆ Majority vote



Anatomy of a Main Motion

- ◆ Always starts with “I move...”
- ◆ May be prefaced



Seconding a motion

- ◆ Seconding ensures the following:
 - ◆ Get on record as supporting motion.
 - ◆ Puts the motion to a vote.



Debating a motion

- ◆ Raise concerns about the motion.
- ◆ Persuade others to vote one way or another.
- ◆ Provide information about motion.
- ◆ Debate must be germane to the motion.
- ◆ Motion maker has first right to debate.



Amending a Motion

- ◆ Allows for changes to a main motion to appease both sides or improve the motion.
- ◆ Amendment must be germane to the main motion.
- ◆ Friendly amendments must be handled the same as any amendment unless there is unanimous consent.
- ◆ To Substitute is a motion to amend and must be germane to the original motion.



Voting on a Motion

◆ Can be done by the following means:

- ◆ Voice
- ◆ Visual
- ◆ Ballot
- ◆ Roll call
- ◆ Mechanical device



Privileged motions

- ◆ Motions that fulfill individual needs or the interest of the group individually.
- ◆ Motions do not pertain directly to the business being discussed.



Privileged Motions

- ◆ Include the following:
 - ✦ Fix Time to Which to Adjourn
 - ✦ Adjourn
 - ✦ Recess
 - ✦ Raise a Question of Privilege
 - ✦ Call for Orders of the Day



Fix Time to Which to Adjourn

- ◆ Set date and time to hold next meeting
- ◆ Requires:
 - ◆ Second
 - ◆ NON-Debatable
 - ◆ Amendable
 - ◆ Majority Vote



Adjourn

- ◆ Privileged motion that ends current meeting immediately.
- ◆ Requires:
 - ◆ Second
 - ◆ Non-debatable
 - ◆ Non-amendable
 - ◆ Majority vote



Recess

- ◆ Temporary break in a meeting.
- ◆ Requires:
 - ◆ Second
 - ◆ Non-debatable
 - ◆ Amendable to time only
 - ◆ Majority vote



Raise a question of Privilege

- ◆ Secures comfort/convenience for members.
- ◆ Requires:
 - ◆ Nothing. Question posed by member is decided upon by the chair.



Call for Orders of the Day

- ◆ Demand compliance with agenda, or seek information on order or agenda.
- ◆ Requires:
 - ✦ Nothing. Addressed by chair when posed by member.



Subsidiary Motions

- ◆ Motions that alter, change or dispose of main motions.



Subsidiary Motions

- ◆ Include the following:
 - ◆ Lay on the Table
 - ◆ Extend or Limit Debate
 - ◆ Call for Previous Question
 - ◆ Postpone Definitely
 - ◆ Refer to a Committee
 - ◆ Amend
 - ◆ Postpone Indefinitely



Lay on the Table

- ◆ Delays motion briefly, until taken from table.
- ◆ Requires:
 - ◆ Second
 - ◆ Non-debatable
 - ◆ Non-amendable
 - ◆ Majority vote



Call for Previous Question

- ◆ Ends debate immediately.

- ◆ Requires:

 - ◆ Second

 - ◆ Non-debatable

 - ◆ Non-amendable

 - ◆ 2/3 vote



Extend or limit debate

- ◆ Sets a limit on debate time or number of debates.
- ◆ Requires:
 - ◆ Second
 - ◆ Non-debatable
 - ◆ Amendable
 - ◆ 2/3 vote

Postpone Definitely

- ◆ Delays motion to a certain time.
- ◆ Requires:
 - ◆ Second
 - ◆ Debatable
 - ◆ Amendable
 - ◆ Majority vote



Refer to a Committee

- ◆ Assign main motion to a committee.
- ◆ Requires:
 - ◆ Second
 - ◆ Debatable
 - ◆ Amendable
 - ◆ Majority vote



Refer to a Committee

- ◆ Two types of committees:
 - ◆ Standing.
 - ◆ Ad Hoc, or special committee appointed by the chair.



Refer to a Committee

- ◆ Reasons for referring to a committee:
 - ◆ Gather more information
 - ◆ Act on a motion



Amend

- ◆ Changes or alters a main motion by:
 - ◆ Striking out
 - ◆ Inserting
 - ◆ Striking out and inserting
 - ◆ Substituting



Amend

- ◆ No more than two amendments can be considered at one time.
- ◆ Requires:
 - ◆ Second
 - ◆ Debatable
 - ◆ Amendable
 - ◆ Majority Vote



Postpone Indefinitely

- ◆ Kills motion without a direct vote.
- ◆ Requires:
 - ◆ Second
 - ◆ Debatable
 - ◆ NON-Amendable
 - ◆ Majority Vote



Incidental Motions

◆ Motions that:

- ◆ Correct ill-advised actions
- ◆ Correct improper use of parliamentary procedure.



Incidental Motions

◆ Include the following:

- ◆ Object to the Consideration of Question
- ◆ Appeal from the Decision of the Chair
- ◆ Rise to a Point of Order
- ◆ Withdraw a Motion
- ◆ Suspend the Rules
- ◆ Call for Division of the House
- ◆ Rise to Parliamentary Inquiry
- ◆ Division of the question



Object to the Consideration of Question

◆ Stops offensive or inappropriate measures.

◆ Requires:

◆ NO Second

◆ Non-Debatable

◆ Non-Amendable

◆ Two-thirds Vote



Appeal the Decision of the Chair

- ◆ Allows members to overrule chair

- ◆ Requires:

 - ◆ Second

 - ◆ Yes/No - Debatable only if motion being overruled was debatable

 - ◆ NON-Amendable

 - ◆ Majority Vote



Point of Order

- ◆ Have parliamentary errors corrected.
- ◆ Requires:
 - ◆ Nothing. Error presented by member is decided by the chair.



Rise to Parliamentary Inquiry

- ◆ Check on parliamentary questions, or ask how to carry out a parliamentary ability.
- ◆ Requires:
 - ✦ Nothing. Question presented by member is address by the chair.



Division of the House

- ◆ Requires countable vote, if voice vote was announced incorrectly by chair.
- ◆ Can only be called for after vote has been announced.
- ◆ Requires:
 - ◆ Nothing. Addressed by chair upon being called.



Withdraw a Motion

- ◆ Retracts motion proposed. Can only be moved by motion maker.
- ◆ Requires:
 - ◆ Nothing. If chair asks for objections and there is none, withdraw stands. If there is an objection, a majority vote is needed for passage.
 - ◆ A motion can not be withdrawn after debate



Suspend the Rules

- ◆ Make exceptions to by-laws of organization's constitution.
- ◆ Requires:
 - ◆ Second
 - ◆ Non-Debatable
 - ◆ Non-Amendable
 - ◆ Two-thirds Vote



Division of the question

- ◆ Divide a 2 part motion into separate motions to be dealt with individually.
- ◆ Requires
 - ◆ Second
 - ◆ Non-debatable
 - ◆ Amendable
 - ◆ Majority vote

Unclassified Motions

- ◆ Motions that do not fit other parliamentary categories
- ◆ Motions usually pertain to actions already taken at previous meetings.



Unclassified Motions

◆ Include the Following:

- ◆ Reconsider
- ◆ Rescind
- ◆ Take from the Table



Reconsider

- ◆ Correct ill-advised or erroneous action.
- ◆ Member who moves to reconsider must have been on prevailing side of motion being reconsidered.
- ◆ Must be done on the same day or following day
 - ◆ Requires:
 - ◆ Second
 - ◆ Yes/No - Depending if motion being reconsidered was debatable
 - ◆ NON-Amendable
 - ◆ Majority Vote



Rescind

- ◆ Revoke or nullify previous action.
- ◆ Requires:
 - ◆ Second
 - ◆ Debatable
 - ◆ Amendable
 - ◆ Two-thirds Vote



Take from the Table

- ◆ Resume consideration of tabled motion.
- ◆ Requires:
 - ◆ Second
 - ◆ Non-debatable
 - ◆ Non-amendable
 - ◆ Majority Vote



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Parliamentary Procedure

- ◆ Remember KISS
- ◆ Treat everyone with respect
- ◆ Have fun
- ◆ Make great decisions

