

# Parliamentary Procedure

## What is Parliamentary Procedure?

It is a set of rules for conduct at meetings.

## Key Elements in Parliamentary Procedure Include:

**Quorum:** The number of members that must be present for business to be conducted.

The actual number is usually stated in your student organization's constitution.

**Motion:** A motion is a proposal that the assembly takes a stand on or takes action on some issue.

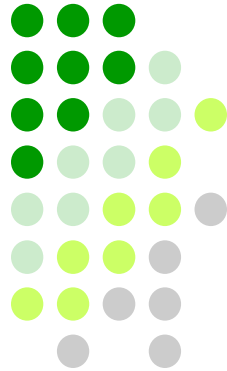
**Agenda:** A list, plan, or outline of things to be done, matters to be acted or voted upon, etc.

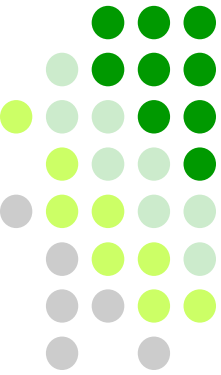
## Four General Types of Motions:

1. **Main Motions:** Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield privileged, subsidiary and incidental motions.
2. **Subsidiary Motions:** Change or affect how the main motion is handled (voted on before the main motion).
3. **Privileged Motions:** Are most urgent...about special or important matters not related to pending business.
4. **Incidental Motions:** Are questions of procedure that arise out of other motions...must be considered before the other motion.

## How Do I Present My Motion?

1. Obtain the floor-
  - a. Wait until the last speaker has finished.
  - b. Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
  - c. Give your name. The chair will recognize you by repeating it
2. Make your motion
  - a. Speak clearly and concisely.
  - b. State your motion affirmatively. Say, "I move that we..." instead of "I move that we do not..."
  - c. Avoid personalities and stay on the subject.
3. Wait for a second
  - a. The chair will call for a second.
  - b. Another member will say, "I second the motion."
  - c. If there is no second, your motion will not be considered.
4. Chair states your motion
  - a. The chairperson must say, "It is moved and seconded that we..." After this happens, debate or voting can occur. Your motion is now "assembly property" and you can't change it without consent of the members.
5. Expand on your motion
  - a. The person who made the motion is allowed to speak first.
  - b. Direct all comments to the chairman.
  - c. Keep to the time limit for speaking.
  - d. You may speak again after all other speakers are finished.
  - e. You may speak a third time by a motion to suspend the rules with a 2/3 vote.
  - f. The person who seconded the motion is allowed to speak second.
  - g. Chair opens up to the floor for discussion.
6. Putting the question
  - a. The chairperson asks, "Are you ready for a question?"
  - b. If there is no more discussion, a vote is taken.
  - c. Or motion for previous question may be adopted.





Voting on a Motion: (It depends on the situation and on the laws of your organization)

**By Voice:** The chairperson asks those in favor to say “aye” and those opposed to say “no.” (For majority votes only). Member may move for exact count.

**By Show of Hands:** Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.

**By Roll Call:** If a record of each person’s vote is needed, each member answers “yes,” “no,” or “present” (indicating the choice not to vote) as his or her name is called.

**By Ballot:** Members write their vote on a slip of paper. (Done when secrecy is desired).

**By General Consent:** When a motion isn’t likely to be opposed, the chairperson says, “If there is no objection...” Members show agreement by their silence. If someone says, “I object,” the matter must be put to a vote.