

# ABCs of Parliamentary Procedures



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*Presented by  
Elizabeth "Libby" Pollard*

Sponsored by  
**UAD, SLCAD, DSU, RGSCCDHH, BSCD & UACD**  
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1

## Workshop Objective



- ✍ Member's rights and obligations
- ✍ Order of business and agenda
- ✍ Methods of motions:
  - How to make them?
  - How to present them?
- ✍ Kinds of voting
- ✍ Break-out groups to write motions
- ✍ Mock new business for hands-on experience to present motions, debate and vote

2

# Members



## 1. **Lifblood:**

- ✍ Without them, there would be no work done, no money, no ideas, no achievements.

## 2. **VIPs:**

- ✍ Every organization needs YOU as members, so you all are VERY important.

## 3. **Ultimate Control:**

- ✍ How? Through the rules that they themselves adopt such as bylaws and policies.

3

# Members



*Continued...*

## 4. **Bylaws are written to protect all members:**

- ✍ No one member has special privileges over another member unless granted by the membership.
- ✍ Rights and privileges of all members are protected by law and proper procedure.

4

# Members



*Continued...*

## **5. Rights and Obligations:**

- ✍ Rights to participate in the activities of an organization according to classification of membership.
- ✍ Bylaws should contain requirements for eligibility, application and acceptance procedures, dues or other related fees, provisions for resignation, provisions for removal, and rights according to classification.

5

# Members



***Obligations*** - Members are usually obliged to:

- ✍ Attend meetings on time and remain until adjournment.
- ✍ Pay attention to proceedings being open minded and fair.
- ✍ Participate during debate instead of after the meeting.
- ✍ Protect the good name of the organization and obey its rules.
- ✍ Insist on law, order and courtesy during meetings.
- ✍ Respect the rulings of the president.

6

## Order of Business



A fixed agenda or order of business is generally followed by organization that uses parliamentary procedures. Here is a typical example:

### 1. Call to Order

If a quorum\* is present, the chair (the person conducting the meeting) says, *“The meeting will come to order”*.

*\* A quorum is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.*

7

## Order of Business



*Continued.....*

### 2. Minutes

Secretary reads a record of the last meeting, then corrections and/or approval of minutes is needed.

### 3. Officer's reports

This is often limited to a report from the treasurer, but others may report at this time.

### 4. Committee's reports

First come reports from “standing” or permanent committees; then from “ad hoc” or special committees.

8

## Order of Business



*Continued.....*

### **5. Unfinished business**

This business that comes over from previous meeting.

### **6. New business**

New topics are introduced.

### **7. Announcements**

These information the assembly (people at the meeting) of other subjects and events.

9

## Order of Business



*Continued.....*

### **8. Program**

If the meeting is to include a program, it is presented at this time if the order of business so provides. The president will call upon the program chairperson to present the program.

### **9. Adjournment**

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

10

## Methods of Motions



Here are some motions you might want to make and how to make them.

**To do this:**

- 13) To have an extended meeting when it is almost time to adjourn
- 12) Adjourn meeting
- 11) Call an intermission

**You say this:**

- 13) *"I move that when meeting adjourns, it adjourn to meet here next Friday at 8:00 PM."*
- 12) *"I move that we adjourn."*
- 11) *"I move that we recess for..."*

11

## Methods of Motions



*Continued...*

**To do this:**

- 10) Complain about heat, noise, etc..
- 9) Demand to take up the proper business in order
- 8) Temporarily suspend consideration of an issue

**You say this:**

- 10) *"I rise to a question of privilege."*
- 9) *"Call for the order of the day."*
- 8) *"I move to table the motion."*

12

## Methods of Motions



*Continued...*

### **To do this:**

- 7) End debate
- 6) Limit or extend debate
- 5) Postpone discussion for a certain time
- 4) Give closer study of something.

### **You say this:**

- 7) *"I move to close debate."*
- 6) *"I move to limit debate to 10 minutes."*
- 5) *"I move to postpone the discussion until..."*
- 4) *"I move to refer the matter to committee."*

13

## Methods of Motions



*Continued...*

### **To do this:**

- 3) Amend a motion.
- 2) Drop the main motion without a direct vote on it.
- 1) Introduce business.

### **You say this:**

- 3) *"I move to amend the motion by..."*
- 2) *"I move that this motion be postponed indefinitely."*
- 1) *"I move that..."*

**NOTE:** The 13 motions listed above is in order of precedence.

14

## Order of Precedence Example



- 1) **Main Motion (#1):** I move that we purchase a TV.  
(seconded)
- 2) **Amend (#3):** I move to amend the motion by inserting the word '36"' before the word "TV". (seconded)
- 3) **Lay on the Table (#8):** I move that we table this motion. (seconded)
- 4) **Refer to Committee (#4):** I move that we refer this motion to Finance Committee.  
(Out of order)
- 5) **Recess (#11):** I move that we recess for 10 minutes.  
(seconded)

15

## Methods of Motions



*Continued...*

**NOTE:** Below, there is no order of precedence.

### **To do this:**

- a) Protest breach of rules or conduct.
- b) Vote on a ruling of the chair
- c) Suspend rules temporarily

### **You say this:**

- a) "*I rise to a point of order.*"  
or "*Point of order.*"
- b) "*I appeal from the chair's decision.*"
- c) "*I move to suspend the rules so that...*"

16

## Methods of Motions



*Continued...*

**To do this:**

- d) Avoid considering an improper matter..
- e) Verify a show of hands vote by having members stand
- f) Request information

**You say this:**

- d) *“ I object to consideration of this motion.”*
- e) *“I call for a division.” or “Division”*
- f) *“Point of Information”*

17

## Methods of Motions



*Continued...*

**To do this:**

- g) Divide one motion into two or three parts
- h) Take up a matter previously tabled
- i) Reconsider a hasty action

**You say this:**

- g) *“I move to divide the motion into two parts as follows...”*
- h) *“ I move to take from the table...”*
- i) *“I move to reconsider the vote on...”*

18

## How do I present my motion?



### 1. You obtain the floor

- ✍ Wait until the last speaker is finished.
- ✍ Rise and address the chair. Say, “*Mr. (or Madam) Chairperson*” or “*Mr. (or Madam) President*”.
- ✍ Give your name. The chair will recognize you by repeating it.

19

## How do I present my motion?



*Continued...*

### 2. You make your motion

- ✍ Speak or sign clearly and concisely.
- ✍ State your motion affirmatively. Say, “*I move that we do...*” instead of “*I move that we do not...*”
- ✍ Stay on the subject and avoid personal attacks.

20

## How do I present my motion?



*Continued...*

### 3. You wait for a second.

- ✍ Another member will say, “*I second the motion*” or “*Second*”.
- ✍ Or, the chair will call for a second.
- ✍ If there is no second, your motion will not be considered.

**NOTE:** Motions made at the direction of a board or committee (of more than one person) do not require a second.

21

## How do I present my motion?



*Continued...*

### 4. The chair states your motion.

- ✍ The chair 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..

22

## How do I present my motion?



*Continued...*

### **5. You expand on your motion.**

- ✍ As the person who made the motion, you are allowed to speak first.
- ✍ Direct all comments to the chair.
- ✍ Keep to the time limit for speaking.
- ✍ You may speak again after all other speakers are finished.

23

## How do I present my motion?



*Continued...*

### **6. The chair puts the question.**

- ✍ The chair asks, “*Are you ready for the question?*” or “*Are you ready to take a vote?*”
- ✍ If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- ✍ The chair announces the results.

24

## Kinds of Voting



### 1. Majority Vote

- ✎ It is generally *more than half* of the votes cast by those *present and voting*.
- ✎ The common denominator in the courts is a “majority of the legal votes cast.”
- ✎ Votes that require more than a majority **MUST** be defined in the bylaws, special rules, or the adopted parliamentary authority.

25

## Kinds of Voting



*Continued...*

### 2. Two-Thirds (2/3) Vote

- ✎ 2/3 vote or some other fraction is used when the rights and privileges of members are to be protected.
- ✎ For quick computation of 2/3 vote, double the negative vote. *For example:* If vote is 87 in favor and 44 opposed, the motion fails because twice 44 is 88, and the affirmative vote is one short than of that number.

26

## Kinds of Voting



*Continued...*

### **3. Tie Vote**

- ✍ This fails to adopt because it lacks a majority.
- ✍ A tie vote may be resolved if the presiding officer has not already voted and wishes to cast the tie-breaking vote.
- ✍ If the bylaws call for the presiding officer to be empowered with a “casting” vote, he/she may be required to break the tie even if it means that he/she votes twice.

27

## Kinds of Voting



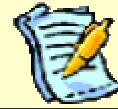
*Continued...*

### **4. Plurality Vote**

- ✍ This is the largest number of votes given where there are three or more candidates or choices.
- ✍ Plurality of less than a majority should never elect officers unless it is in bylaws.
- ✍ It is mostly used in mail votes, in order to avoid repeated balloting and saves postage and time.

28

## Writing Motions



- ✍ Break out into four (4) groups.
- ✍ Each group to write a motion using the motion forms.
- ✍ Do not share your motion with other groups.
- ✍ Use these motions during the mock New Business.
- ✍ Each group is encouraged to debate in favor of their motions during the New Business.
- ✍ You have 10 minutes to write the motions.

29

## Mock New Business



- ✍ Need a volunteer to be the “Secretary”.
- ✍ Each group hand in their motion forms to the “Secretary” for assignment of motion numbers.
- ✍ During New Business, I will call the person who makes the motion, then it will be open for debate and vote. Try to use secondary motions (amend, refer, etc.) that you learned today.
- ✍ Meeting must be “adjourned” by 12:00 noon.

30

## Conclusion



“Alone we can do so little;  
together we can do so much.”

-- *Helen Keller*

*Best wishes and good luck!!!*

For more information, contact Libby Pollard

Email: [ParliLibby@msn.com](mailto:ParliLibby@msn.com)

Website: [www.ParliLibby.com](http://www.ParliLibby.com)

31