

Leadership Workshop 2024 Parliamentary Procedure and Protocol

Definition: What is Parliamentary procedure? Basically it is a system of rules outlining how discussions and debates may be handled in non-legislative organizations or assemblies.

There are a few **fundamental principles of Parliamentary Procedure** which I know you all are familiar with. Their objective is to safeguard members rights, facilitate democratic discussion and accomplish the business of the group peacefully. Let me go over them quickly:

#1. There must be a meeting of the group/assembly when decisions are made.

2. Advance notice of the meeting must be given so that members have an opportunity to attend and participate.

3. A quorum must be present, or no business may be transacted.

What is a quorum? It's a majority of the members present unless your organizing documents state some other number.

#4. The question before the assembly must be clearly stated.

Only 1 issue at a time should be considered.

#5. There must be time allotted to debate the question before a vote is taken.

Debate should never include personal attacks against the person making the motion or declare that they are prejudiced because...

You must debate the question! Not the person.

#6. The question must be decided by a vote.

#7. Adoption of the question requires a majority vote in the affirmative.

Presiding officer or Chair should always ask for the negative vote before declaring the result.

The Order of Business is part of Protocol. We all recognize it as established procedure in our club meetings and the business meeting at our conventions.

It begins with a Call to Order by the Presiding Officer or Chair.

Next is the Invocation, Grace or Inspiration

Invocations with reference to God come before the Pledge
Inspirational messages should follow the Pledge.

* Pledge of Allegiance to the flag of the US of America

If no flag is present in the room, the pledge is not said.
If the flag is on the stage, it should be to the president's right.
We should stand for the pledge, ungloved hand over our heart.

* President's Welcome or Introduction of Special Guests

Highest ranking official should be introduced first.

* Minutes of the previous meeting

If Minutes are circulated prior to the meeting, that should be noted.
If minutes have not been previously circulated, they should be read
Corrections should be asked for and noted
A motion and second is required and the minutes are approved as read or corrected

* Report of the Treasurer comes after the minutes

Treasurer's Report will be filed for review not audit.
Audit is a formal examination done under a strict set of rules
The term "Financial review" may be used

* Reports of Officers, special committees and standing committees

Most motions will arise because of information presented here.

* Unfinished business

This is not old business, unless there is an unresolved question from a previous meeting or earlier in this meeting.

* New Business

* Announcements, if there are any

* Adjournment

How is a motion brought before the assembly?

A motion is a proposal by a member that the assembly take a certain action.

_ The member is recognized by the chair, takes the floor and says "I move that..." "I make a motion" is not correct language!!!

_ The President or Chair then asks for a second.

If there is no 2nd, the motion dies without consideration.

If this is a recommendation from a committee, a 2nd is not required

_ The presiding officer or Chair restates the motion and calls for debate.

_ The member making the motion then gives his/her reasons followed by pro and con comments on the motion (debate).

Debaters are recognized, one at a time, by the chair.

Members may speak once to the question and not a second time until all members have had the opportunity to speak once.

_ After debate, the Chair calls for the vote...Are you ready for the question?

The chair should repeat the motion again before the vote.

_ The Chair asks "All those in favor, please say 'aye'". Opposed "no".

The Chair announces the result of the vote.

1. the 'ayes' have it and the motion is carried OR

2. The 'no's' have it and the motion is lost.

Several things may happen after a main motion is made and seconded:

These are called Subsidiary or Secondary motions

_ A Main Motion may be Tabled, that's another word for postponed

1. Postponed Definitely means to be postponed to a certain time, day, meeting or hour

Time at which it will be taken up again should be stated

Usually happens when more info is necessary for a decision

May be referred to a committee for study or research "Commit"

2. Postponed Indefinitely is a motion that the assembly refuse to take a position on the main motion effectively disposing of it without a vote

It is debatable

Must be seconded

Requires a majority vote to approve

_The motion may be Amended or Rescinded

1. To Amend means to change particular words or paragraphs

Usually done for clarification

An entirely new text may submitted for original text "Submit"

Any member may move to Amend

2. To Rescind means to withdraw the motion

Can only be done by the member who made the motion

No vote is required, the motion dies

_May be approved by Acclimation: general consent

Used when there is no opposition (adjournment, adoption of slate with single nominees), Can save time

_What requires a 2/3 vote?

Any change that would restrict the rights of another member

Examples:

1. to amend something previously adopted (standing rules, By-laws)

2. to postpone an event previously scheduled

3. to limit or extend debate on a pending question

4. to suspend the rules

5. to close nominations from the floor

There is one more term that you should be familiar with and that is **Ratify**

A motion to Ratify means to approve or confirm an action that has been taken by a committee or officer without prior approval of the assembly.

Incidental main motion

Is debatable

Requires a majority vote for approval