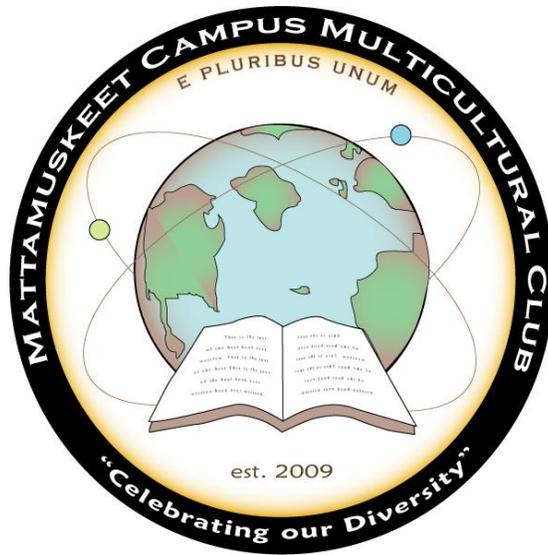


Mattamuskeet Campus Multicultural Club



Quick and Easy *Guide To* *Parliamentary* *Procedure*

Parliamentary Procedure

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. Depending on the skills that members have, the club can use simple, informal or formal parliamentary procedures. Club officers as well as club members should learn the appropriate parliamentary procedures they are going to use in making club decisions. These are the three different meeting styles:

Simple Style

Characteristics: No formal agenda; group discusses business until they agree on what to do; probably no officers; open discussion. Settings: Project meetings, small groups, sessions with younger members.

Informal Style

Characteristics: Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion. Settings: 4-H meetings, school/church/civic organizations.

Formal Style

Characteristics: Precise meeting agenda; standard parliamentary procedures following Robert's Rules of Order; elected officers. Settings: Large gatherings; Federation meeting, formal meetings.

Steps in Making a Club Decision

1. **Motion** – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.
2. **Second** – Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.
3. **Discussion** – The motion “on the floor” is discussed by all members, addressing the pros and cons, etc.
4. **Re-State the Motion** – The president re-states the motion before the group votes.
5. **Vote** – The group votes by voice – aye/no; by show of hands; by standing; by secret ballot; or by roll call vote.

Meeting Guide

The President Conducts a Meeting

A Short Guide to Parliamentary Procedure for Clubs

Order of Business

Each officer should know the proper order of business:

- 1. Call to order**
- 2. Opening song or pledge**
- 3. Roll call**
- 4. Reading minutes**
- 5. Approving minutes**
- 6. Treasurer's report**
- 7. Committee reports**
- 8. Accepting the committee reports**
- 9. Unfinished business**
- 10. New business**
- 11. Appointing committees**
- 12. Adjourn**

Some General Rules of Order

2. The president needs to recognize any member wishing to speak.
3. When making a motion, one should say "I motion to--" instead of "I make a motion that--."
4. A motion must be approved by a second person saying, "I second the motion."
5. Recognition from the chair is not required to second a motion. (This rule is true in most cases; however, some larger, more formal groups do require recognition for seconding a motion.)
6. A nomination doesn't require a second.
7. If there is a motion before the house, no other motion can be made except:
 - (a) to adjourn.
 - (b) to table.
 - (c) to move the previous question; that is, to end the discussion and bring up the motion for vote.
8. A member may rise to a point of order; that is, if a member observes the violation of a rule; he or she may rise, secure recognition and state the point which is out of order.

Sample Meeting

***Bold face type indicates suggested statements of the president.**

President: (rapping desk): **“The meeting will now come to order. The secretary will call the roll. Mr./Ms.(Secretary’s name)....”**

Secretary: Mary A., Tom B., Robert C., Helen D., etc.....10 present, three absent; a quorum is present. (Sometimes the role is taken silently and it is reported to the President that a quorum is present.)

“Thank you. The secretary will provide the minutes of the previous meeting. Mr./Ms. (Secretary’s name).....”

Secretary: **“Please take a moment to read the minutes and if no revisions are needed, a motion to accept the minutes needs to be made.....”**

Thank you, Mr./Ms. (Secretary’s name). Are there any corrections to the minutes? Mr./Ms. (Member’s name).....(A member is recognized by rising or raising a hand. Do not call out, “Mr./Ms. President.”)

Member: “Mr./Ms. President, I believe the date should be October 15 instead of October 5.”

“If there are no objections, the minutes will be corrected to read October 15. (Pause) Since there are no objections, will you make the correction, Mr./Ms. Secretary? Any further corrections? (Pause) If not, we need a motion to accept the minutes as read/corrected.” (If there are no corrections, the minutes “stand approved as read”.)

We shall now hear the reports from the officers. First, the president’s report.” (This report usually deals with matters of general policy.)

“Are there any questions about the president’s report? (Pause) If not, the report stands as read.” “Does the vice president wish to make a report?” (The vice president, acting as program chair, will give this report during standing committee reports.)

“We will now hear the treasurer’s report. Mr./Ms. (Treasurer’s name)....”

Treasurer: “Cash on hand.....\$2,616.00; receipts.....; etc.”(This report is usually a meeting-to-meeting report of the financial condition of the treasury and has not been audited.”

“Thank you. Are there any questions about the treasurer’s report? (Pause) If not, the report will be received as read.” (This report should never be approved by the assembly until it is audited.)

“We will now hear the secretary’s report. Mr./Ms. (Secretary’s name)....” (This report does not refer to the minutes; it is a report of any important letters that have been sent or received.)

“Thank you. Are there any questions about the secretary’s report? If not, it will stand as read.” (Members of the group may wish to express themselves about any letters that require action; a motion may be made for that purpose at this time. If it seems that these motions will require considerable discussion, it is better if they are received during the new business.)

“We shall now hear the committee report; first the standing committees, Mr./Ms. (Committee chairperson)....” (Standing committees, such as the program committee, are those elected to serve for a certain period of time.)

Standing Committee Chairperson: “The program committee wishes to report that Senator McCracken will speak at our next meeting. Punch and sandwiches will be served.”

“Thank you. Are there any questions about this committee report? (Pause) If not, the report will be received as read.” (Generally, committee reports need not be adopted (accepted) unless definite action is required. “Adopt” and “accept” are used interchangeably on committee reports.)

“Since there are no more standing committee reports, we shall proceed to the special committee reports. Are there any special committees prepared to report” Mr./Ms. (Chairperson’s name)...

Special Committee Chairperson: “The committee to investigate the purchase of a computer reports that the computer price range is from \$750 to \$3500.”

“Thank you. Are there any questions about this report? (Pause) If not, what is your pleasure concerning this information? Mr./Ms. (Member’s name)...”

Member: “President, I move that the committee purchase a computer that it feels is best suited to our needs.” (Anyone except the president and the maker of the motion may second the motion.)

Member: “Seconded.”

“It has been moved and seconded that the committee purchase a computer that it feels will meet our needs. Any discussion?” (When discussion is over, the president will then put the motion to a vote.)

“Since there are no more committee reports, we shall proceed to unfinished business.” (Now is the time to take up any motions that were not completed at the last meeting and are pending in the secretary’s minutes.)

“Mr./Ms. Secretary, do we have any motions pending from the last meeting?” (In addition to postponed motions, tabled motions may be considered at this time. Secretary reads motions.)

“Since that completes the postponed business, the Chair will receive any new business. Mr./Ms. (Member’s name)....” (Members may present new business, if any.)

“Are there any announcements?” (Announcements of certain additional meeting times, group project dates, places, etc., could be made at this time.). Following announcements, the president can receive a motion for the club program to be introduced. After the club program, a motion to adjourn can be presented.

“Since that completes the business for this meeting, the President will receive a motion to adjourn. Mr./Ms. (Member’s name)....”

Member: “President, I move that we adjourn.”

Member: “Seconded.”

“It has been moved and seconded that we adjourn. All those in favor of adjournment, say Aye; opposed, No. The motion is carried.” (Usually the president does not have to ask for a vote on this motion and may say, **“If there are no objections, we will stand adjourned. No objections?”** (Pause) **We stand adjourned! The meeting stands adjourned.”** (It should be noted that any section of the order of business that does not apply to a particular organization may be omitted. However, it should be remembered that this order of business is standard procedure and generally most of the contents are used.)

Use of the Gavel

All officers and members should understand the use and meaning of the gavel. It is the symbol of authority and, used correctly, ensures orderly meetings. **One tap** follows the announcement of adjournment, the completion of a business item, or is a message to the members to be seated following the opening ceremony. **Two taps** of the gavel calls the meeting to order. **Three taps** of the gavel is the signal for all members to stand in unison on the third tap. **A series of short taps** is used to restore order at a meeting. For instance, if discussion ventures away from the main motion and attention needs to be brought back to the matter at hand, the chairman should rap a gavel a number of times to get the group’s attention. The purpose of parliamentary procedure is to promote efficient meetings so that business can be transacted in an orderly manner. Each club member should know how to take part in a meeting and how to conduct a meeting in order to protect the rights of all members.

Other Pertinent Rules about Motions

1. Only one main motion may be on the floor at one time. It must be postponed (to a certain time or indefinitely), referred to committee, or voted on before another

- main motion can be made. Motions to postpone or to refer to committee are subsidiary motions and can be offered to clear a main motion from the floor. Motions to postpone or to send to a committee require a majority vote to pass.
2. With the approval of the members who made and seconded a motion, it can be withdrawn from the floor without a vote.
 3. If a motion doesn't receive a second, it dies (is no longer considered).
 4. If debate on a main motion drags on and on, any member may call for the vote:

The motion to call the previous question requires a second, may not be debated, and requires a two-thirds majority to pass. If it passes, a vote on the pending motion is taken immediately. If it fails, discussion continues on the pending motion.