

South Dakota State University
**Open PRAIRIE: Open Public Research Access Institutional
Repository and Information Exchange**

Curriculum Resources

Teaching, Learning and Leadership

10-2018

Parliamentary Procedure Interactive Notebook

Amie Carter

South Dakota State University

P. Troy White

South Dakota State University, peter.white@sdstate.edu


Laura Hasselquist

South Dakota State University, laura.hasselquist@sdstate.edu

Madhav Nepal

South Dakota State University, madhav.nepal@sdstate.edu

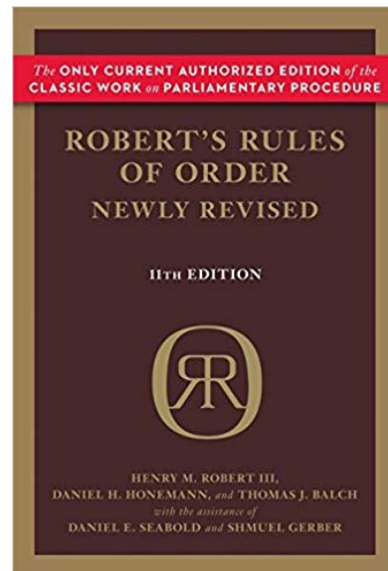
Follow this and additional works at: https://openprairie.sdstate.edu/tll_cr

 Part of the [Agricultural Education Commons](#), [Curriculum and Instruction Commons](#), [Secondary Education Commons](#), and the [Vocational Education Commons](#)

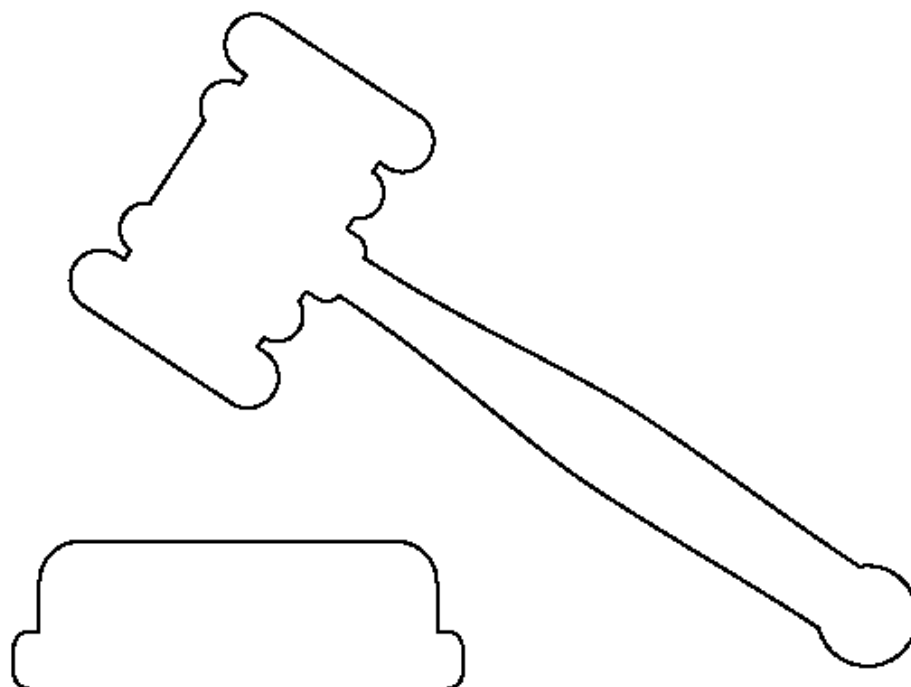
Recommended Citation

Carter, A., White, P.T., Hasselquist, L., & Nepal, M. (2018). Interactive Parliamentary Procedure Notebook. Brookings, SD: SDSU OPEN Prairie. https://openprairie.sdstate.edu/tll_cr/1/

This Curriculum Resource is brought to you for free and open access by the Teaching, Learning and Leadership at Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. It has been accepted for inclusion in Curriculum Resources by an authorized administrator of Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. For more information, please contact michael.biondo@sdstate.edu.



Parliamentary Procedure Interactive Notebook



Acknowledgments



**SOUTH DAKOTA
STATE UNIVERSITY**

- This work originated as a product of an undergraduate internship conducted in the summer of 2018.
- Subsequent revisions and editions are and will be made annually.
- Interactive shapes were found across the web in open sources or created specifically for this project. This work was partially funded by the USDA-NIFA and is provided as a **free resource** for teachers of parliamentary procedure.
- Special thanks to **Nancy Sylvester** for allowing the use of her sample minutes and agenda templates.
- All **Form and Examples** were taken from Roberts Rules of Order: Newly Revised, 11th Edition unless specifically noted otherwise.
- To see the most current edition of this notebook, follow the QR code at the right to the OPEN Prairie website.



- Authors
 - Amie Carter
 - P. Troy White (peter.white@sdstate.edu)
 - Laura Hasselquist
 - Madhav Nepal



**Attribution-NoDerivs
CC BY-ND 4.0**



United States Department of Agriculture
National Institute of Food and Agriculture

Funding for this curriculum development research was provided in part by a grant from the USDA-NIFA titled “Future Agriculture and Science Taskforce? Research and Extension Experiences for Undergraduates (FAST-REEU).” Grant #2018-67032-27712

Table of Contents

<u>Title</u>	<u>Page #</u>	<u>Title</u>	<u>Page #</u>
Additional References	_____	Incidental Motions cont.	_____
Purpose	_____	Parliamentary Inquiry	_____
Deliberative Assemblies	_____	Point of Order	_____
Rules of an Organization	_____	Division of a Question	_____
Conducting Business	_____	Withdraw a Motion	_____
Order of Business	_____	Appeal	_____
Motion Characteristics	_____	Motions that Bring a Question Again Before	
Motion Flash cards	_____	the Assembly	_____
Precedence of Motions	_____	Take from the Table	_____
Use of the Gavel	_____	Rescind	_____
Main Motions	_____	Reconsider	_____
Moving a Motion	_____	Voting	_____
Quick reference icons	_____	Nominations	_____
Privileged Motions	_____	Elections	_____
Fix the Time to Which to Adjourn	_____	Officer Positions	_____
Adjourn	_____	President	_____
Recess	_____	Vice-President	_____
Raise a Question of Privilege	_____	Secretary	_____
Call for the Orders of the Day	_____	Sample Minutes	_____
Subsidiary Motions	_____	Sample Agenda	_____
Lay on the Table	_____	Treasurer	_____
Previous Question	_____	Officer Reports	_____
Limit or Extend the Limits of Debate	_____	Committees	_____
Postpone Definitely	_____	Appointment to a Committee	_____
Commit or Refer	_____	Special Committees	_____
Amend	_____	Standing Committees	_____
Postpone Indefinitely	_____	Committee of the Whole	_____
Incidental Motions cont.	_____	Quasi-Committee of the Whole	_____
Object to the Consideration	_____	Discharge a committee	_____
of a Question	_____		
Point of Information	_____		
Division of the Assembly	_____		
Suspend the Rules	_____		

Additional Helpful Texts for the Study and Mastery of Parliamentary Procedure

- ROBERT, G. H. M. (1921). *Parliamentary practice: An introduction to parliamentary law* (1st ed.). New York, NY: D. Appleton-Century Co. Inc.
 - Free PDF at:
https://books.google.com/books/download/Parliamentary_Practice.pdf?id=A0APAQAAMAAJ&output=pdf&sig=ACfU3U370s2-xKLUdgJmAuGJqh4rBQpQzA
- ROBERT, H. M. (1923). *Parliamentary law* (1st ed.). New York, NY: D. Appleton-Century Co. Inc.
 - Free PDF at:
https://books.google.com/books/download/Parliamentary_Law.pdf?id=pLonAQAAMAAJ&output=pdf&sig=ACfU3U2gfsZgeBmex312NkELxXpp09J2jw



Parliamentary Procedure

Purpose:

- Enables the organization to transact business with speed and efficiency
- To protect the rights of each individual
- To preserve a spirit of harmony within the group

“American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all of these together.”

- All members have equal rights, privileges, and obligations.
- The right of the majority to decide.
- The rights of the minority are protected.
- Only one subject may be discussed at one time.
- Each subject presented for consideration is entitled to full and free debate.
- Motions have a definite and logical order of precedence.

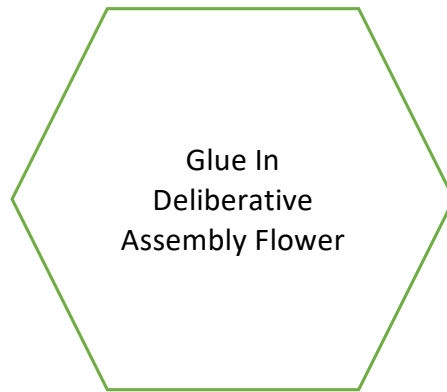


General Henry M. Robert is the original author of Robert's Rules of Order in 1876. He wrote the book after realizing the need to have a standardized form of meeting procedure across the country. He devoted the last portion of his life to parliamentary procedure, and his descendants continue his work to this day.

Deliberative Assemblies:

A gathering in which parliamentary law is applied.

Characteristics



Types of Assemblies:

Meeting open to anyone for a specific purpose.	The assembly at meetings of an organized permanent group.	An assembly of delegates chosen to represent subdivisions of a larger body of people.	Constitutionally established public lawmaking body, such as Congress.	Smaller group whose purpose is chosen by an outside power.
--	---	---	---	--

Rules of an

Glue to Page	<ul style="list-style-type: none">I. Rules of order<ul style="list-style-type: none">A. The written rules of parliamentary procedure the organization chooses to follow.B. Meant to make running a meeting easier and provide a solid structure.C. Rules can be suspended with a $\frac{2}{3}$ vote.
--------------	---

Glue to Page	<ul style="list-style-type: none">I. Corporate Charter<ul style="list-style-type: none">A. Legal documentB. Includes:<ul style="list-style-type: none">i. Name of the organizationii. Object of the societyiii. Includes any information needed to fit under state or national laws of the organization
--------------	--

<ul style="list-style-type: none">I. Includes:<ul style="list-style-type: none">A. Name of organizationB. Object of organizationC. MembersD. OfficersE. MeetingsF. CommitteesG. Name of Parliamentary AuthorityH. How to amend the bylaws
--

Organization

CONDUCTING BUSINESS IN A MEETING

Glue onto paper.

INSTRUCTIONS

1. The presiding officer stands up and calls the meeting to order.
2. Opening Ceremonies
3. Conduct the order of business by reading and approving the minutes of previous meeting. Then hear any officer or committee reports, and finish any unfinished business and address new business.
4. Closing Ceremonies
5. Adjourn

HOW TO OBTAIN THE FLOOR

1. Stand and face the chair and say "Mr./Madam President."
2. Wait to be recognized by the chair by announcing your name.
3. The member now has the floor and can make a motion or participate in debate.
4. You yield the floor when you finish talking and sit down.

QUORUM:

The minimum number of members who must be present at the meeting for business to be legally transacted.

THE CHAIRPERSON

- Knows parliamentary procedure
- Fair
- Neutral
- Only votes to break a tie
- Rules on questions of parliamentary procedure
- Maintains order
- Assigns the floor
- Give parliamentary direction

RULES OF DEBATE

- The member who made the motion has the right to debate first
- A member can only speak 2 times on each motion on the same day
- A member can only speak for a total of 10 minutes at a time.
- Debate must apply to the motion before the group
- Comments must be to the chair and not other members
- You cannot debate against your own motion

ORDER OF BUSINESS

Robert's Rules of Order

Official FFA Manual

1. Reading and Approval of Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special (Select or Ad Hoc) Committees
4. Special Orders
5. Unfinished Business and General Orders
6. New Business

1. Opening Ceremony
 1. Call to Order, Roll Call, and Quorum determination
2. Reading and approval of the minutes
3. Reports of officers, boards, and standing committees
4. Reports of special (select or ad hoc) committees
5. Special orders
6. Unfinished business and general orders
7. New business
8. Special features
 1. Speakers, panels, guest appearances, award presentations, and other nonbusiness items
9. Ceremonies
 1. Used only when new members are initiated, Discovery FFA Degrees are awarded, Discovery FFA Degrees recipients are raised to the Greenhand FFA Degree, Greenhands are raised to the Chapter FFA Degree or officers are installed.
10. Announcements
11. Closing ceremony
12. Entertainment, recreation and/or refreshments

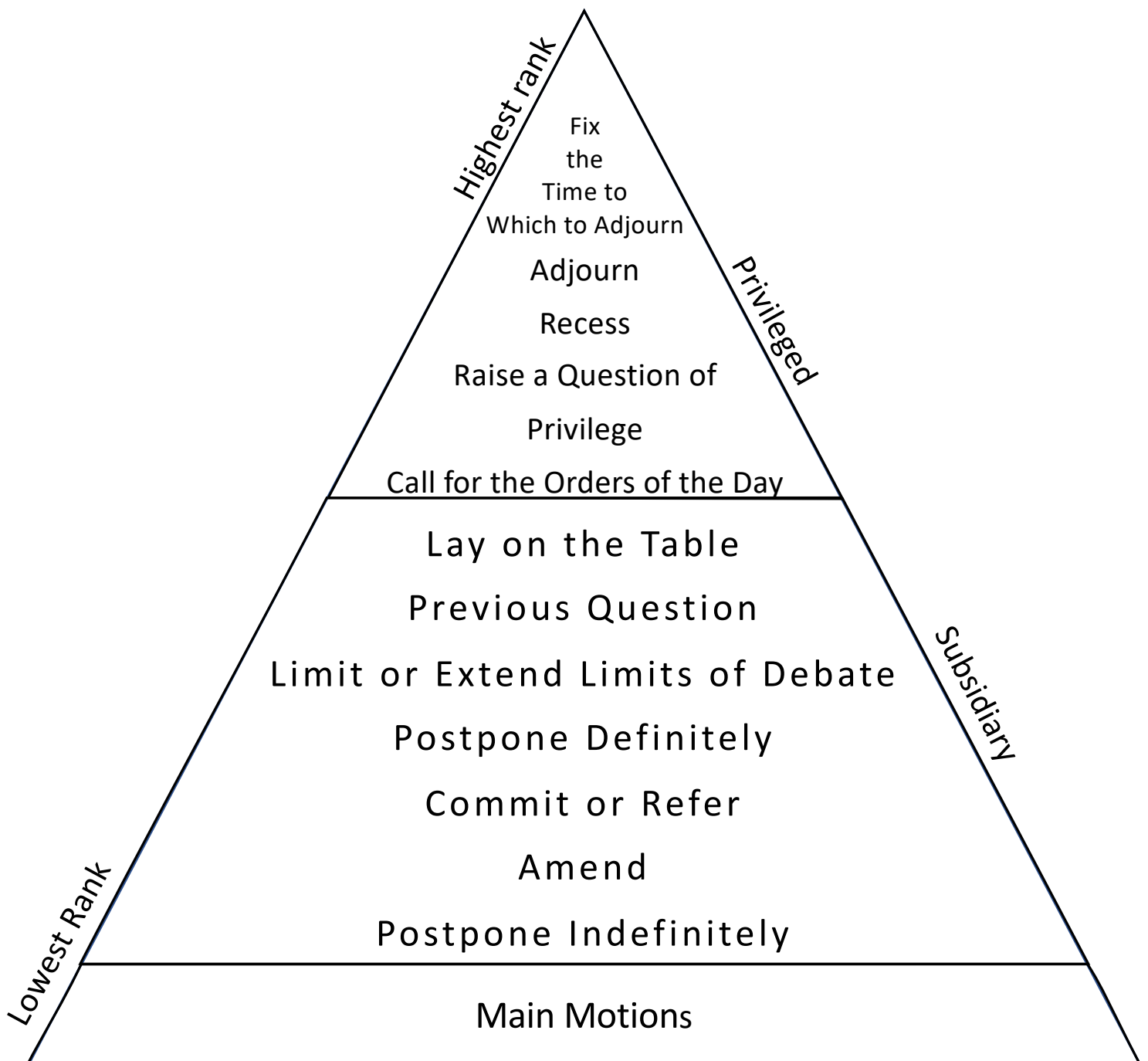
Standard Descriptive Motion Characteristics

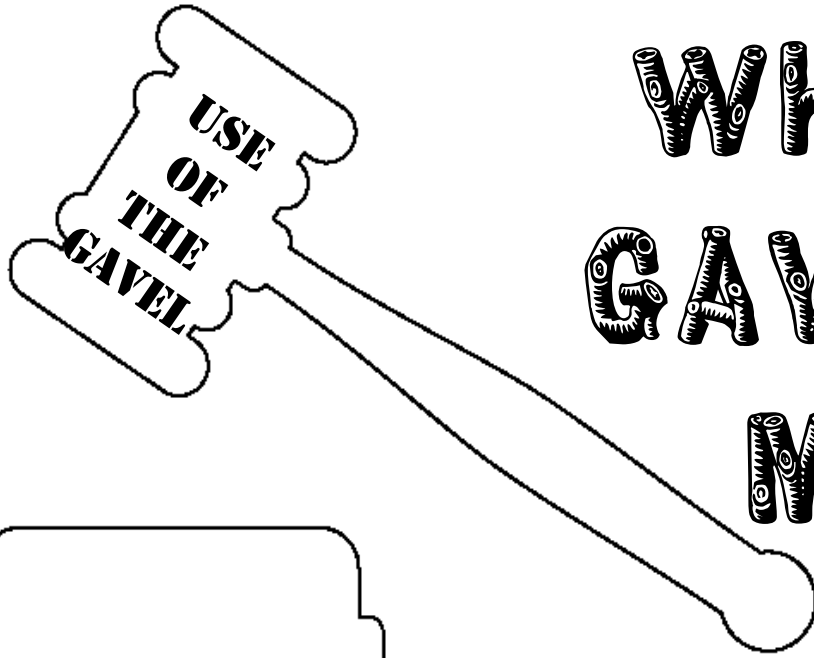
	INTERRUPT	SECOND	DEBATE	AMEND	VOTE
PRIVILEGED MOTIONS					
13. Fix the Time to Which to Adjourn	No	YES	No	YES	Maj
12. Adjourn	No	YES	No	No	Maj
11. Recess	No	YES	No	YES	Maj
10. Raise a Question of Privilege	YES	No	No	No	Chair
9. Call for the Orders of the Day	YES	No	No	No	**
SUBSIDIARY MOTIONS					
8. Lay on the Table	No	YES	No	No	Maj
7. Previous Question	No	YES	No	No	2/3
6. Limit or Extend Limits of Debate	No	YES	No	YES	2/3
5. Postpone Definitely	No	YES	YES	YES	Maj
4. Commit or Refer	No	YES	YES	YES	Maj
3. Amend	No	YES	YES**	YES	Maj
2. Postpone Indefinitely	No	YES	YES	No	Maj
MAIN MOTIONS					
1. Main Motion	No	YES	YES	YES	Maj
INCIDENTAL MOTIONS					
Suspend the Rules	No	YES	No	No	**
Withdraw a Motion	**	**	No	No	Maj*
Object to the Consideration of a Question	YES	No	No	No	Neg 2/3
Point of Order	YES	**	**	No	**
Parliamentary Inquiry	YES	No	No	No	chair
Appeal	YES	YES	YES*	No	Maj*
Point of Information	YES	No	No	No	chair
Division of the Assembly	YES	No	No	No	chair
Division of a Question	No	YES	No	YES	Maj
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider	No	YES	*	No	Majority
Rescind	No	YES	YES*	YES	**
Take from the Table	No	YES	No	No	Majority
Discharge a Committee	No	YES	YES*	YES	*
Amend Something Previously Adopted	No	YES	YES*	YES	*

Classes of Motions Cards

Precedence of Motions

Precedence: Motions with the highest rank must be taken care of or disposed of before motions of lower rank.





WHAT THE GAVEL TAPS MEAN...



Glue to page

- ★ **MOTION PASSED/FAILED**
- ★ **MEMBERS CAN SIT**
- ★ **THE MEETING IS ADJOURNED**

Glue to page

THE MEMBERS SHOULD RISE.

Glue to page

THE MEETING IS CALLED TO ORDER.

Several taps call the members to order during a meeting.

Main Motions

Incidental Main Motion

Relates to the business of the organization, or its past or future action

Does not introduce new matters of business

Original Main Motion

Introduces a new matter of business to the assembly

Examples:

- "I move to take a recess."
- "I move to limit the length of speeches during the meeting."

Examples:

- "I move to plant flowers by the main entrance to the high school."
- "I move that the FFA chapter plan a field trip to the local zoo."

How to Move a Main Motion

Key Points	Details
Main Motion	<ul style="list-style-type: none"> Introduces new business to the assembly
Moving a Motion	<ul style="list-style-type: none"> To bring a main motion before the assembly by “moving” it Member rises Get recognized by the chair “I move to...”
Seconding a motion	<ul style="list-style-type: none"> Purpose to prevent wasting time on a subject only one person wants Made by a member who wants the motion considered but is not necessarily in support of it No need to stand or be recognized “I second. / I second it. / Second.”
Stating The Question	<ul style="list-style-type: none"> The chair <i>states the motion</i>, “It is moved and seconded to [motion].” This officially makes the motion property of the assembly Until then the maker of the motion can change or withdraw it
Debate	<ul style="list-style-type: none"> An opportunity for members to express their reasons why or why not a motion should be adopted “Is there any discussion? / Are you ready for the question?” In the introduction state whether you are in favor or against the pending motion Then state two or three reasons for or against the motion End debate by restating position on the motion (in favor or against)
Putting the Question	<ul style="list-style-type: none"> Chair asks if there is any more debate If there is none, the chair calls for a vote “Those in favor of the motion to ... say aye.” “Those opposed to the motion to ... say no.”
Voting	<ul style="list-style-type: none"> The assembly decides whether or not to adopt the pending motion by a majority, two-thirds ($\frac{2}{3}$), or plurality vote depending on the motion under consideration The vote can be taken by voice, standing, show of hands, ballot, roll call, or unanimous consent and depends on the motion under consideration.

I move to...

Glue in
Moving a motion
truck pull out.

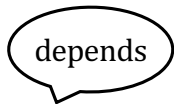
Summary: A member obtains the floor and makes a motion by saying, “I move to...” Another member seconds the motion, and the chair puts it before the assembly by stating the motion. The maker of the motion gets the right to debate first if they wish. Once debate is done, the chair calls for a vote. The vote is taken and the motion is either passed or failed officially when the chair announces the vote.

Quick Reference Symbols Used on Motion Summary Pages

2nd



Does the motion require a second?



Can it be debated?



Can it be amended?



What vote is required?



*Fix the Time
to Which to
Adjourn*

Adjourn

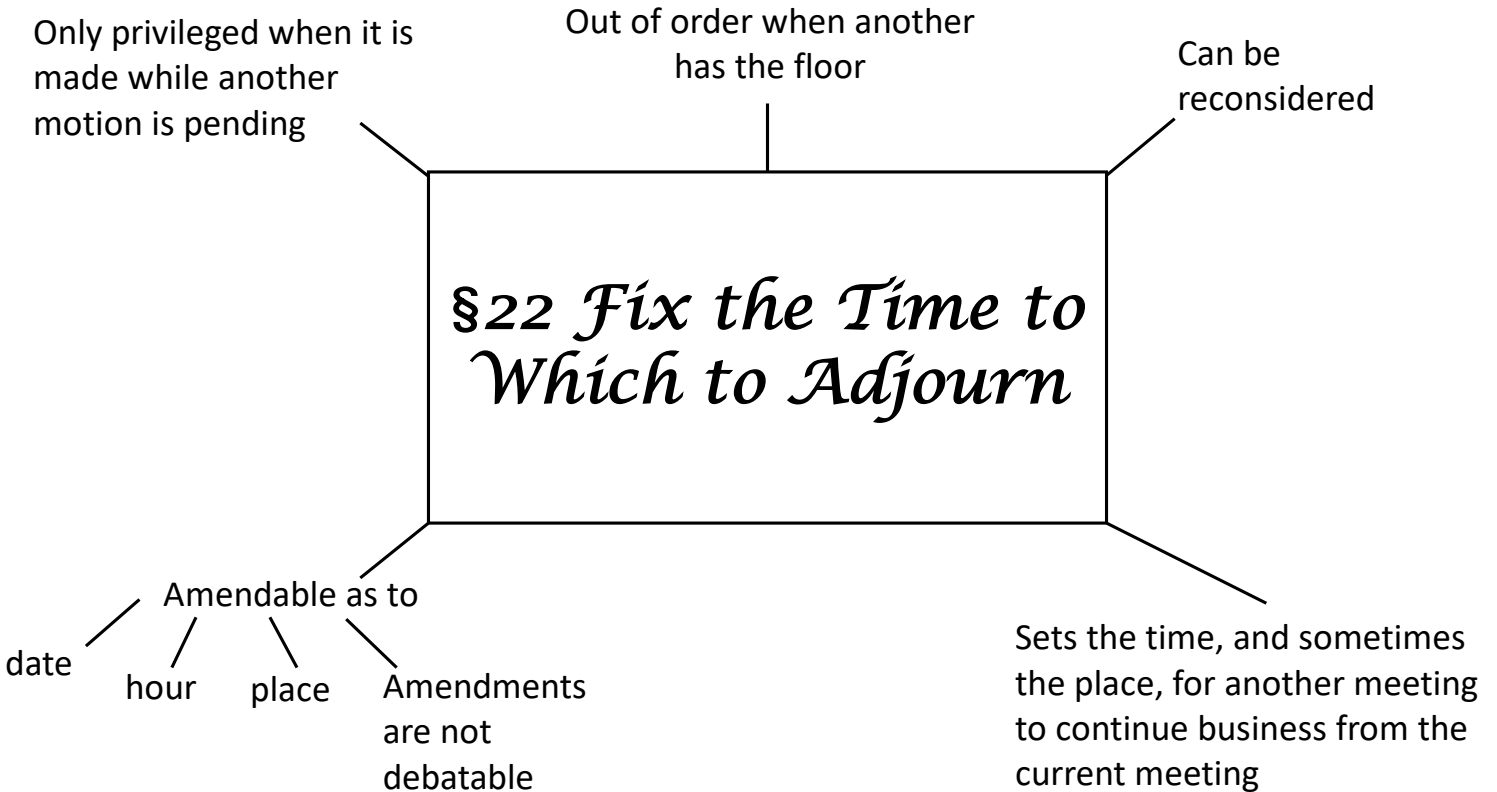
Recess

*Call for the
Orders of the
Day*

*Raise a
Question of
Privilege*

Privileged Motions

2nd



Form and Example:

Example 1:

MEMBER A (obtaining the floor): Madam President, I believe the pending resolution will require longer discussion than we have time for this evening. I move that when the meeting adjourns, it adjourn to meet here next Tuesday at 8:15 P.M. (Second.)

Example 2:

MEMBER A (obtaining the floor): Madam President, I move that when this meeting adjourns, it stand to meet at 8:00 PM on Wednesday, April 2, at the Riggs Hotel. (Second.)

2nd



Out of order
when
another has
the floor

§ 21 *Adjourn*

Can be
reconsidered

Ends a meeting

Form and Example:

Example 1:

MEMBER A (obtains the floor): I move to adjourn. (Second.)

Example 2:

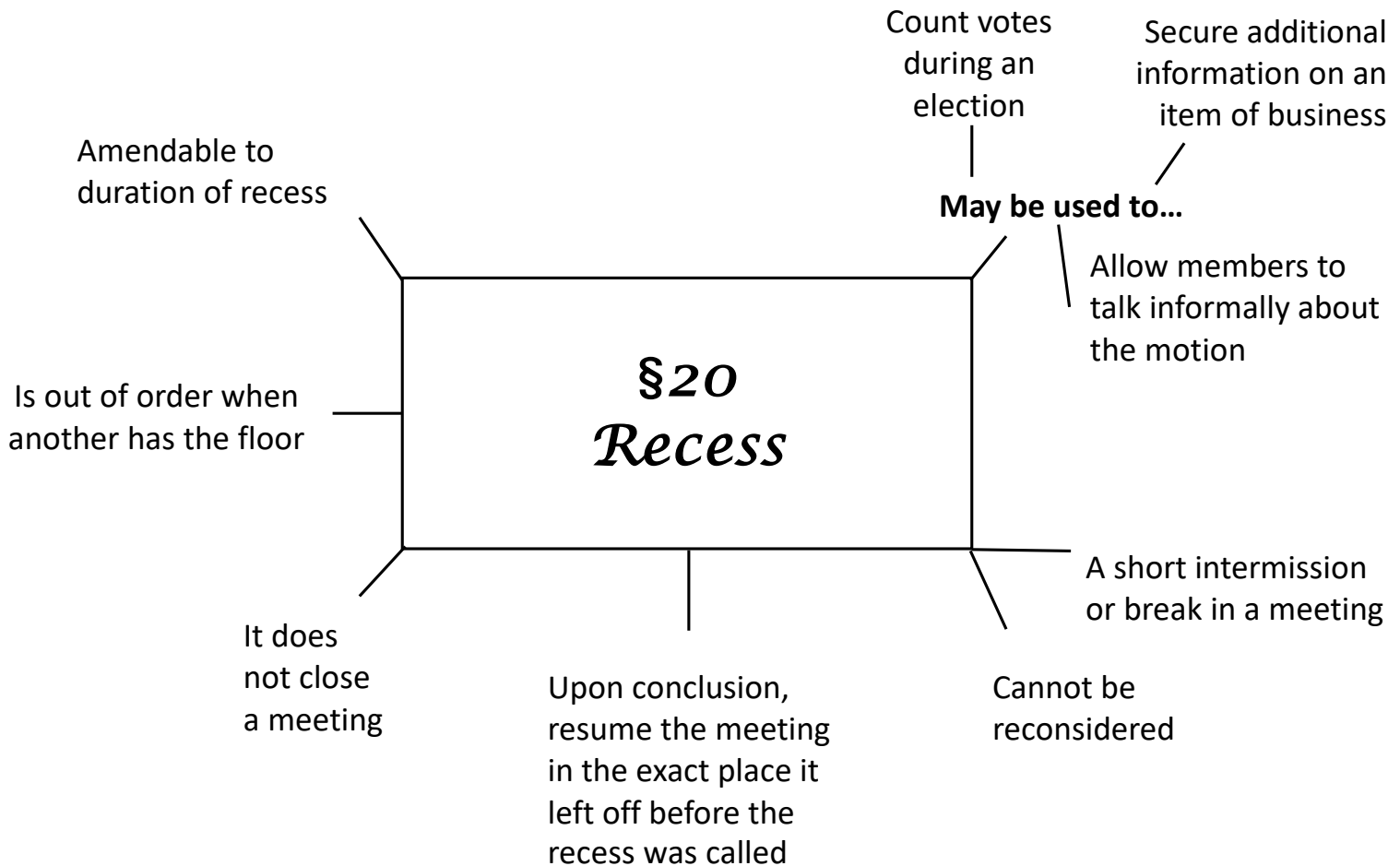
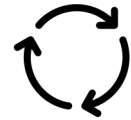
MEMBER A (obtaining the floor): I move the meeting adjourn. (Second.)

CHAIR: It is moved and seconded to adjourn. Those in favor, say aye...

If adopted:

CHAIR: The ayes have it, and the meeting is adjourned. [Tap gavel once.]

2nd



Form and Example:

Example 1:

MEMBER A (obtaining the floor): I move that the meeting take a recess until 2 PM.

Example 2:

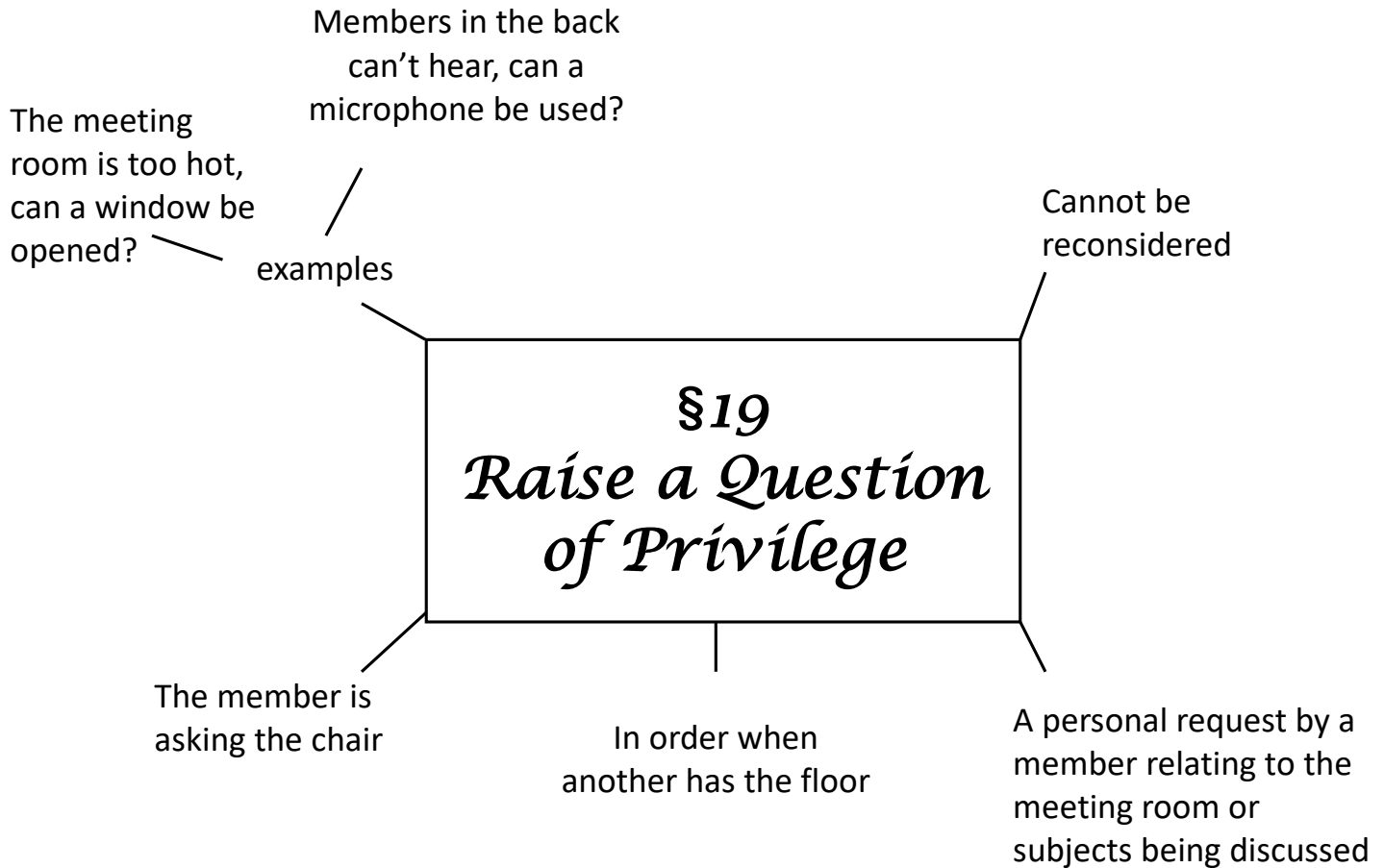
MEMBER A (obtaining the floor): I move to recess for 15 minutes.

If adopted:

CHAIR: The ayes have it and the meeting stands recessed for 15 minutes. [Tap gavel once if desired].



NO



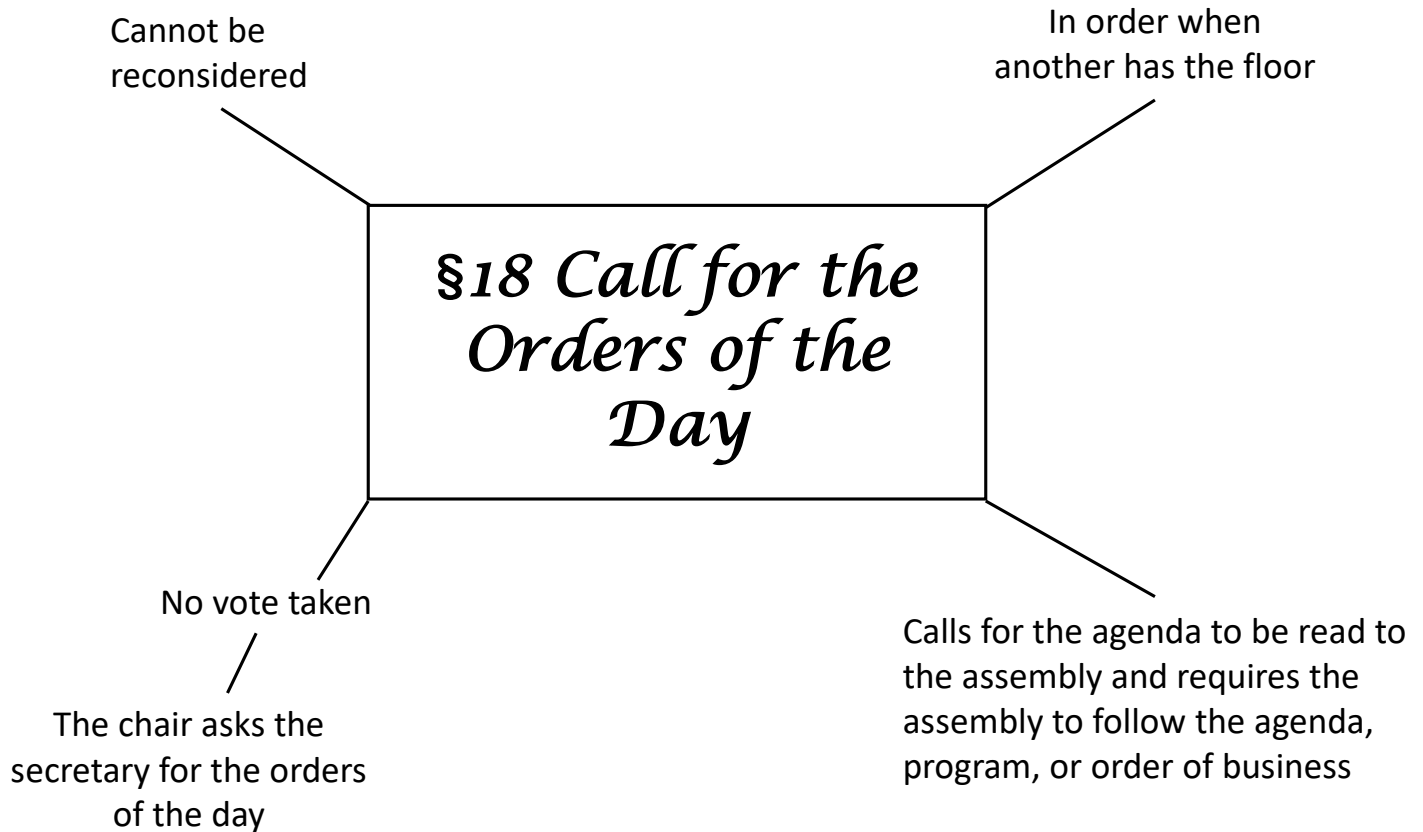
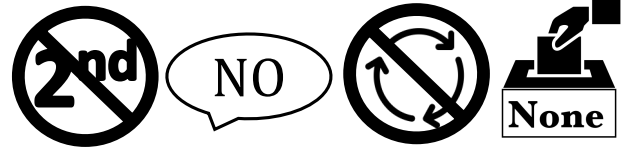
Form and Example:

MEMBER A (obtaining the floor): Mr. President, I rise to a question of privilege affecting the assembly.

CHAIR: The gentleman will state his question.

MEMBER A: Mr. President, I don't think we're going to be able to hear unless some of the windows are closed.

CHAIR: Will one of the ushers ask the building engineer to have the windows closed on the left side. May we have the sound turned up a little until the windows are closed.



Form and Example:

MEMBER A (obtaining the floor): Madam President, I call for the orders of the day.

CHAIR: The orders of the day have been called for. Yesterday the convention postponed the resolution relating to tax reform to 11:30 AM today., and made it a special order. It is now 11:30 The question is one the resolution, "..."

After the consideration of the resolution is completed:

CHAIR: When the orders of the say were called for, the convention was considering the resolution "...". Mr. Henley has the floor at that time. The chair recognizes Mr. Henley.

**Lay On The
Table**

**Previous
Question**

**Limit or
Extend Limits
of Debate**

**Postpone
Definitely**

**Commit or
Refer**

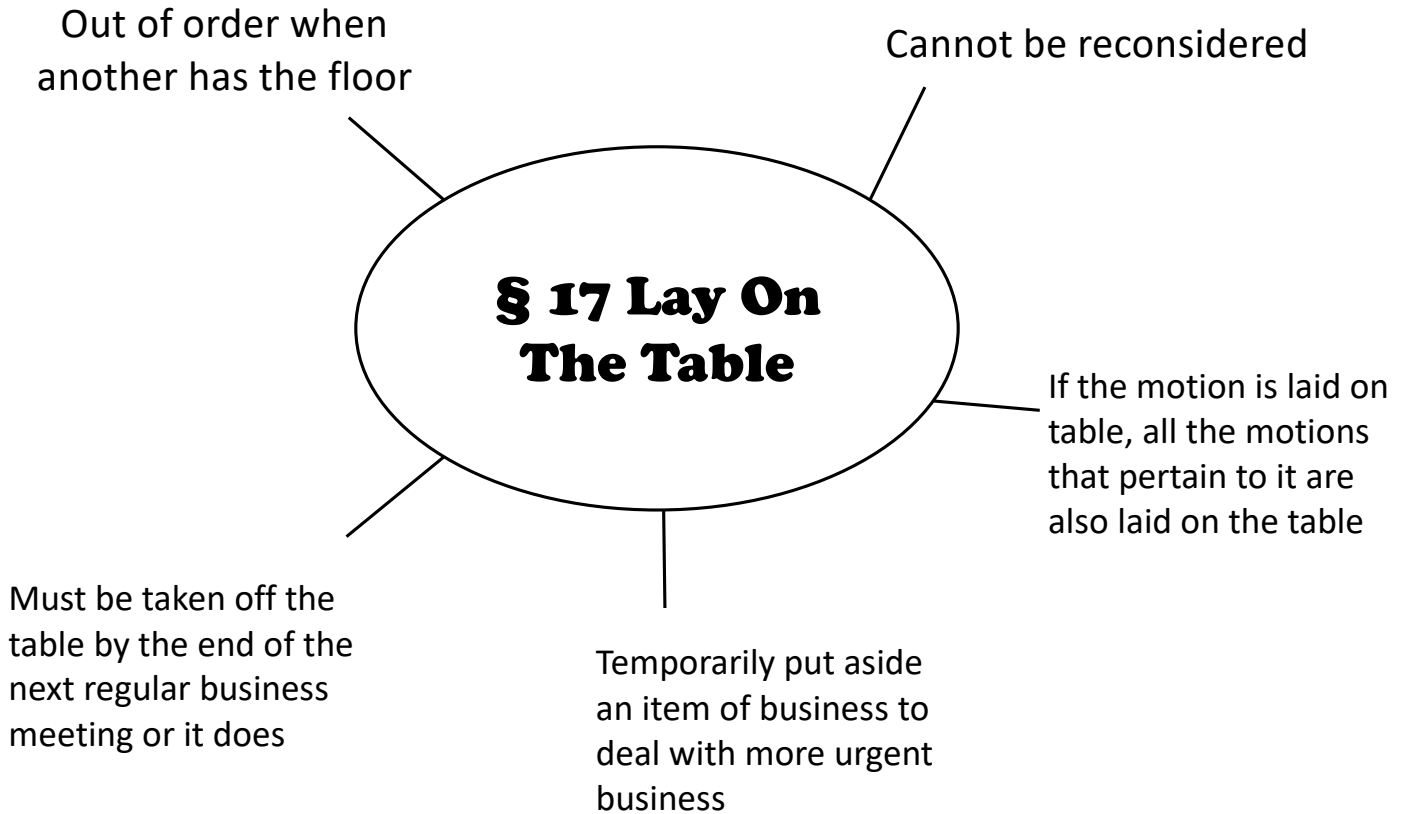
Amend

**Postpone
Indefinitely**

Assembly Privileges Motions

2nd

NO



Lay on the Table Form and Example:

MEMBER A (obtaining the floor): I move to lay the question on the table.

***"It is proper for, and the chair can ask, the maker of this motion to state his reason first . . . [so that] the urgency and the legitimate intent of the motion can thus be established" (RONR, p. 211-2)

CHAIR: It is moved and seconded to lay the pending question(s) on the table. As many as are in favor of laying the pending question(s) on the table, say aye . . . Those opposed, say no . . .

2nd

NO



Out of order when another has
the floor

**§ 16
Previous
Question**

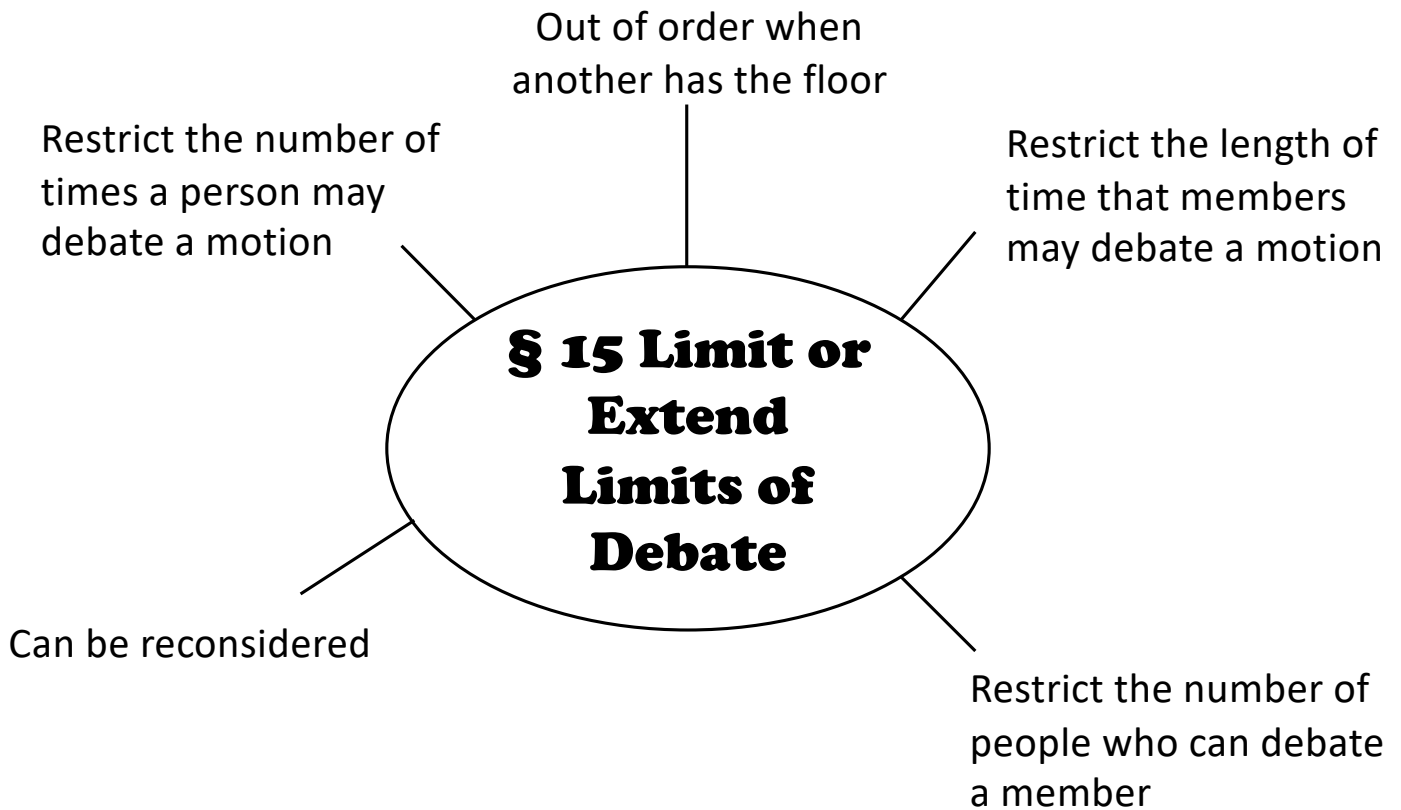
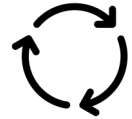
Immediately stops all
debate and takes the
motion straight to a vote

Can be applied to any
immediately pending
motion that is amendable
and debatable

Form and Example:

MEMBER A (obtaining the floor): I move the previous question. (Second.)

CHAIR: The previous question is moved and seconded [naming the motions, unless none was specified]. Those in favor of ordering the previous question on [repeating the motions], rise... Be seated. Those opposed, rise... be seated. There are two thirds in the affirmative and the previous question is ordered on [naming the motions the order applies to.] The question is now on the adoption of the motion to ... [stating the full immediately pending question.] Those in favor [and so on, putting to vote in proper sequence all motion on which the Previous Question has been ordered].



Form and Example:

- A) To fix the hour for closing debate and putting the question: “I move that at 9 PM debate be closed and the question on the resolution be put to a vote.”
- B) To limit time spent in debate: “... that debate on the pending amendment be limited to twenty minutes.”
- C) To reduce or increase the number or length of speeches: “... that debate be limited to one speech of five minutes for each member”; or “... that Mr. Lee’s time be extended three minutes.”

Stating the Question:

CHAIR: It is moved and seconded that no later than 9 PM debate be closed and the question on the resolution be put. The motion to limit or extend time of debate is not debatable, but it can be amended. Are there any amendments to the motion to limit debate?

2nd



Out of order when another
has the floor

Amendable as to
the time of the
postponement

**§14
Postpone to
a Certain
Time
(Definitely)**

Postponing a
motion allows
action on a
motion to be put
off to a specific
date.

Debatable to reasons
for postponement

Form and Example:

MEMBER A (obtaining the floor): I move to postpone the motion to the next meeting.

2nd

YES



If the committee is given power to act

If the committee need to report to the assembly

Directions

How the members are chosen
Number of committee members

Can be reconsidered is the committee has not started working on the motion

Include in the motion

If the motion goes to a special committee

Sends a pending motion to a group of select people, a committee, so the motion can be looked at closely and make suggestions how to improve the motion

Special committees complete a specific task and then break up

§13 Commit or Refer

Out of order when another has the floor

If sent to a standing committee, mention the name of the committee in the motion to refer

Standing committees have a continuing function and stay together even after the motion

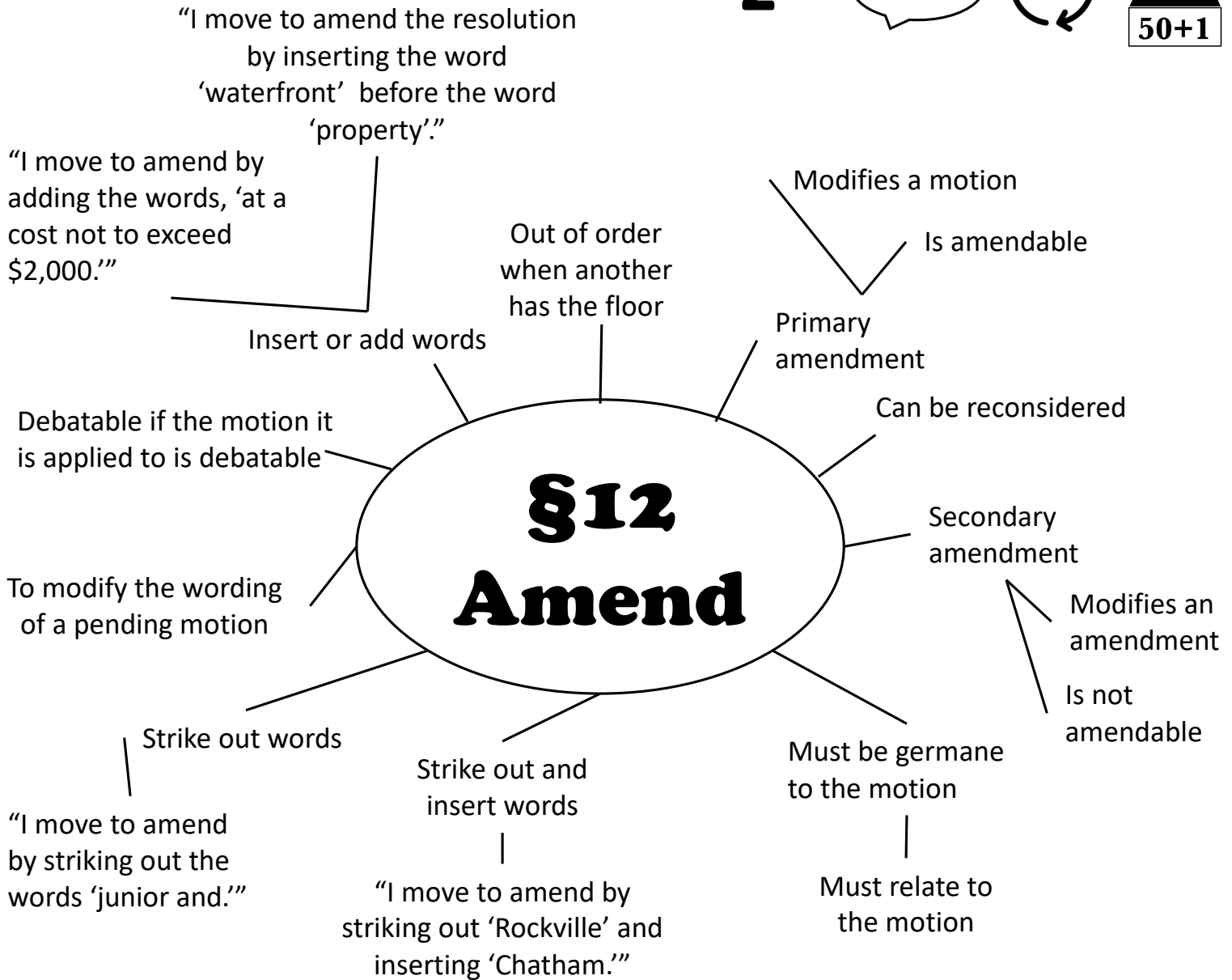
Commit or Refer Form and Examples:

Form

- a) to "go into a committee of the whole"
- b) to "go into quasi committee of the whole" or to consider as if in committee of the whole"); and
- c) to "consider informally."
- d) Standing committee
- e) Special, select, or ad hoc committee

Examples

- A) I move that the motion be referred to the Social Committee.
- B) I move that the resolution be referred to a committee of three to be appointed by the chair.
- C) I move that the the question be referred to the Executive Board with full power to act.



Form and Example:

MEMBER A (obtaining the floor): I move to add the words “and convert it into a parking lot.” (Second.)

CHAIR: It is moved and seconded to add the words “and convert it into a parking lot.” If the amendment is adopted, the main motion will read, “That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot.” The question is on adding the words “and convert it into a parking lot.” Is there any discussion?

Putting the Question:

CHAIR: The question is on adding the words “and convert it into a parking lot.” If the amendment is adopted, the main motion will read, “That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot.” Those in favor of adding the words “and convert it into a parking lot,” say aye...

2nd

YES



Debate goes into the merits of the main motion

Out of order when another has the floor

Kills the motion for the duration of the current meeting

§11 Postpone Indefinitely

Can be reconsidered if originally passed in the affirmative

The assembly does not want to consider the motion.

Form and Example:

MEMBER A (obtaining the floor): I move that the resolution be postponed indefinitely. (Second.)

CHAIR: It is moved and seconded that the resolution pertaining to the endorsement of James Thornton for United States Senator be postponed indefinitely. The chair recognizes Mr. A.

Object
to the
Consideration
of a Question

Request for
Information

Suspend
the Rules

Point
of Order

Incidental Motions

Division
of a
Question

Withdraw
a Motion

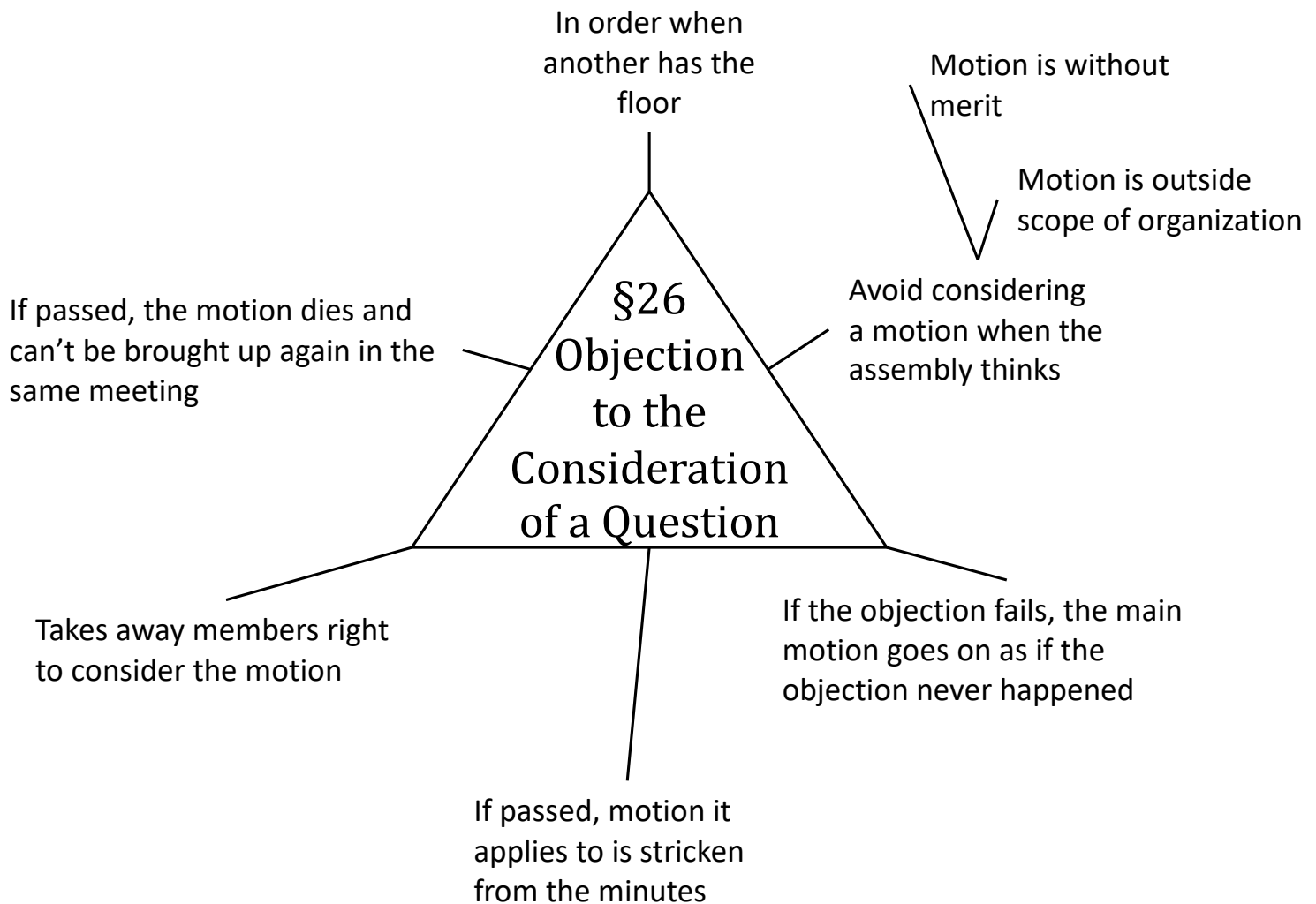
Division
of the Assembly

Parliamentary
Inquiry

Appeal



NO

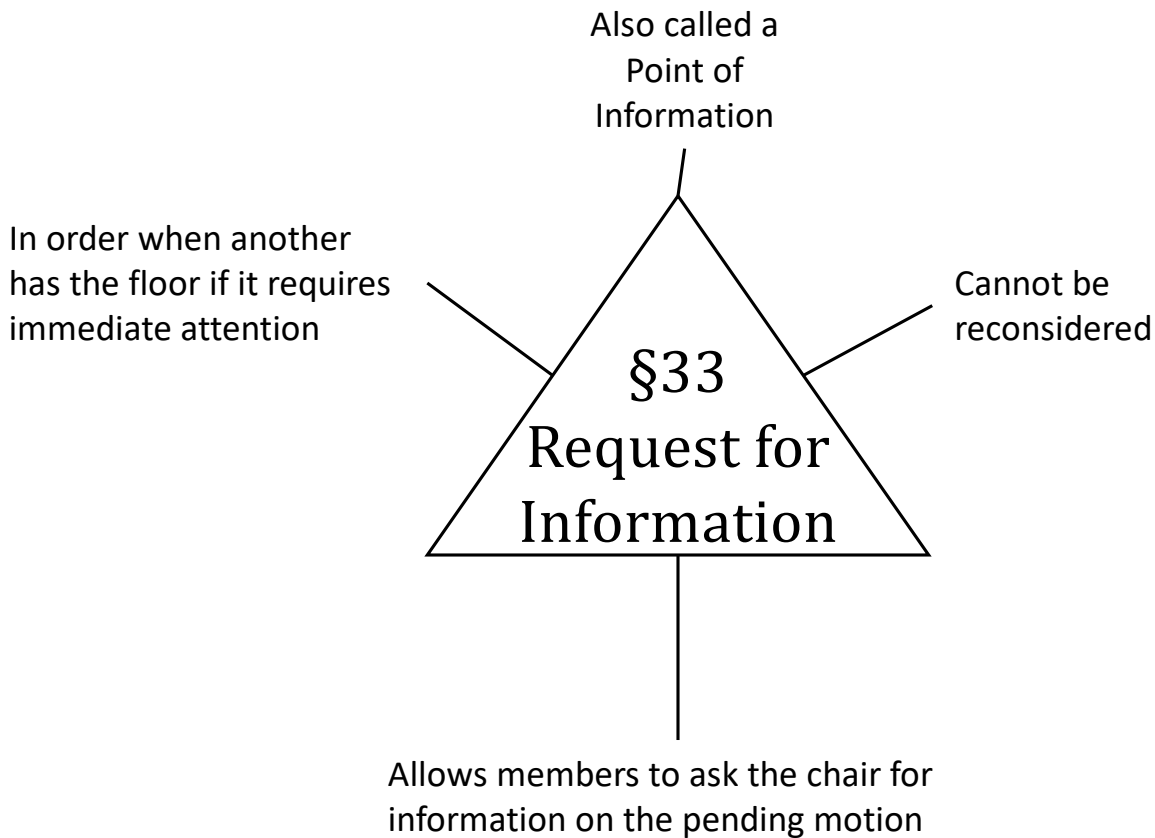


Form and Example:

MEMBER A: Mr. President I object to the consideration of the question.

CHAIR: The consideration of the question is objected to. Shall the question be considered?

Those in favor of considering it, rise... Be seated. Those opposed to considering the question, rise... Be seated. There are two-thirds opposed and the question will not be considered.



Form and Example:

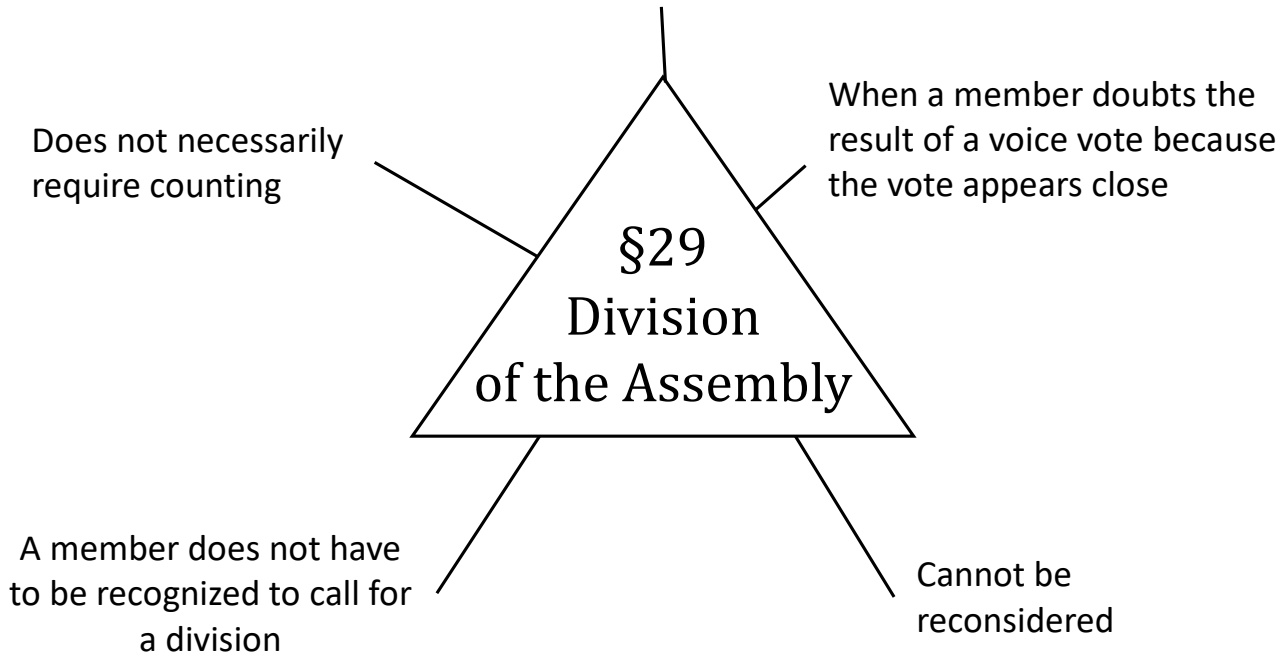
MEMBER A: Madam President, I have a request for information.

CHAIR: The member will state his question.

MEMBER A: This motion calls for a large expenditure. Will the treasurer state the present balance?



In order from the moment
the negative votes have been
cast until the result of
the vote has been announced
or immediately thereafter



Form and Example:

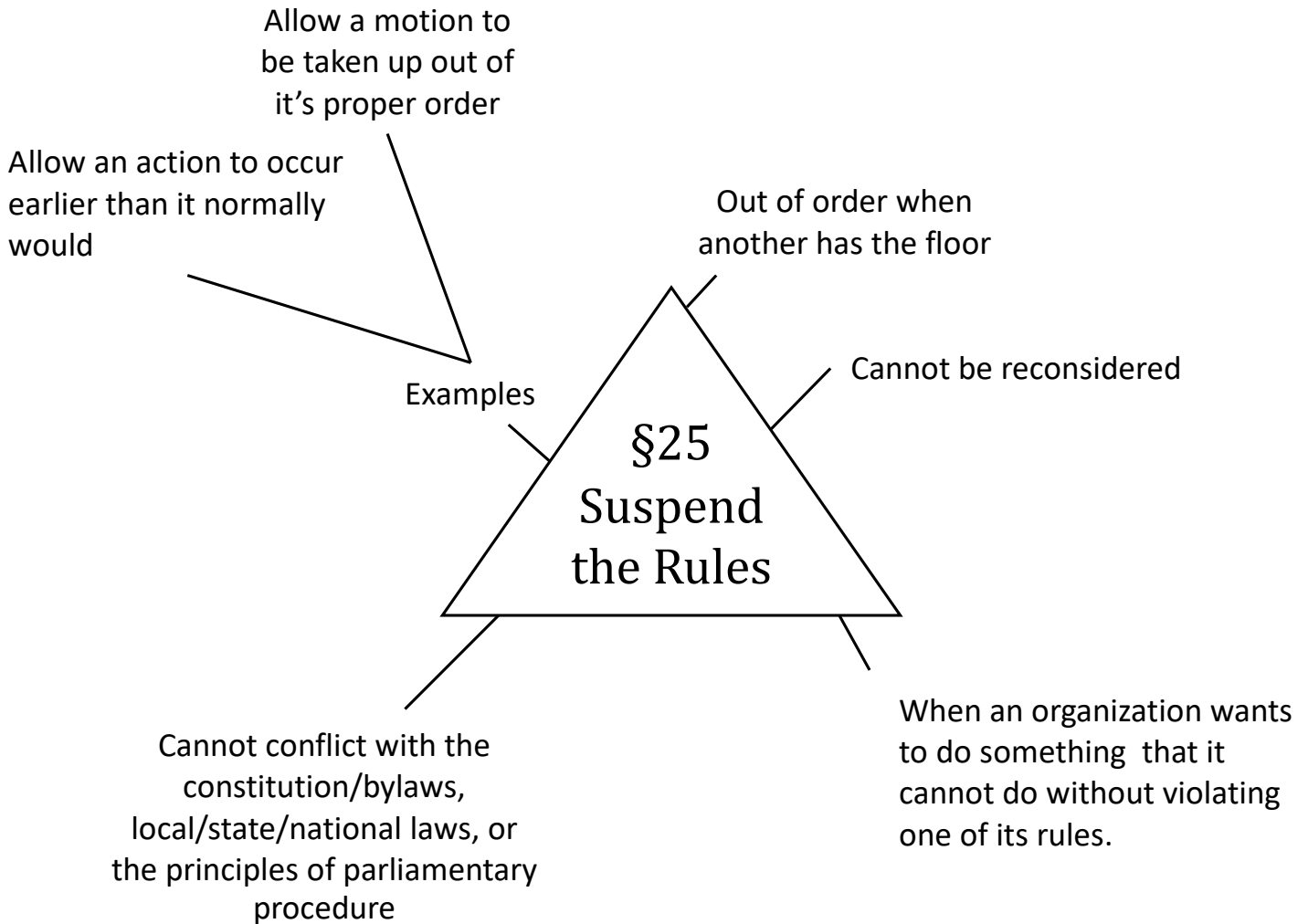
While, or immediately after, the chair announces the result of a vote, “The ayes [or “noes”] have it and..,” a member can call for a division of from his seat, without obtaining the floor.

MEMBER A: Division! (“I call for a division” or “I doubt the result of the vote” are also acceptable)

CHAIR: “A division is called for.” The chair then proceeds to take the rising vote.

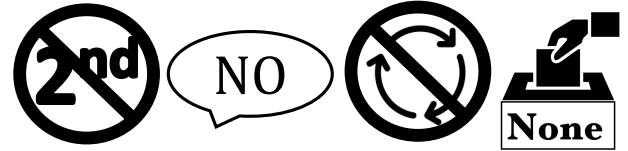
2nd

NO



Form and Example:

MEMBER A(obtaining the floor): I move that the rules be suspended which interfere with... [stating the object of the suspension]. (Second.)



A member asks the chair a question relating to parliamentary procedure or the rules of the organization

§33
Parliamentary
Inquiry

In order when another has the floor if they require immediate attention

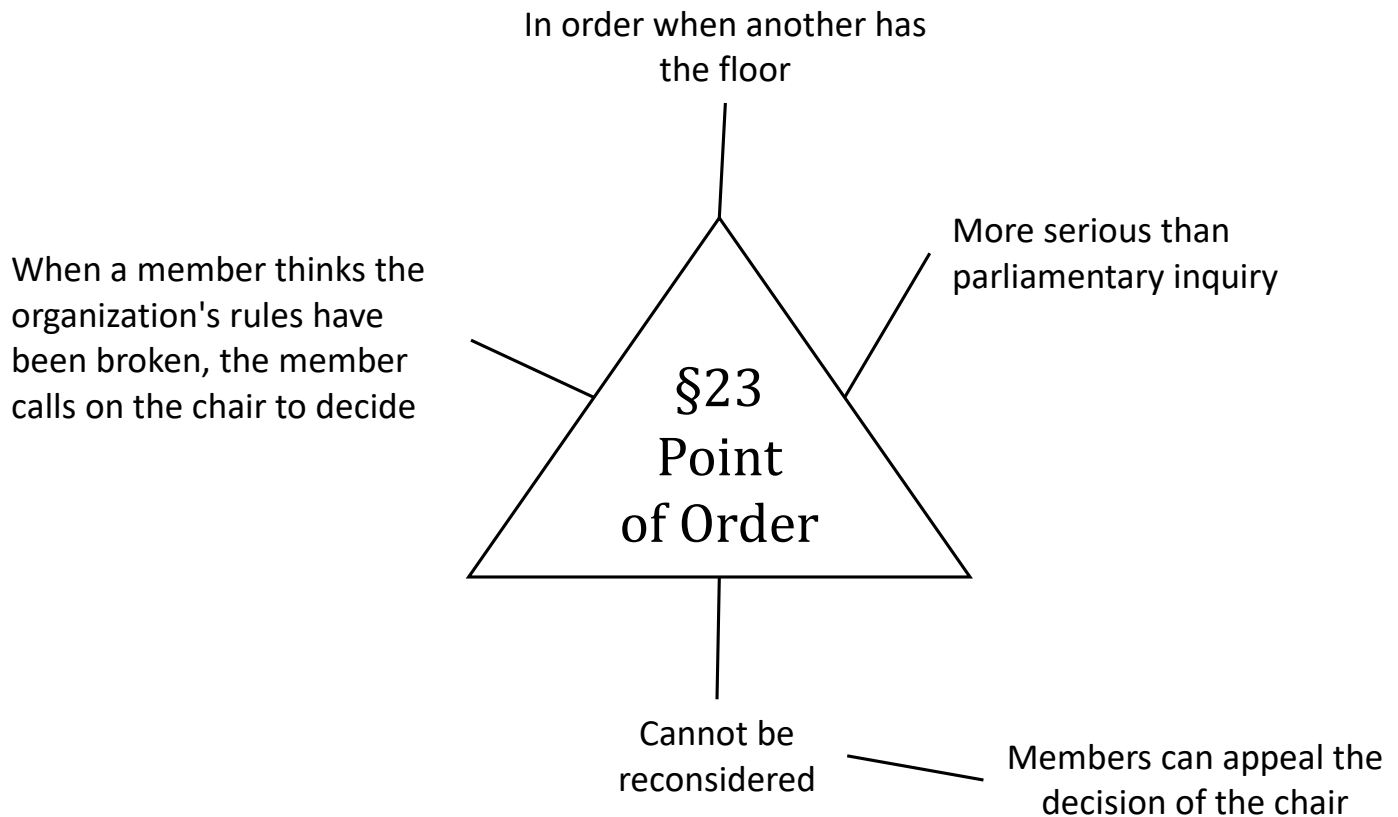
Cannot be reconsidered

Form and Example:

MEMBER A: I rise to a parliamentary inquiry.

CHAIR: The member will state the inquiry.

MEMBER A: Is it in order at this time to move the previous question?



Form and Example:

When a member notices a breach of order that may do harm if allowed to pass, he rises and, without waiting for recognition, immediately addresses the chair as follows.

MEMBER A: I rise to a point of order.

Anyone who is speaking takes his seat. The chair then asks the member to state his point of order.

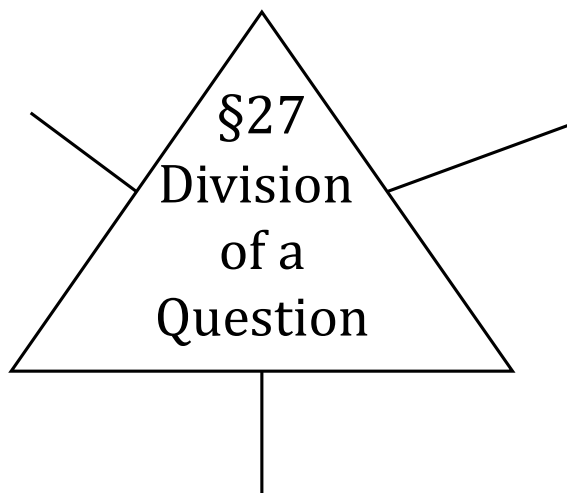
MEMBER A: I make the point of order that...

The chair then rules whether "the point of order is well taken" or "is not well taken" stating briefly his reasons, and taking any action if needed.

2nd



When there are several parts in a single motion, it can be separated into individual motions



Out of order when another has the floor

Cannot be reconsidered

Form and Example:

MEMBER A (obtaining the floor): Madam President, I move to divide the resolution (motion) into two parts as follows: ... (Second.)



In order when another has the floor if it requires immediate attention

Unanimous consent is always asked for first

Belongs to the assembly and requires vote

After being stated by the chair

§33 Withdraw a Motion

Before the motion is stated by the chair

Only a negative vote can be reconsidered

Maker of the motion withdraws

Another member asks for motion to be withdrawn or modified

Does not require a second or permission of assembly

Requires permission of the maker of the motion

Form and Example:

After a member makes a motion but before the chair states the question, the maker can withdraw...

MEMBER A (who made the motion): Madam President, I withdraw the motion.

After the motion has been stated by the chair...

MEMBER A: I ask permission to withdraw the motion.

CHAIR: Unless there is objection (pauses), the motion is withdrawn.

2nd



50+1

Does not apply to opinions offered by the chair

In order when another has the floor

Allows members to determine if the chair made a mistake in a ruling

Appeal must be made at the time of the chairs decision

§24 Appeal

Can be reconsidered

An affirmative or tie vote on the appeal means the chairs decision is upheld

Is debatable unless

A negative vote means the chairs decision is reversed

Relates to rules of speaking

Relates to priority of business

Made when undebatable question is pending

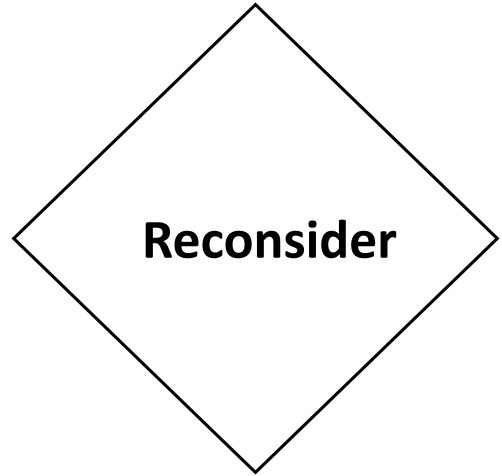
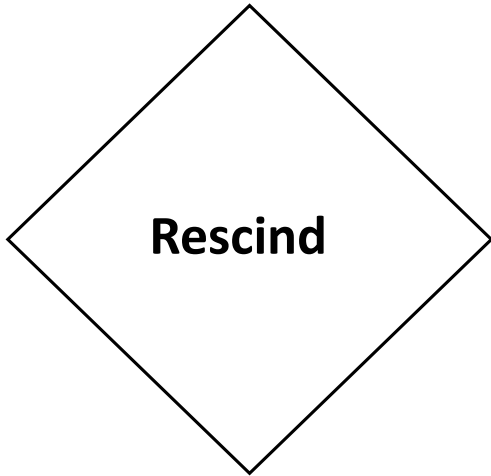
Form and Example:

MEMBER A (rising without recognition): I appeal the decision of the chair. (Second.)

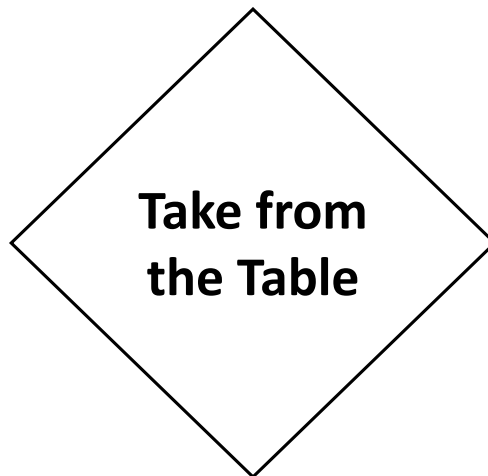
CHAIR: The decision of the chair is appeal from. [The chair clearly states what the exact issue is, and he can explain the reasons for his decision if he chooses.]

CHAIR: The question is, "Shall the decision of the chair be sustained?"

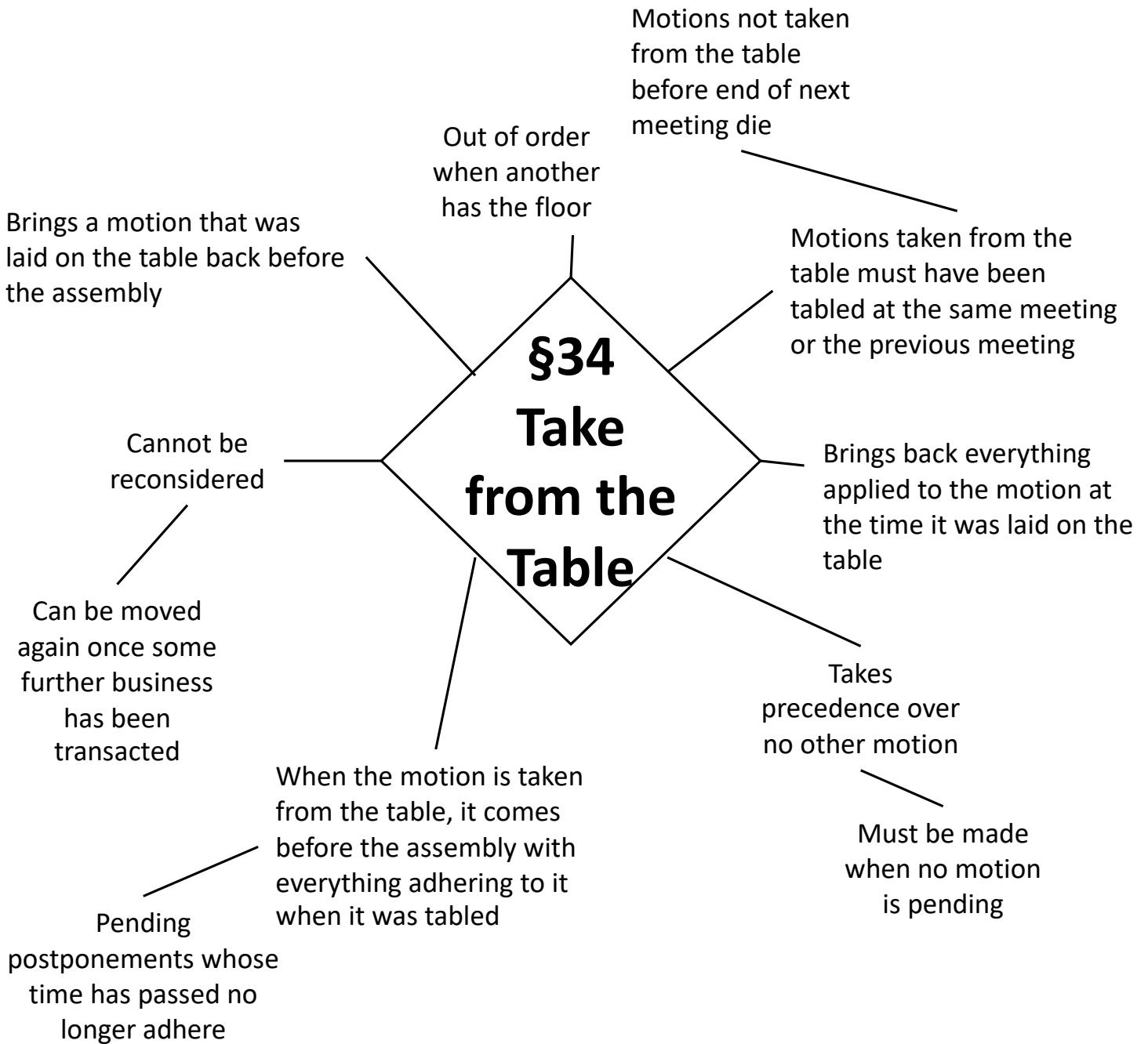
CHAIR: Those in favor of sustaining the chair's decision, say aye... Those opposed to sustaining this decision, say no...



Motions that Bring a Question Again Before the Assembly



2nd

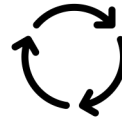


Form and Example:

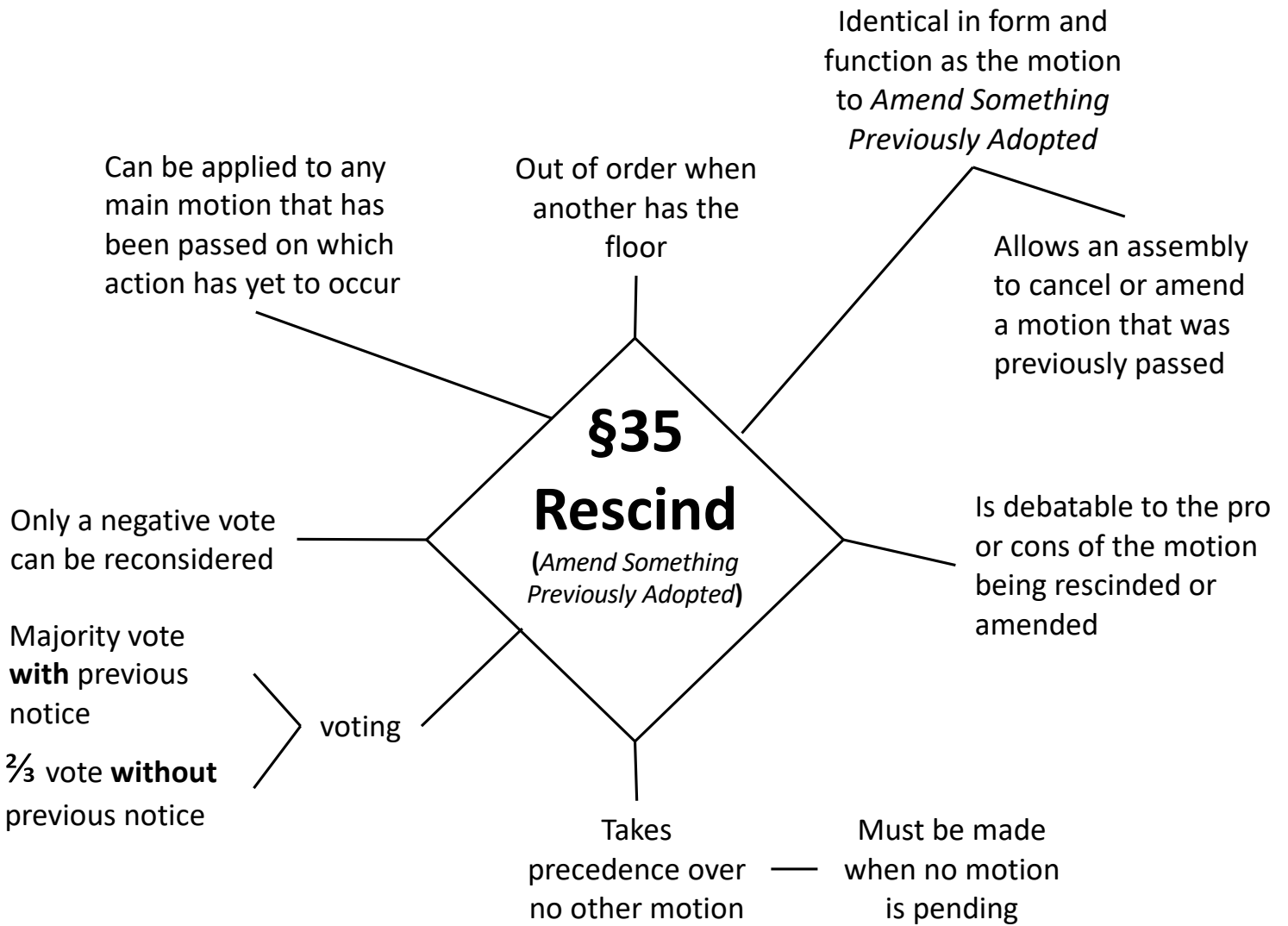
MEMBER A (obtaining the floor): I move to take from the table the resolution relating to ...
(Second.)

2nd

YES



50+1 2/3
Depends on
Previous Notice



Form and Example:

With previous notice...

MEMBER A (obtaining the floor): In accordance with the notice given at the last meeting, I move to rescind the resolution that authorized additional landscaping of the grounds. (Second.)

Without previous notice...

MEMBER A (obtaining the floor): I move to rescind the motion relation to ... adopted at the May meeting. (Second.)

2nd

depends



In order when another has the floor as long as he/she has not begun to speak

If the motion passed, members who voted "aye"

If the motion failed, members who voted "no"

Is debatable if the motion in question is

The motion can only be made by a member who voted on the prevailing side

§37 Reconsider

Can only be made during the same meeting the original vote was taken

Brings back a motion to fix something that was not thought through or consider new information since the vote

Once made, motion can be taken up at a later meeting

Cannot be reconsidered

Making of the motion takes precedence over any other motion, and yields to nothing

Consideration of the motion has the rank of the motion to be reconsidered

Form and Example:

MEMBER A (obtaining the floor): I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or "against"] the amendment. (Second.)

CHAIR: It is moved and seconded to reconsider the vote on the following resolutions [reads off the motion].

After debate and voting...

CHAIR: The ayes have it and the votes on the resolution and the amendment are reconsidered. The question is now on the amendment which is...

I. Methods of Voting

A. Voice Vote

1. Most common form of voting
2. The chair puts the question by saying.
“All those in favor of the motion to... say aye.”

“All those opposed to the motion to... no.”

B. Rising Vote

1. The chair asks members to stand when voting.
2. Often taken with a voice vote is unclear, when a 2/3 vote, or when a division of the assembly is called.

C. Show of Hands

1. An alternative to a rising vote
2. Often used in small groups

D. Ballot

1. Members vote by writing on slips of paper
2. Used when members want their vote to be secret

F. Roll Call

1. Members stand and announce their vote one at a time

NOMINATIONS

A nomination is a method of proposing that a certain person fill a vacancy.

The chair usually nominates members for committees, but does not nominate members for the nominating committee.	The chair calls for nominations for a specific office or position. A member does not need to be recognized by the chair, and does not need a second. No member can nominate more than one person. The same person can be nominated for more than one position.	The nominating committee is chosen before the election, and submits nominations for the offices to the chair.

Nominating by ballot shows the preference of the members without electing anyone.	Nomination by petition is allowed if it is stated in the bylaws. The petition is made by a number of members that want one candidate.

ELECTIONS

Two methods of holding elections by ballot

GLUE IN BALLOT BOX

1) All nominations are done before voting. Voting for all of the offices is done at the same time on the same ballot.

2) Nominations from the floor are followed immediately by voting for that office. The ballots are counted and the results are announced before the next office to be voted on is opened to nominations from the floor



Officer Positions

President:

The presiding officer of an organization, also known as the chair.

Presidential Duties

- Open the meeting at the set time by taking the chair and calling the meeting to order once a quorum is present.
- Announce the proper order the business comes before the assembly.
- Recognize members who are entitled to the floor.
- State and put to a vote all motions that come before the assembly.
- Protect the assembly from frivolous motions by refusing to recognize them.
- Enforces rules relating to debate and order within the assembly.
- Conduct business in a way that maintains the rights of members.
- To decide on questions relating to the meeting or parliamentary procedure.
- Respond to member's questions about parliamentary procedure or factual information relating to pending business.
- Authenticate his/her signature on all documents needed by the organizations.
- Declare the meeting adjourned when the assembly votes to adjourn.

Required Materials

- A copy of the constitution, bylaws, and any other rules of order of the organization.
- A copy of the parliamentary authority used by the organization.
- A list of all standing and special committees and their members.
- A complete order of business listing all known matters that will come up, shown in proper sequence under the correct heading.

Vice President:

Officer that assists the President and presides in their absence.



Secretary:

The officer in charge of recording the organization's actions and keep the record books

Duties of the Secretary

Keep a record of everything that happens in a meeting, called minutes.

Keep the organization's official membership roster.

Notify officers, committee members, and delegates of their elections.

Have a list of all existing committee and their members at each meeting.

Sign all certified copies of acts of the society.

Spend out a notice of each meeting to the members and conduct general correspondence for the society.

Keep file of all committee reports.

Make minutes and records available to members upon request.

Give committees any documents they may need.

Maintain the record book with the constitution, bylaws, rules or order, standing rules, and minutes.

Before the meeting make the order of business for the President to use.

Call the meeting to order if the President and Vice President are gone and assist the assembly in electing a *president pro tem*.

Nancy Sylvester, MA, PRP, CPP-T

Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian

Sample Minutes Template

MINUTES of [Organization name]

Meeting date: _____

Call to order: A _____ [kind of meeting] meeting of the _____ [organization name],
was held in _____ [place, city, state] on _____ [date], 20__ . The meeting convened at _____
[time], President _____ [name] presiding, and _____ [name], secretary.
[Some small organizations choose to list attendees. This works well for boards of directors.]

Members in attendance: [optional item]

Members not in attendance: [optional item]

Approval of minutes: Motion was made by [name], and seconded to approve the minutes of the
_____ [date] meeting. **Motion carried.**

Officers' reports:

President

Vice president

Secretary

Treasurer

Board and committee reports:

Unfinished business:

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [leave only one of these]

New business:

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [leave only one of these]

Announcements:

Adjournment: The meeting was adjourned at _____ [time].

Secretary
[Organization Name]

Date of approval

Nancy Sylvester, MA, PRP, CPP-T

Professional Registered Parliamentarian
Certified Professional Parliamentarian
Professional Speaker/Trainer/Mentor

4826 River Bluff Court
Loves Park, IL 61111

Business & Fax: 815.877.5290
Home: 815.877.2666
nancy@nancysylvester.com

nancysylvester.com

AGENDA

Group Meeting

Day, Date, Year

Time

Place

1. **Call to Order** *Name of Presiding Officer*

2. **Approval of Minutes** *Name of Presiding Officer* Enc. Action
 - *Date of Minutes to be Approved*

3. **Reports of Officers** *Name of Presiding Officer*
 - **President** *Name of President* Enc. Info
 - **Vice President** *Name of Vice President* Enc. Info
 - **Secretary** *Name of Secretary* Enc. Info
 - **Treasurer** *Name of Treasurer* Enc. Info

4. **Committee Reports** *Name of Presiding Officer*
 - *List here the names of your Standing Committees, as they are listed in your bylaws. When finished, this section should look similar to #3 above with the name of the committee chairman in the second column.*
 - *List here the names of your Special Committees, in the order they were created and place same information you had for standing committees. Any committee that has a recommendation in their committee report that needs to be voted on at the meeting should have "Action" in the last column.*

5. **Unfinished Business** *Name of Presiding Officer*
 - *The only items that are listed here are items that were on the previous agenda and not finished or that were Postponed from the previous meeting. Just because you discussed an issue before at a previous meeting does not give it priority to be placed as Unfinished Business*

6. **New Business** *Name of Presiding Officer*

INCLUDE AT THE BOTTOM OF THE AGENDA THE DATE, TIME, AND PLACE OF THE NEXT MEETING

*Officer entrusted with custody
of the funds of the organization*

Treasurer:

The officer in charge of managing the organization's money.

Officer Reports

Key Points	Details
Minutes	<ul style="list-style-type: none">A written record of everything that happens in a meetingWritten by the secretary in an official bookShould be typed or written legibly in inkMust record the motion exactly as saidState the names of members who make motionsDo not need to record the names of the members who seconded motionsState the action taken on motions
First Paragraph	<ul style="list-style-type: none">Record the kind of meeting: regular, special, etc.Name of the organizationDate, place, and time of the meetingNames of the president and secretary and if they are presentWhether the previous meeting's minutes were read and approved
Additional Paragraphs	<ul style="list-style-type: none">Individual paragraphs for each of the following topics:<ul style="list-style-type: none">Hearing reports and the action takenAll main motionsThe sequence of main motionsSubsidiary, privileged, and incidental motions that are not lostPoints of order and appeals
Last Paragraph	<ul style="list-style-type: none">Should state the time the meeting adjourned and have the secretary's signature
Treasurer's Report	<ul style="list-style-type: none">Given by the treasure at each meetingIncludes a verbal account of the cash balance on handRequires no action by the assembly

Summary: Minutes are written records of what happens in a meeting done by the secretary. Treasurer's Report is a verbal announcement of the organization's financial status at a meeting.

Appointment
to a
Committee

Special
Committee

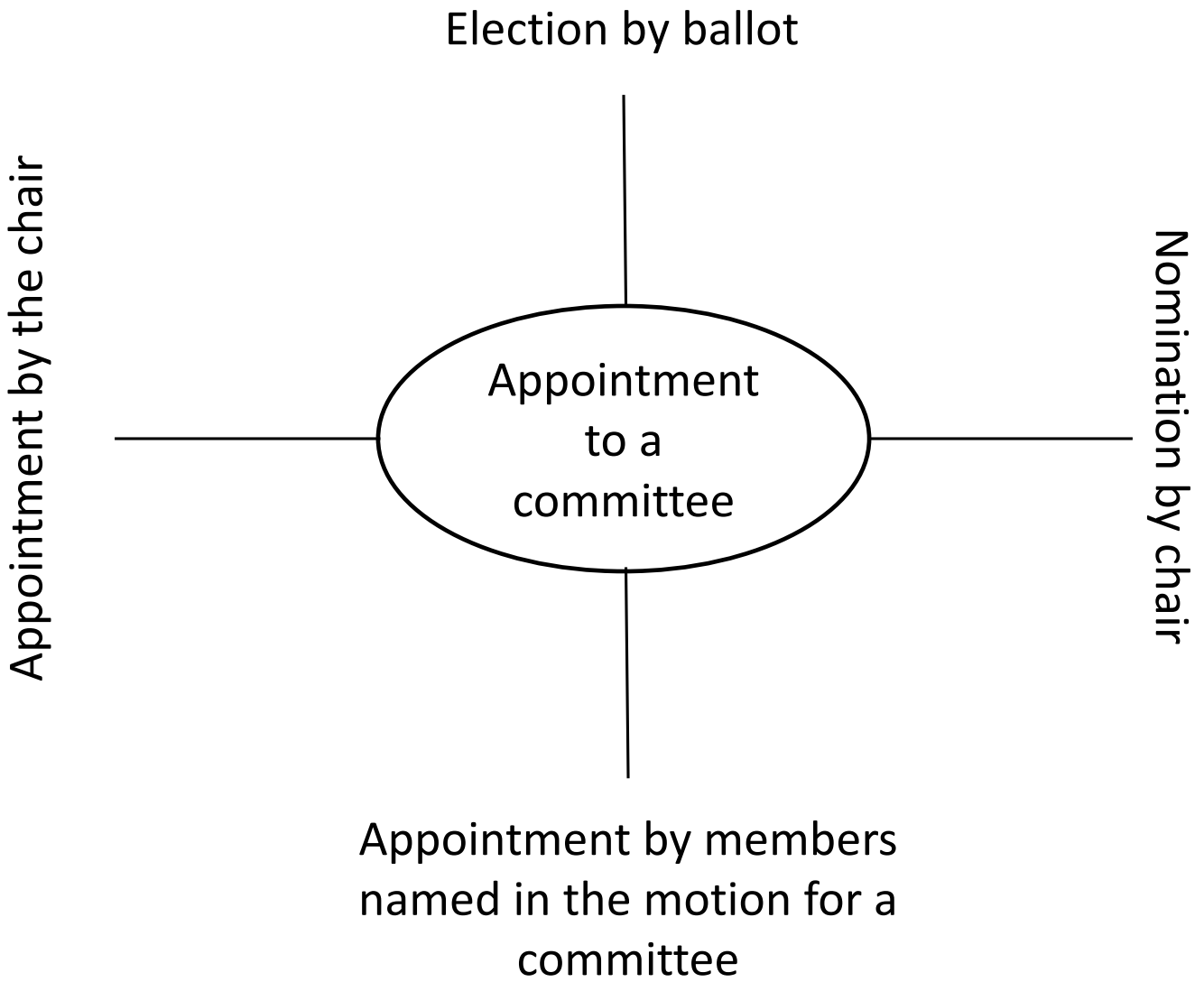
Standing
Committee

Committees

A body of one or more persons,
elected or appointed by an
organization, to consider, investigate,
or take action on certain matters.

Quasi-
Committee of
the Whole

Committee of
the Whole



Instructions to the committee may provide “Power to Act” or authority to enact all steps necessary to complete assigned task

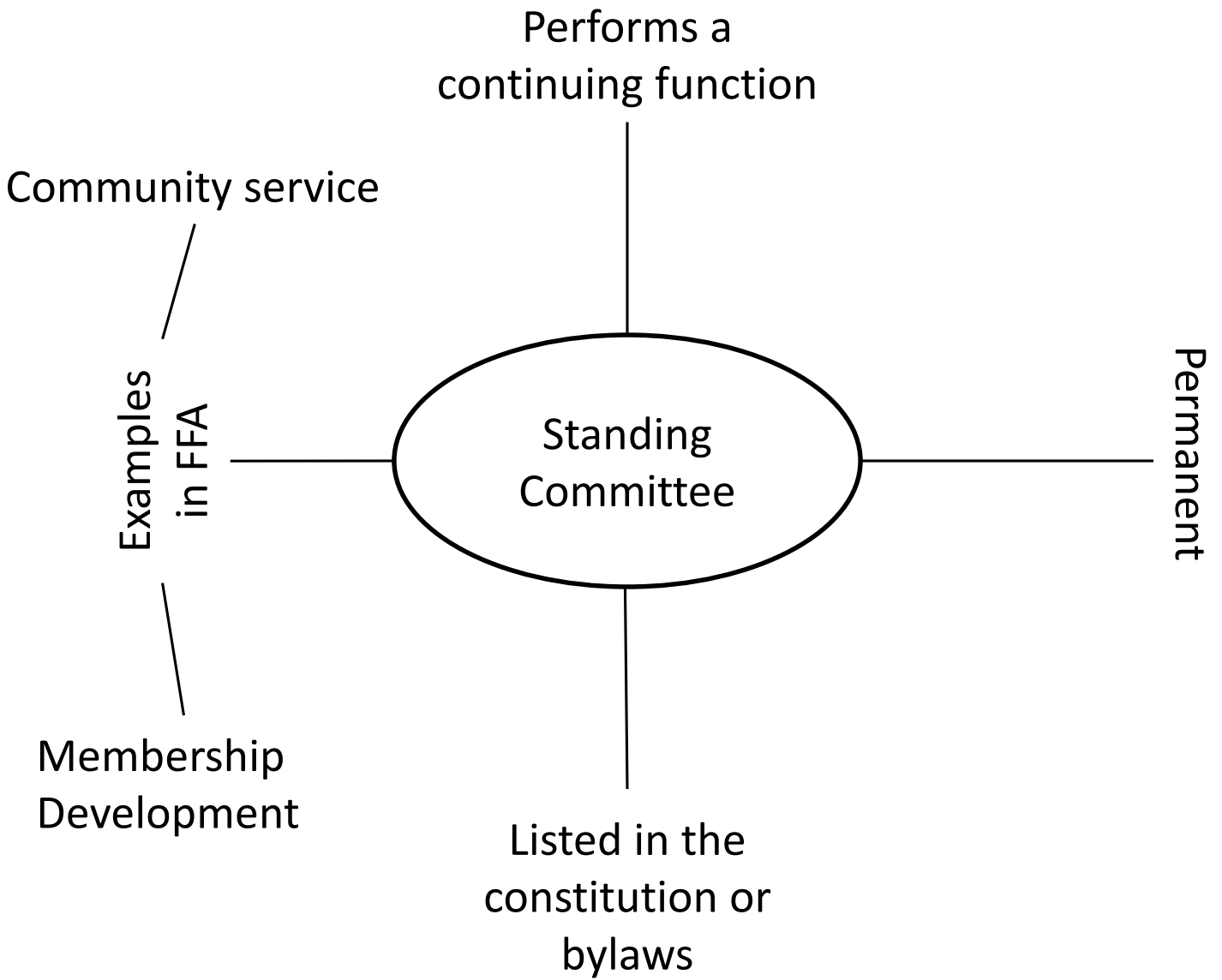
Carries out a specific task of defined scope

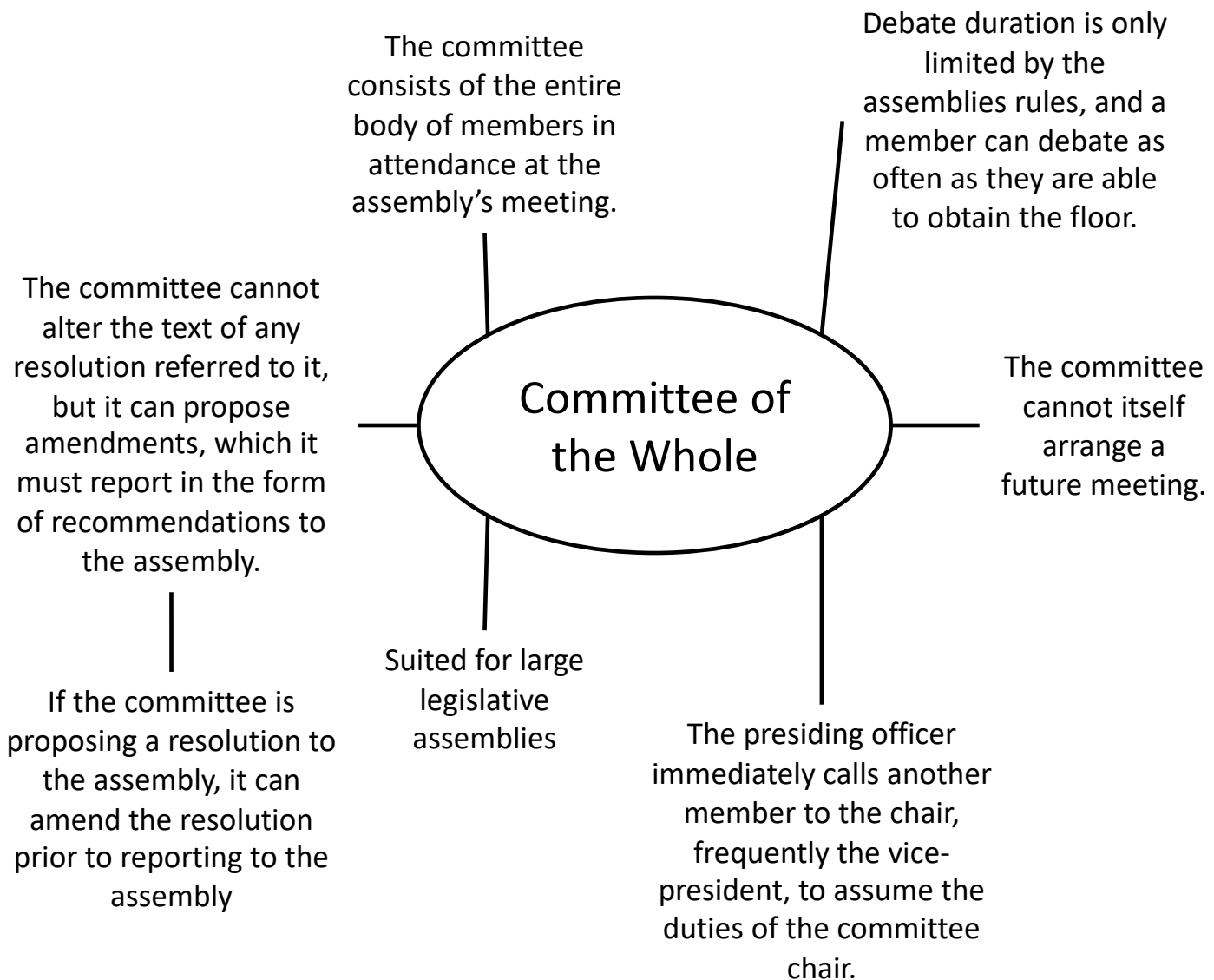


Special
Committee

Committee dissolves after the task is finished and reported to the organization

Appointed as the need arises

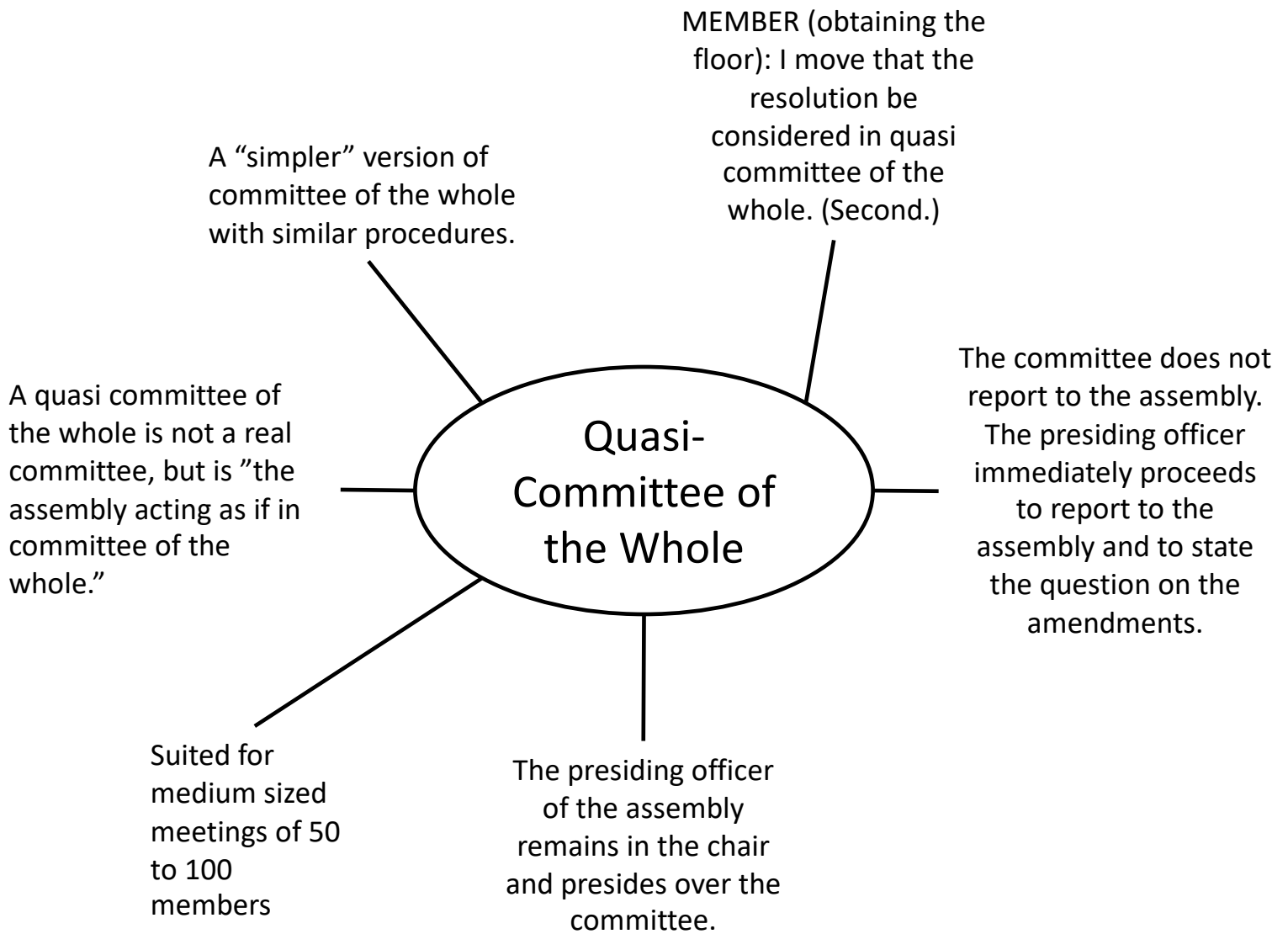




Form and Example:

Member (obtaining the floor): I move to go into a committee of the whole to consider the pending question. (Second.)

Chair appoints a new chair and joins the assembly.



A "simpler" version of committee of the whole with similar procedures.

MEMBER (obtaining the floor): I move that the resolution be considered in quasi committee of the whole. (Second.)

The committee does not report to the assembly. The presiding officer immediately proceeds to report to the assembly and to state the question on the amendments.

A quasi committee of the whole is not a real committee, but is "the assembly acting as if in committee of the whole."

Quasi-Committee of the Whole

The presiding officer of the assembly remains in the chair and presides over the committee.

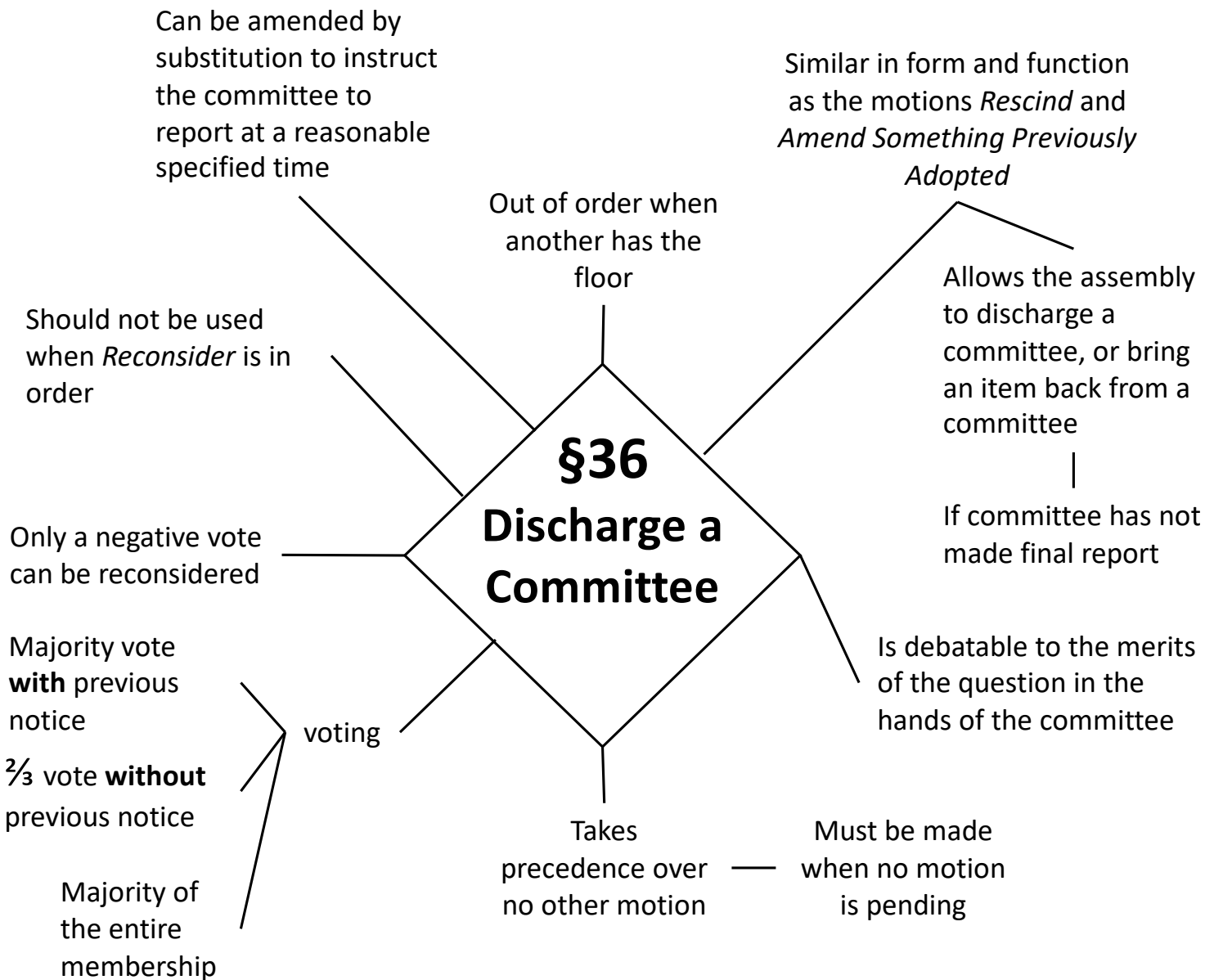
Suited for medium sized meetings of 50 to 100 members

2nd

YES



50+1 2/3
Depends on
Previous Notice



Form and Example:

Standing Committee

MEMBER A (obtaining the floor): I move the Finance committee be discharged from further consideration of the resolution relating to (Second.)

Special Committee

MEMBER A (obtaining the floor): I move that the committee to which was referred the resolution relating to . . . be discharged. (Second.)