

Parliamentary Procedure

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Parliamentary Procedure - what is it?

- An organized system that allows a group of people to make decisions and conduct business within an organization.
- Based on a regard for rights:
 - Of the majority
 - Of the minority, especially a strong minority
 - Of individual members
 - Of absentees
 - Of all of these together




Vocabulary

- **Chair:** the presiding officer; is impartial to the things happening in the meeting and acts as a mediator
- **Debate:** discussion of merits of pending questions
- **Secretary:** writes minutes that record what happens at a meeting
- **Speaker:** person who has the floor and has the permission to speak
- **Quorum:** the minimum number of members who must be present to transact business





Order of Business

1. Reading and Approval of Minutes
 1. Reports of Officers, Boards, and Standing Committees
 1. Reports of Special Committees
 1. Special Orders
 1. Unfinished Business and General Orders
 1. New Business
- 

Q: What is a formal proposal by a member suggesting that the assembly take a certain action?

A: Motion

There are 5 classifications of motions: Main, Privileged, Subsidiary, Incidental, and Bring Back.



Q: How do you bring new business before the assembly?

A: Main Motion

A motion that introduces a substantive question as a new subject



How do you handle a main motion?

1. A member obtains the floor
2. That member makes the motion
3. Another member seconds the motion
4. The chair states the question
5. Debate occurs
6. Voting occurs



► Obtain the floor

- Step One: Rise and address the chair
 - Ex. "Mr. President."
- Step Two: Remain standing to be recognized
 - Ex. "The chair recognizes..."

▶ Making of the motion

- After obtaining the floor, a member must say, "I move that...[announcing what he proposes in a wording intended to become the assembly's official statement of the action taken]"
- Do NOT say "I motion to..."



▶ Seconding the motion

- A second indicates that the member believes that motion should be considered by the assembly
- Without recognition from the chair, the member says "Second", or "I second the motion", or "I second it".

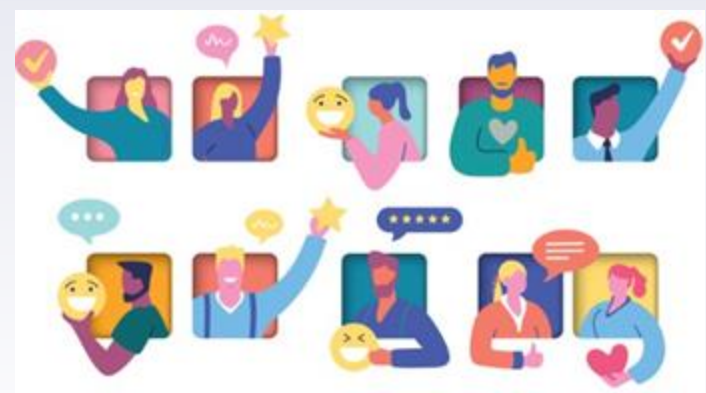


▶ Stating the question

- The chair formally places the question before the assembly by stating the question.
 - “It is moved and seconded to...[repeats main motion].”
- Once the chair states the question, it is said to be “pending”.

Debate

- Discussion of the merits of the motion
- Always obtain the floor before debating
- Do not speak directly to another person. Instead, speak through the chair
 - Ex. "Mr. President, may I ask the member to explain..."
- Do not attack or make any allusion to the motives of the members



▶ Assigning the floor

- When the chair asks for debate, he should turn towards the maker of the motion to see if he wants to debate first
- The chair should let the floor alternate between those favoring and those opposing the motion.
- A person may speak twice for 10 minutes each
- No one may speak a second time unless everyone who wants to speak has already spoken once

Voting on the question

- When debate appears to have closed, the chair may ask, “Are you ready for the question?” or “Is there any further debate?”
- If no other member wishes to claim the floor, the chair puts the question to a vote.
 - “The question is on the adoption of the motion to [repeats the motion]. Those in favor of the motion, say aye. (pausing for response) Those opposed, say no.”



Voting vocabulary

- **Majority:** more than half of the votes cast (**The motion is adopted with a majority vote, and lost with a tie vote.**)
- **Unanimous Consent:** Method of voting used when there is no minority to protect; there is no objection from the assembly
- **Viva Voce:** Most commonly used method of voting which is voice vote

► Disputes in a vote

- If it is hard to distinguish which side was a majority, a member can do one of two things:
 - Call "division!" (uncounted rising vote)
 - Move to have a counted vote
- The chair can do the things above on his own.
 - The chair can only vote when his vote will affect the result.

▶ Announcing the vote

- The chair states which side “Has it” and if the motion is adopted or lost.
- Then, the chair states the effect of the vote/action that will be taken as a result of the vote.
- “Is there any further business?”

▶ Main Motion example

- ▶ **Member A** (obtaining the floor): I move that NYS FBLA contribute \$1000 to hold SLC. (second.)
- ▶ **Chair:** It is moved and seconded that NYS FBLA contribute \$1000 to hold SLC.
- ▶ The chair turns towards Member A to see if they wish the floor first in debate. The chair recognizes him:
- ▶ **Chair:** Mr. A.
- ▶ Member A explains the reasons why the contributions should be made, followed by others who also speak in debate after having obtained the floor.

▶ Main Motion example

- ▶ When debate appears to have ended, the chair makes sure no one else wishes to speak by asking “Are you ready for the question?” or “Is there any further debate?” and then puts the question to a vote.
- ▶ **Chair:** The question is on the motion that NYS FBCLA contribute \$1000 to hold SLC. Those in favor of the motion, say *aye*. (pausing for response.).... Those opposed, say *no*. ... The ayes have it and the motion is agreed to. The Treasurer will issue the appropriate check. Is there any further business?

Let's review some concepts!

- What is the job of the chair? To be impartial to the things happening in the meeting and act as a mediator
- How do you bring new business before the assembly?
Making a Main Motion
- What is something you can do if it's hard to determine which side has the majority from a voice vote?
Call for a Division (rising vote) or move to have a counted vote



Matching!

Chair

Debate

Main Motion

Motion

Second

Order of Business

Quorum

A. the minimum number of members who must be present to transact business

B. a formal proposal to take action

C. the presiding officer; is impartial to the things happening in the meeting and acts as a mediator

D. indicates that the person agrees that the question should come before the assembly

E. brings NEW business before the assembly

F. discussion of merits of pending questions

G. agenda; program

Review: Main Motion

- ▶ A type of motion made when no motions are pending to bring business before the assembly
 - ▶ Ex. make a donation, choose a state charity, buy some candy...
- ▶ Main motions have the lowest rank/precedence
 - ▶ This means that it can't be moved when any other motions are pending

Secondary Motions

▶ Privileged Motions

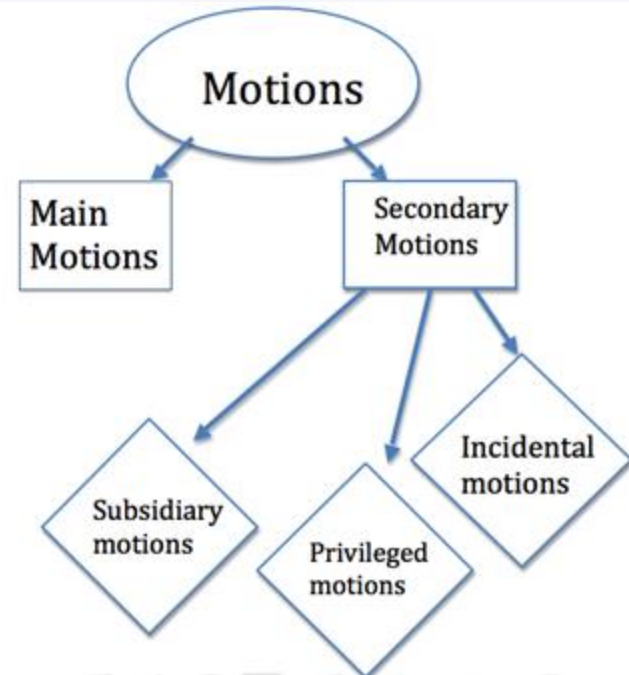
- ▶ Do not relate to pending business; instead have to do with special matters of immediate and overriding importance
- ▶ Are the highest ranking motions

▶ Subsidiary Motions

- ▶ Assist the assembly in treating and disposing of other motions

▶ Incidental Motions

- ▶ Relate to the pending business at hand in one way or another
- ▶ Have no rank



▶ What is rank/precedence?

- ▶ The precedence of motions is the order of rank or priority. If a motion has precedence over another motion, it can be made while the one of lower rank is pending.
 - ▶ If a main motion and a higher ranking motion are both pending, a lower ranking motion cannot be applied to the main motion.

Basic ranking and characteristics

	In order when another person has the floor?	Second?	Debatable?	Amendable?	Vote required?
<u>Privileged</u>					
Fix the Time to which to Adjourn					M
Adjourn					M
Recess					M
Raise a Question of Privilege					Chair rules
Call for the Orders of the Day					N/A
<u>Subsidiary</u>					
Lay on the Table					M
Previous Question					2/3
Limit or Extend Limits of Debate					2/3
Postpone Definitely					M
Commit or Refer					M
Amend					M
Postpone Indefinitely					M
<u>Main Motion</u>					M

POP QUIZ!



- What are the names of the 3 types of secondary motions?

Privileged, subsidiary, incidental

- Which motion has the lowest precedence?

Main Motion

Privileged motions definitions

- ▶ **1. Fix the Time to Which to Adjourn**
 - ▶ Sets the time for the continuation of the current meeting
 - ▶ Ex. "I move when this meeting adjourns, it adjourns to meet at 2pm tomorrow."
- ▶ **2. Adjourn**
 - ▶ Closes the meeting
 - ▶ Ex. "I move to adjourn."
- ▶ **3. Recess**
 - ▶ A short intermission
 - ▶ Ex. "I move to take a recess for 10 minutes"
- ▶ **4. Raise a Question of Privilege**
 - ▶ Ex. "Mr. President, I rise to a question of privilege affecting the assembly."
- ▶ **5. Call for the Orders of the Day**
 - ▶ Ex. "Mr. President, I call for the orders of the day."

Subsidiary motions

▶ 1. Lay on the Table

- ▶ Temporarily puts the pending question aside when a matter of greater importance has come up
- ▶ Ex. "I move to lay the question on the table."

▶ 2. Previous Question

- ▶ Requires an immediate vote on the current motion (closes debate)
- ▶ Ex. "I move the previous question."

▶ 3. Limit or Extend Limits of Debate

- ▶ Can limit or extend the number or length of speeches
- ▶ Ex. "I move that at 9 PM the debate be closed and the motion be put to a vote" or "I move to limit the time on the pending motion to 20 minutes." or "I move to limit debate to one speech of five minutes for each member."

Subsidiary motions cont.

- ▶ 4. Postpone Definitely
- ▶ 5. Commit/Refer
- ▶ 6. Amend
 - ▶ Primary and secondary amendments
 - ▶ Modify the wording of a pending motion
 - ▶ Insert or add
 - ▶ Strike out
 - ▶ Strike out and insert, or substitute
 - ▶ Must always be GERMANE!
- ▶ 7. Postpone Indefinitely
 - ▶ Kills the motion



Amend

- ▶ Adoption of the subsidiary motion to *Amend* does NOT adopt the motion that is amended; that motion remains pending in its modified form. The chair then has to take the vote on the motion that is amended again.



Amend example

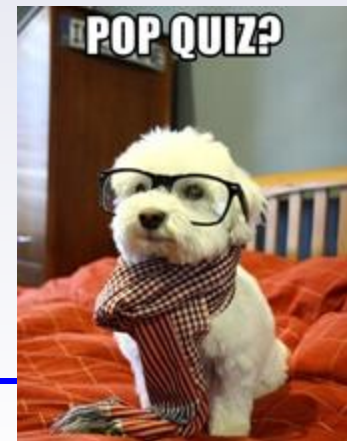
- ▶ The main motion “That we have a party.” is pending.
- ▶ **Member A** (obtaining the floor): I move to add the words “and set a budget of \$1,000.” (second.)
- ▶ **Chair:** It is moved and seconded to add the words “and set a budget of \$1,000.” if the amendment is adopted, the main motion will read, “That we have a party and set a budget of \$1,000.” The question is on adding the words “and set a budget of \$1,000.”
- ▶ **(debate occurs)**

Amend example cont.

- ▶ **Chair:** The question is on adding the words “and set a budget of \$1,000.” If the amendment is adopted, the main motion will read, “[reads the amended main motion]” Those in favor of adding the words “and set a budget of \$1,000,” say aye. Those opposed, say no.
- ▶ **Chair:** The ayes have it and the amendment is adopted. The question is now on the main motion as amended, “That we hold a party and set a budget of \$1,000.”



POP QUIZ!



What is the purpose of a subsidiary motion?

To assist in the disposal of the pending question

How do you improve on the wording of a motion?

The subsidiary motion to *Amend*

PRACTICE: try making a motion and a primary amendment!

Incidental motions

- ▶ **Parliamentary Inquiry**
 - ▶ To ask a question regarding parliamentary procedure
 - ▶ “I rise to a parliamentary inquiry.”
- ▶ **Point of Order**
 - ▶ Made when there is a breach in the rules
 - ▶ “I rise to a point of order.”
- ▶ **Appeal**
 - ▶ Used to challenge the decision of the chair
 - ▶ “I appeal the decision of the chair.”

Incidental motions

▶ Creating a blank

- ▶ Similar purpose as the motion to amend, EXCEPT the # of alternatives is not limited, and members can weigh all the choices before voting.
- ▶ Requires a second, but is neither debatable nor amendable.
 - ▶ Proposals to fill a blank in a debatable motion are debatable. Each proposal is voted on separately until one is approved by a majority.



**Fill in
the blank:**

▶ Creating a blank!

- ▶ Pending motion: "I move that we build a new headquarters at a cost not to exceed \$300,000."
 - ▶ "I move to add 'provided that estimates be received on or before _(date)_."
 - ▶ "I move to create a blank by striking out of the pending resolution the sum '\$300,000'."
 - ▶ "The chair suggests creating a blank by striking out '\$300,000.' If there is no objection, a blank will be created..."

(filling in
the blanks)

