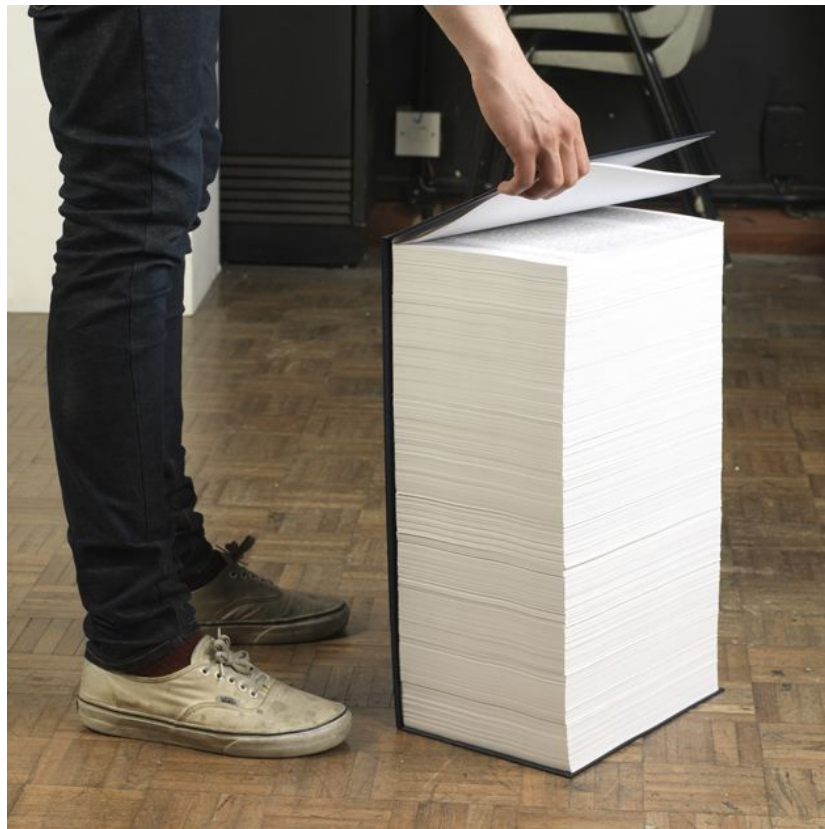


Parliamentary Procedure



Robert's Rules of Order Newly Revised

So, what is parliamentary
procedure?

Parliamentary Procedure - the rules of order used by assemblies and organizations to keep meetings run smoothly and efficiently.

It's a more efficient way to get things done.

How is it better?

- Protect rights of all members, regardless of their rank in the assembly
- Allows everyone's voice to be heard
- Expedites all business
- Ensures that all meetings are orderly and that nothing is forgotten

Structure = Efficiency

How is a meeting ran?

It's important to remember that all meetings are based off a premade agenda. Using this agenda helps keep the meeting on track, and ensures that everything is tended to before the meeting is adjourned.

JH Athletic Booster Club

BOOSTER BOARD MEETING AGENDA

September 10, 2018
7:00 PM

John Hersey High School
Room 124D

1. Call to Order
2. Changes to / Approval of the Agenda
3. Approval of Minutes
4. Treasurer's Report
 - a. August 2018
5. Athletic Director's Report
6. Athletic Director Funding Requests
 - a. TBD
7. Committee Reports
 - a. Team Parent Program / Volunteer List – Lori
 - b. Website – Mike
 - c. Budget / Financial Planning
 - i. Update on QuickBooks, Check Procedures, etc. – John R
 - ii. Funding Guideline Update – Ryan
 - d. Big Auction Event – Maryfran
 - e. Parent's Night Out – Robyn
 - f. Sponsorship – John F
 - g. Food Events / BWV – John O
 - h. Social Media / Communications – Carrie
 - i. Membership – Amy
 - j. Spirit Wear – Diana
 - k. CLS Program / Special Olympics – Laura
 - l. Orange Crush / RISE – Eric
 - m. New Booster Logo - Kelly
8. Old Business
 - a. Shirt Sizes – Still Need a few?
9. New Business
 - a. Football Game Volunteers (9/14, 9/28, 10/5 Homecoming, 10/19)
10. Comments, Announcements and Other Business
 - a. Next Meeting Date – 10/01/18
 - b. Fall Sports Award Night 11/14
11. Adjournment

When is Parliamentary Procedure used?

It's actually used in every part of this meeting! It's clear that Parliamentary Procedure is important, so let's learn how to use it.

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- Call to Order
 - Reading and Approval of Minutes
 - Officer Reports
 - Committee Reports
 - Old/Unfinished Business
 - New Business
 - Announcements*
 - Adjournment
-

Vocab

Viva Voce

The most commonly used
method of voting: voice
vote

Abstain

Refrain from doing something, most commonly in reference to voting

Majority Vote

More than half of the votes
cast

Unanimous Consent

Method of voting used when there is no minority to protect; there is no objection from the assembly

Adjourn

Used to end the meeting

Recess

Used for a short intermission in the meeting, but doesn't terminate the meeting

What are motions?

Motion

let's talk about _____

a formal proposal by a member suggesting that the assembly take a certain action

Main Motion

*let's talk about this new important
thing, _____*

a motion that introduces a
substantive question as a
new subject

Motions are the way
you handle business.
There are different
types of motions for
each situation.

“I move that”

+

what you want to propose

How do we use a main motion in a meeting?

1. Rise and address the presiding officer.
 - a. Nish: “Madam President!”
2. The presiding officer must recognize the member.
 - a. Chair: “The chair recognizes Mr. Mistry.”
3. Make the motion!
 - a. Nish: “I move that FBLA should stand for Fun Business Leaders of America”
4. Another member must “second” the motion. This means that someone else has to agree that what you’re saying is relevant and should be talked about, it doesn’t mean that they agree with you. They don’t need recognition from the chair.
 - a. Member 1: “Second!”

(cont.)

5. The chair repeats the motion to the rest of the assembly, which now means that motion is “the question”.
 - a. Chair: “It has been moved and seconded that FBLA should stand for Fun Business Leaders of America.”
6. Members now debate the motion. Anyone in the assembly can speak, but they must first be recognized from the chair.

Debate

- Preference should always be given to the member who moved the motion
- No member may speak more than twice for ten minutes on the same question on the same day
- The chair should try his or her best to alternate between affirmative and negative speakers
- A member who has not yet spoken should be given preference over a member who has already debated once

(cont.)

7. The chair puts “the question” to a vote after debate has ended. The chair must repeat the question and then calls for a vote, affirmative first and then the negative. The chair does not call for those that abstain.
 - a. Chair: “Are you ready for the question? (pause) The question is on the adoption of the following main motion: That FBLA should stand for Fun Business Leaders of America. Those in favor, please say aye. (pause) Those opposed, say no.”
8. The chair announces the result of the motion before moving on to a new item of business.
 - a. Chair: “The ayes have it, and the motion is adopted. FBLA shall now stand for Fun Business Leaders of America.

Other Types of Motions

Privileged Motion

*this is unrelated but important, let's
talk about it*

deals with special matters
not related to the pending
business requiring
immediate attention

Privileged Motions

- Fix the Time to Which to Adjourn
- Adjourn
- Recess

Fix the Time to Which to Adjourn

used to set up another meeting to continue the same business, typically if there is too much business to finish in a single meeting

Adjourn

used to end a meeting

Recess

used for a short intermission in the meeting, but it doesn't terminate the meeting

Another Type of Motion

Subsidiary Motion

*this thing we're talking about--let's
change it somehow*

assists the assembly in
treating or disposing of a
main motion

Subsidiary Motions

- Lay on the Table
- Previous Question
- Limit or Extend Limits of Debate
- Postpone Definitely
- Commit or Refer
- Amend
- Postpone Indefinitely

Another Type of Motion

Incidental Motion

*this is really important, I need to
talk about this now*

relates in different ways to
the pending business or the
business otherwise at hand

Incidental Motions

- Parliamentary Inquiry
- Point of Information
- Point of Order
- Appeal
- Suspend Rules (Order)
- Suspend Rules (Standing)
- Division of the Assembly
- Divide a Question

Bring Back Motion

can we talk about this again?

brings back business by
introduction or adoption

Bring Back Motions

- Amend Something Previously Adopted
- Reconsider
- Rescind
- Take from the Table

PRIVILEGED MOTIONS	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED	CAN INTERRUPT
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes	No
Adjourn	Yes	No	No	Majority	No	No
Recess	Yes	No	Yes	Majority	No	No
SUBSIDIARY MOTIONS						
Lay on the Table	Yes	No	No	Majority	Negative Only	No
Previous Question	Yes	No	No	Two-Thirds	Yes	No
Limit or Extend Limits of Debate	Yes	No	Yes	Two-Thirds	Yes	No
Postpone Definitely	Yes	Yes	Yes	Majority	Yes	No
Commit or Refer	Yes	Yes	Yes	Majority	Yes	No
Amend	Yes	*	Yes	Majority	Yes	No
Postpone Indefinitely	Yes	Yes	No	Majority	Positive Only	No
INCIDENTAL MOTIONS						
Parliamentary Inquiry	No	No	No	Chair Responds	No	Yes
Point of Information	No	No	No	Chair Responds	No	Yes
Point of Order	No	No	No	Chair Rules	No	Yes
Appeal	Yes	Yes	No	Majority (Negative)	Yes	Yes
Suspend Rules (Order)	Yes	No	No	Two-Thirds	No	No
Suspend Rules (Standing)	Yes	No	No	Majority	No	No
Division of the Assembly	No	No	No	Request	No	Yes
Divide a Question	Yes	No	Yes	Majority	No	No
BRING BACK MOTIONS						
Amend Something Previously Adopted	Yes	Yes	Yes	#	Negative Only	No
Reconsider	Yes	*	No	Majority	No	Yes
Rescind	Yes	Yes	Yes	#	Negative Only	No
Take from the Table	Yes	No	No	Majority	No	No

How do I know
when I can use
certain motions?

Precedence of Motions

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.

Fix the Time to Which to Adjourn
Adjourn
Recess
Raise a Question of Privilege
Call for the Orders of the Day
Lay on the Table
Previous Question
Limit or Extend Limits of Debate
Postpone Definitely
Commit or Refer
Amend
Postpone Indefinitely
Main Motion

Amend

You can amend in 3 different ways:

- Inserting
- Striking Out
- Striking Out and Inserting

What does this mean?

You can change the wording of a motion that is in question!

Example of Amending a Motion

Sample Main Motion: “I move that NYS FBLA makes a new logo”

Inserting:

- I move to Amend by inserting the phrase “with the colors blue and purple” at the end of the motion.
- NEW MAIN MOTION: “I move that NYS FBLA makes a new logo with the colors blue and purple.”

Striking out:

- I move to Amend by striking out the word “new”.
- NEW MAIN MOTION: “I move that NYS FBLA makes a logo.”

Striking out and inserting:

- I move to Amend by striking out the word “new” and inserting the phrase “with the colors blue and purple” at the end of the motion.
- NEW MAIN MOTION: “I move that NYS FBLA makes a logo for advertisements.”