



Parliamentary Procedure Extended Slideshow

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You can describe the topic of the section here





01

Background Information

History of Robert's Rules of Order and Parliamentary
Procedure

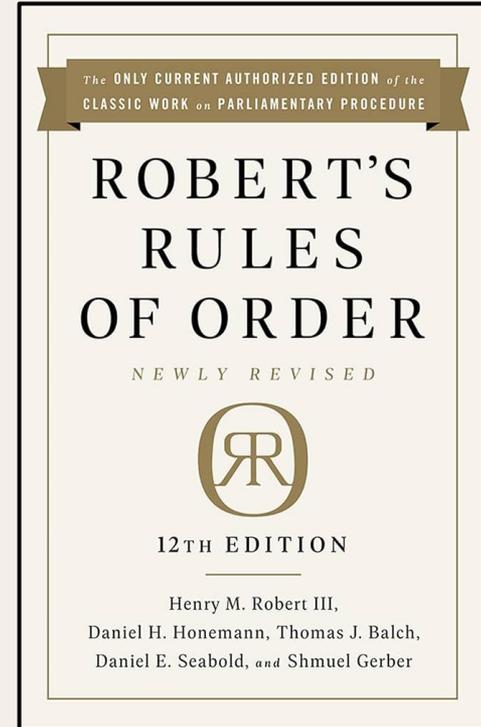




Robert's Rules of Order

Quick Facts:

- ❑ Robert's Rules of Order is a (very long) manual of parliamentary procedure.
- ❑ The First Edition was published in 1876
- ❑ Currently, the most recent version of Robert's Rules is the 12th edition.
- ❑ Each new edition is written by author(s) who are connected to a lineage of authors which trace back to the original, Henry Robert.





What is Parliamentary Procedure?

“Parliamentary Procedure is a protocol employed by legislative bodies to facilitate meetings. The goals of parliamentary procedure are to protect the rights of the minority, maintain the rule of the majority, and promote the most efficient proceedings.”

-Iowa State University



What is Parliamentary Procedure?

Parliamentary Procedure is the accepted guidelines (rules, ethics) that meetings are conducted by.

Think of it as a tool, or vehicle, to get something done.





02

Application

Why Parli Pro is useful.





Where is Parli Pro used in our World?

1. Governments

Most Democratic governments use some form of Parli Pro, from local governments to national

2. Corporations

Businesses and other corporations may run meetings using parliamentary procedure

3. Meetings Everywhere!

Parliamentary Procedure can be found from student government bodies, local churches, to FBLA!



Why is it so widely used?



1. Efficiency

Parliamentary Procedure allows for business to be conducted in a fair, civil, but also efficient way.

2. Fairness

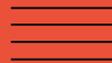
Parliamentary Procedure allows for the minority or individual members to have their thoughts heard while maintaining majority rule.

3. Gets Stuff Done

Parli Pro is really just a tool to get stuff done.

4. Professional

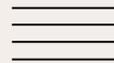
Parliamentary Procedure keeps meetings Professional, it allows for disputes to be handled in a civil, germane way.



Let's Recap

- What is one interesting thing you have learned so far?
- What is one important thing you have learned so far?
- Any Questions?





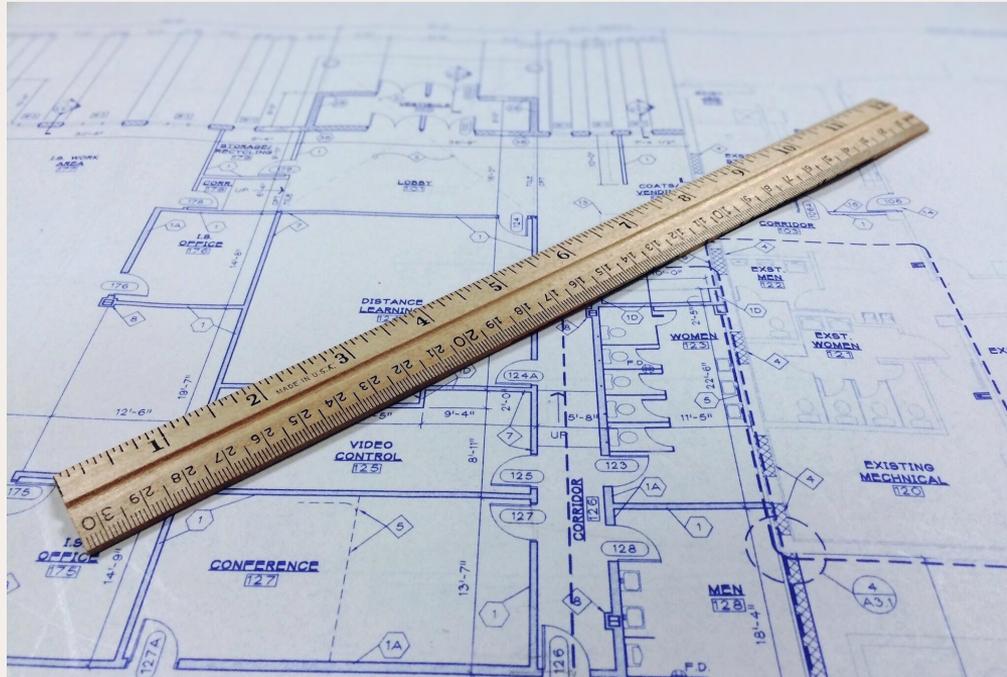
03

Learning Parli Pro

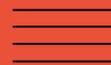


Order of Business

The Blueprint of a meeting. It's exactly how it sounds, it's just the order in which business is conducted in a meeting.



Call orders of the day	The <u>presiding officer</u> seeing a <u>quorum</u> has been met, calls the meeting to order
Reading and approval of <u>minutes</u>	The <u>minutes</u> from the previous meeting shall be read, any corrections made, and then approved.
Reports of officers	The <u>Chair</u> calls on officers who have reports to present (ex: Treasurer's Report)
Reports of <u>Standing Committees</u>	The Chair calls on members who have reports to present on behalf of <u>Standing Committees</u>
Reports of <u>Special Committees</u>	The Chair calls on members who have reports to present on behalf of <u>Special Committees</u>
Unfinished Business	Questions carried over from the previous meeting or postponed from a previous meeting to this date are considered here.
New Business	Members can introduce new business here.
Announcements	Any Announcements are made here.
<u>Adjournment</u>	There is no further business to consider, or a Motion to Adjourn is approved.



Vocab Time!

Presiding Officer- Synonymous with Chair or President, the individual who facilitates a meeting.

Quorum- The number of voting members that must be present for business to be conducted (is defined in an org's bylaws)

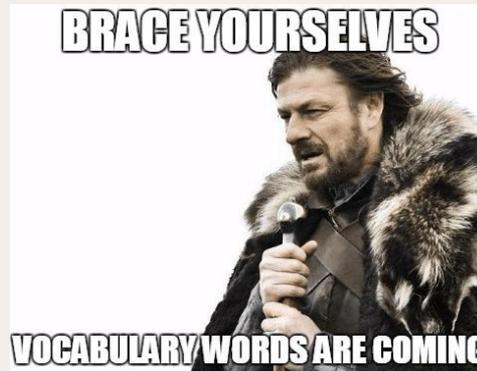
Minutes- The official record or notes of a meeting.

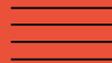
Standing Committee- A permanent committee established in bylaws

Special Committee- A temporary committee appointed to look into a specific question

Adjournment- To Adjourn is to bring a meeting to an end.

Bylaws- Rule(s) adopted by an organization to govern itself by.





Activity Time!

- Put the following index cards in order as a group!
- Any Questions?



Call orders of the day	The Chair says, “The meeting will come to order”
Reading and approval of <u>minutes</u>	The Chair says, “The Secretary Will Read the Minutes” *Secretary stands and reads minutes* Chair asks, “Are there any corrections to the minutes? *pause* Seeing none, the minutes are approved as read”
Reports of officers	Chair States, “We shall now hear the reports from officers, may we please have the _____ report?”
Reports of <u>Standing Committees</u>	Chair States, “We shall now hear the reports from Standing committees, may we please have the _____ report?”
Reports of <u>Special Committees</u>	Chair States, “We shall now hear the reports from Special committees, may we please have the _____ report?”
Unfinished Business	Chair asks, “Is there any unfinished business”
New Business	Chair asks, “Is there any new business”
Announcements	Chair States, “The Chair has the following announcements...” or “are there any other announcements?”
<u>Adjournment</u>	“Is there any further business? (Pause) Since there is no further business, the meeting is adjourned.



The Presiding Officer

As you saw from the last slide, the Presiding Officer or Chair, says a lot! That's because they are the one running the meeting!

The Presiding Officer:

- Maintains order.
- Make sure discussion remains Germane
- Recognizes Speakers
- Only votes when their vote will affect the result.
- Remains Impartial during debate.
- Keeps the meeting on track with the Agenda.
- Puts a motion to a vote and announces results.





The Secretary

For a meeting to be conducted it is mandatory to have a presiding officer and a secretary!

The Secretary:

- Keeps and Maintains records of an organization.
- Records and distributes the minutes of the meeting.
- Takes Roll Call.
- Sends notice of scheduled meetings.





Activity Time!

- We are going to do a Blookey on all we have learned so far about Parli Pro!
- Any Questions?

Blookey



Main Motion

First off What is a Main Motion? – A Main Motion is something that puts business up for consideration

Facts about a Main Motion:

- It Requires a Second
- Can only be considered while no other motions are pending.
- Main Motions should be positive (action-wise), not negative

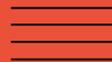


Making a Main Motion

Here is the process to make a main motion, say you're making a motion to buy a whiteboard.

What you do:	What you say:
Rise and Address the Chair	"Mr/Madame Chairman"
Be Recognized by the Chair	"The Chair recognizes <i>Mr Smith</i> "
Make/Present your motion	"I move to <i>buy a whiteboard</i> to increase productivity in our committee meetings."
Another member must second your motion	"Second"
Chair States the Question & opens up the floor for debate	"It is moved and seconded to <i>buy a whiteboard</i> . Are you ready for the question?"
Members debate the motion (But must be recognized to speak	"The Chair recognizes <i>Mr Smith</i> to speak on their motion"
The Chair puts the question to a vote	"Those in favor of adopting the motion to <i>buy a whiteboard</i> say aye [Pause], Those opposed say no"
The Chair announces the results of the vote	"The ayes have it and the motion carries. A <u><i>whiteboard</i></u> shall be purchased."





Activity Time!

- Everyone will take 1 index card and write a main motion.
- You're main motion can be about anything!
- Any Questions?





What Even is Debate?

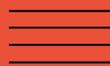
Debate is the Discussion of a motion that is before the assembly (if that motion is debatable)



Video Time!

- As you watch the video, pay attention and look for some of the keys to debate.



A woman with long blonde hair is speaking and gesturing with her hands raised. She is wearing a dark top. The background is plain white.

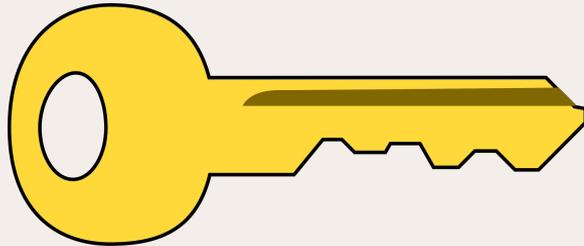
ROBERTSRULESMADESIMPLE.COM



Keys to Debate

What Important tips did the video suggest for successful debating?

1. Re-state the motion
2. State your opinion (In-favor of or against the motion)
3. Provide 3 points that reinforces & supports your opinion
4. Strong Conclusion
5. Listen to others





Rules of Debate

In order to even get to debate, a motion has to be seconded, and the question stated by the chair.

What This Looks Like:

- *Rise and Address Chair* "Mr/Madame Chairman"
- *Be Recognized by the Chair* "The Chair Recognizes..."
- *Make your Motion* "I move that..."
- *Another Member Must Second the Motion* "Second"
- *Chair puts the question up for discussion*
"It is moved and Seconded to..."

Then DEBATE!!!!





Rules of Debate

Quick Need-to-Know Rules of Debate

- A member who makes the motion will be allowed to speak first on it.
- Every Member has the right to speak once in debate
 - If a member wishes to speak a second time they must wait until all those that want the floor and haven't spoken, have gone first
 - A question or suggestion does not count toward this.
- All debate should be directed at the Chair
- The Chair should alternate speakers between those in-favor and against the motion.
- Discussion should remain Germane, meaning relevant to the discussion and also debate should be civil.
- In order to obtain the floor, a member must first be recognized by the chair.



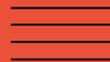


Rules of Debate *in a Committee*

Parliamentary Procedure does not have to be fully followed in some committees. Often times, committees are more informal.

- No limit to the amount of times a member may speak
- All proposals must be voted upon.
- Members do not need to ask the chair to obtain the floor.
- The Chair may participate in debate and may also vote on all motions.





Activity Time!

- Our Second Blooket! On Debate!
- Any Questions?

[LINKKKKKKKKKKKKK](#)





Motions

Motions are really the bulk of Parli Pro!
There are really 5 Subcategories of motions.



**Bring-Back
Motions**

**Incidental
Motions**

Main Motions

**Subsidiary
Motions**

**Privileged
Motions**

The Subcategories of Motions

Bring-Back Motions: Motions that bring-back a previously considered motion.

Incidental Motions: Motions that are related to the business being considered but that doesn't modify the pending question.

Main Motions: A motion that introduces business or a question before the assembly.

Subsidiary Motions: Motions that aid the assembly in handling a main motion.

Privileged Motions: Motions which do not relate to debate but are of such importance that they can interrupt the discussion of something else.



Subsidiary Motions

Motions that aid the assembly in handling a main motion.





Lay on the Table

This motion puts the pending motion aside temporarily to deal with an urgent matter first. This motion is often confused with postpone to certain time.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	No	Majority	No	No

Example:

“I move to lay the question on the table”





Previous Question

A motion to immediately end debate and proceed to a vote.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	No	$\frac{2}{3}$ Vote	No	No

Example:
"I move the previous question"





Limit or Extend Limits of Debate

Changes the limits of debate by either limiting or extending the number of speeches or the allotted time for speeches.

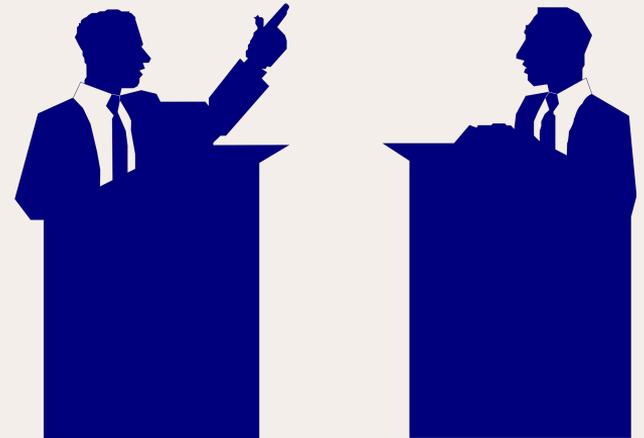
Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	No	$\frac{2}{3}$ Vote	No	Yes

Example:

“I move that the speaker’s time be limited to 5 minutes”

Or

“I move that debate be extended to 3 speeches per member”





Postpone to a Certain Time

Postpones the consideration of a question to a certain time, date, and/or after a certain event.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	Yes	Majority	No	Yes

Example:

“I move that the motion to buy 1 whiteboard be postponed until the next meeting”





Refer to Committee

Refers a pending question to a committee so it can be given more detailed attention. Also sometimes referred to as “Commit.”

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	Yes	Majority	No	Yes

Example:

“I move to commit the motion to buy 1 whiteboard to the finance committee”





Amend

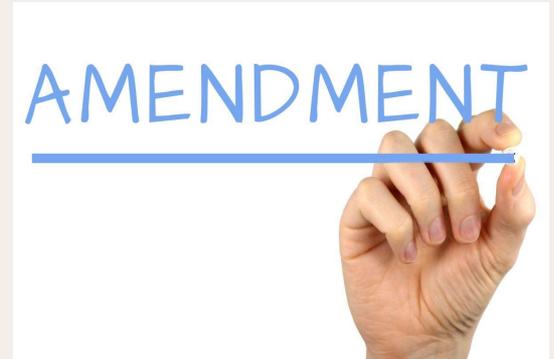
An Amendment Modifies a main motion by inserting, striking, or substitute words.
You can only amend and amendment once, that's called a secondary amendment.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	Yes*	Majority	No	Yes

*Debatable only when the original motion is debatable

Example:

"I move to amend the motion to buy 1 whiteboard by inserting the words 'for each committee' at the end of the of the motion.





Postpone Indefinitely

Postpones the consideration of a question indefinitely. Effectively kills a motion without having to vote on it directly.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	Yes	Majority	No	Yes*

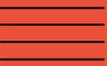
*Can only be reconsidered if vote was affirmative

Example:

"I move that the motion be postponed indefinitely"



Indefinitely



Activity Time!

- Take the Main Motion you wrote earlier, Create Groups of 3 if possible.
- For this activity there will be 3 roles which you will alternate:
 - Member who proposes the main motion originally
 - Secunder (Member just Seconds the motion)
 - Member who proposes subsidiary motion
- That's right! You will be adding on a subsidiary motion of you're choice to a main motion!
- You will repeat it 3 times, each time alternating roles and using a different subsidiary motion.
- Any Questions?





Incidental Motions

Motions that are related to the business being considered but that doesn't modify the pending question.





Point of Information

Asks about the facts surrounding the question at hand. Directed at the chair or via the chair to another member.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	No	Yes	No

Example:

"I rise for a Point of Information, please"





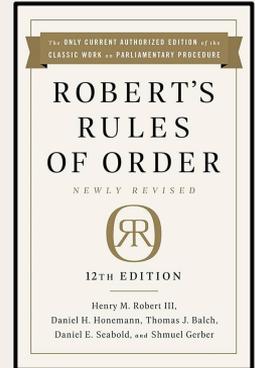
Parliamentary Inquiry

Asks the Chair for their opinion regarding on a matter of parliamentary procedure as it relates to the pending question.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	No	Yes	No

Example:

“I rise to a Parliamentary Inquiry, please”



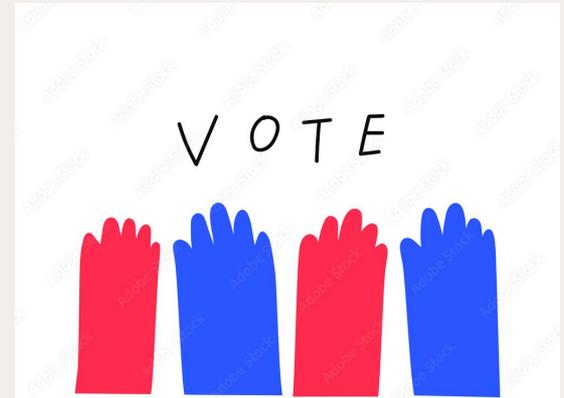


Division of the Assembly

When a member doubts the result of a voice vote and wants to do a rising(standing) vote.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	Standing Vote	Yes	No

Example:
"Division!"





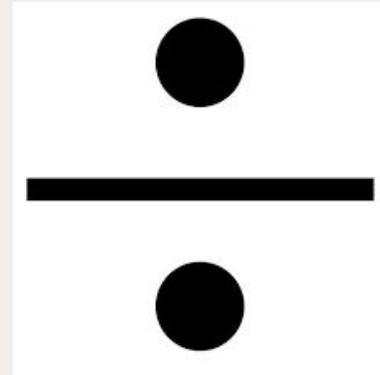
Division of a Question

Allows for a motion to be divided into 2 or more parts so it can be considered separately.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	No	Majority	No	No

Example:

"I move to divide the question to buy 1 whiteboard so that the quantity of of whiteboards can be considered separately."





Withdraw a Motion

Allows for a member to withdraw their question from consideration.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	Unanimous Consent	No	No

Example:

“Mr/Madame Chairman, I move I be allowed to withdraw the motion to buy 1 whiteboard.”





Object to Consideration

Prevents a question from being considered.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	2/3	No	Yes*

*Can only be reconsidered if vote was negative

Example:

"Mr/Madame Chairman, I object to the consideration of the question."





Suspend the Rules

Temporarily suspends a rule which would not allow a motion to be considered otherwise. Applies only to standing rules, not bylaws.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	No	2/3	No	No

Example:

“I move to suspend the rules which interfere with considering the motion to buy 1 whiteboard”





Appeal the Decision of the Chair

Challenges ruling of the Chair. Commonly used against point of order rulings, but can be used against any ruling from the chair.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	Yes	Majority	Yes	Yes

Example:

"I appeal the decision from the chair"





Appeal the Decision of the Chair

Challenges ruling of the Chair. Commonly used against point of order rulings, but can be used against any ruling from the chair.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	Yes	Majority	Yes	Yes

Example:

"I appeal the decision from the chair"





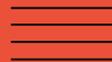
Point of Order

Challenges a rule violation and compels a ruling from the chair. For example a member not remaining germane.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	Chair Ruling	Yes	No

Example:
"Point of Order!"

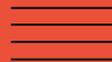




Quick Break

- 5-10 Minute Break
- If you need to get a quick drink or use the restroom go ahead.
- Feel free to ask any questions too!





Turn and Talk

- Turn to the person next to you, and share 1 important thing you learned, 1 takeaway, and 1 question you have



Bring-Back Motions

Motions that bring-back a previously considered motion.





Reconsider

Allows for a question previously considered and discarded to be considered again before the assembly.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	Yes*	Majority	No	No

*Only Debatable when the original question was debatable.

Example:

"I move to reconsider the vote on buying 1 whiteboard"





Rescind a Motion Previously Adopted

Terminates a previously adopted motion.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	Yes	Majority**	No	Yes*

*Can only be reconsidered when the vote was negative

**Requires a $\frac{2}{3}$ vote if notice has not been given from a preceding meeting

Example:

"I move to rescind the previously adopted motion to buy 1 whiteboard."





Take from the Table

Allows a previously tabled motion to come back before the assembly.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	No	Majority	No	Yes*

*Can only be reconsidered when the vote was negative

Example:

“I move to take back from the table the motion to buy 1 whiteboard.”





Privileged Motions

Motions which do not relate to debate but are of such importance that they can interrupt the discussion of something else.





Adjourn

Ends a meeting.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	No	No	Majority	No	No

Example:
"I move that we adjourn"





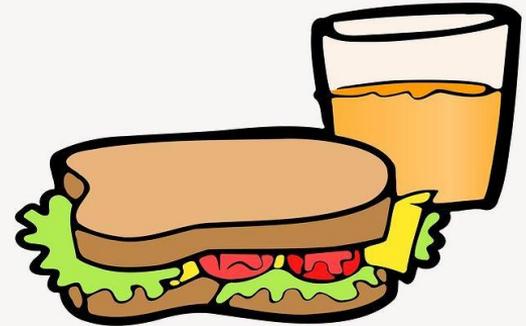
Recess

Brief break/intermission.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
Yes	Yes	No	Majority	No	No

Example:

"I move that we recess for 1 hour for lunch"





Raise a Question of Privilege

Permits a request related to the rights and privileges of the assembly to be brought up for discussion. Examples include it is too noisy outside.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	Chair Decision	Yes	No

Example:
"I rise to a question of privileged"





Call For Orders of the day

Compels that the adopted agenda be followed.

Second Needed	Amendable	Debatable	Vote Required	Interrupt Speaker	Reconsider
No	No	No	Chair Decision	Yes	No

Example:

“Mr/Madame Chairmen I call for the orders of the day”





**Were done with
learning new
Motions!**





Activity Time!

- Our Third Blookey! On all the motions we just learned!
- Any Questions?

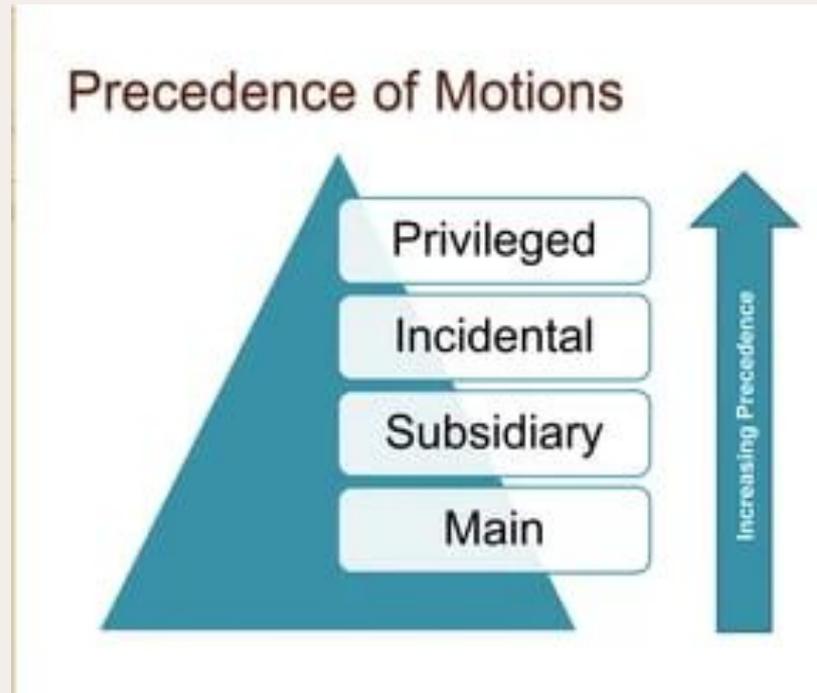
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Order of Precedence

Now there is an order of precedence for all those motions we just learned but for now you just really need to generally understand the order of precedence





Voting

There are several ways that motions can be decided upon (as you may have seen on the motions slides). Voting is the most common.

Voice Voting: Just Voting Via "Ayes" and "No"

Division or Rising: Standing Vote

General Consent: When a motion is unlikely to be dissented and the chair assumes says "if there is no objection" and no one objects.

Ballot: Members write their vote on paper.





Voting

The Chair will announce the results of the votes.

The Chair will say:

1. Which Side has won the vote or 'has it'
2. Whether the motion passes or is lost
3. The outcome of the vote(if needed)





How to Speak Parli Pro

It may seem like a whole other language, but it is actually pretty repetitive and simple to learn.

Helpful Tips:

- Most Motions begin with "I move..." or "I rise to..."
- Always address the chair when debating.
- Gain recognition before speaking(unless the motion does not require)
- Come prepared knowing what you want to say and how you will say it.
- It's Ok to have a cheat sheet



**SPEAKING
ONE LANGUAGE**



**LEARNING
FRENCH OR SPANISH**



**LEARNING
PARLI PRO**



04

Final Activity

The Culmination of Today's Presentation





Final Activity

- For the Final Activity, we will put all the things you learned together, and run an actual meeting.
- You all are on a local communities board, to plan their annual 4th of July Celebration! How you plan this event is up to you, but you must use Parli Pro.

Possible Ideas to think about: Fireworks, Food, Location (You can pick anywhere), Local Businesses, other entertainment ideas, etc.

