

Parliamentary Procedure





Parliamentary Procedure

- ◆ Definition
 - Correct rules for conducting a successful meeting.
- ◆ Four goals of Parliamentary Procedure
 - Extend courtesy to everyone.
 - Focus on one thing at a time.
 - Observes the rule of the majority.
 - Ensures the rights of the minority.



Parliamentary Procedure

- Set of rules and guidelines that allow the following:
 - Majority rules
 - Minority is heard
 - Handling one item at a time
 - Maintains order
- A predetermined set of “rules” that will be used to “govern” the way business will be conducted
- A system of procedure that allows an organization to *effectively* conduct its official business in a fair and democratic manner

Parliamentary Procedure

- ◆ Official Rule Book is *Robert's Rules of Order*.
- ◆ Written by U.S. Army general Henry Martyn Robert.





Parliamentary Procedure Terms

- ◆ What is a quorum?
 - $\frac{1}{2}$ of the members in a club plus 1.
 - Minimum number of members that must be present at a meeting for legal business to be transacted.
- ◆ What is a majority?
 - $\frac{1}{2}$ of members present at any meeting plus 1.
 - Minimum number of members that must vote for a motion for it to pass.



Parliamentary Procedure Basics

- ◆ Presiding Officer referred to as:
 - Mr./Madam President
 - Mr./Madam Chairperson
- ◆ Everyone gets a chance to voice their opinion or debate.
- ◆ Everyone gets the chance to vote
 - Must be a yes or no vote.



Parliamentary Procedure Basics

- ◆ There are four methods of voting.
 - Voice
 - Standing
 - Roll Call
 - Secret Ballot
- ◆ Can the chairman vote?
 - YES, in order to force a tie or to break one if they are a member of the group.

Parliamentary Procedure Basics

- ◆ Only one topic at a time can be discussed.
- ◆ The person who makes a motion has the right to discuss it first.



Parliamentary Procedure Basics

- ◆ The Gavel
 - A symbol of power and authority.
 - Used by the presiding officer to give instructions to the members.
 - The number of taps have a specific meaning.





Taps of the Gavel

- ◆ One Tap
 - Follows the announcement of adjournment.
 - Completion of a business item.
 - Members to be seated.
- ◆ Two Taps
 - Call the meeting to order.
- ◆ Three Taps
 - All members to stand.
- ◆ Series of Taps
 - Restores order to a meeting.



Order the Business

- ◆ A meeting should have a set agenda.
- ◆ Purpose is of the Order of Business (Agenda) is to keep the meeting moving forward.
- ◆ The agenda forms the framework for the development of a good business meeting



Steps to the Order the Business

- ◆ Call to Order by the President.
- ◆ Minutes of previous meeting read by the Secretary and approved by the body in accordance to organizational by-laws and parliamentary procedure.
- ◆ Treasurer reports on the financial standing of the club.



Steps to the Order the Business

- ◆ Report on Chapter program of Activities (by officers and committee chairmen).
- ◆ Old Business (Business leftover from the previous meeting)
- ◆ New Business (Presented by members in the form of motions)
- ◆ Adjournment & Closing Ceremony



Order of Business

- ◆ How does one conduct the meeting as it is laid out in the order of business (Agenda)?
 - Order of Business (Agenda) handled by using various motions and rules governing them which are part of parliamentary law.



Types of Motions

- ◆ Main Motions
- ◆ Subsidiary Motions
- ◆ Privileged Motions
- ◆ Incidental Motions
- ◆ Motions That Bring a Question Again Before the Assembly



- Important to the staff members (Time)
- List the topics to be covered (Agenda)
- Terms to Know
 - Parliamentary Law -
 - Parliamentary Procedure
 - Robert's Rules of Order
 - Charter
 - Constitution/Bylaws – Review Annually
 - Eligible to vote
 - Quorum
 - Voting (Proxy)
 - Ranking of Importance (Forecast)
 - Meetings/Sessions/Recess/Adjournment



Parliamentary Procedure Checklist

➤ **State Law**

The following list will help guide your group as it writes or amends its bylaws.

- **The organization's name.**
- **Object or purpose (mission statement)**
- **Members.**
- **Officers.**
- **Meetings.**
- **Executive board**
- **Committees.**
- **Parliamentary authority.**
- **Amendments.**

QUESTION?

Who gets the most power?

By-Laws





4 Primary Reasons To Have Bylaws

- **Consistency.** Rules and policies that have been documented in the form of bylaws can be applied consistently so that emotion and personalities do not get involved.
- **Efficiency.** Your bylaws include procedures for decision making so that your PTO can conduct all its business according to the rules and as efficiently as possible.
- **Protection.** Strong bylaws help protect the group from internal conflict, financial risk, and “mission creep.”
- **Legitimacy.** A strong set of bylaws is a sign that the PTO takes itself seriously. Bylaws give the members assurance of the mission, structure, and policies of the group. Besides, the IRS requires bylaws if your PTO files for 501(c)(3) status.



What are bylaws and why do we need them?

How can they protect the board?

- Written rules by which an organization is governed.
- They set forth the structure of the board and the organization.
- Determine the rights of participants.
- Determine the procedures by which rights can be exercised. Guide the board in conducting business.
- Carefully crafted bylaws and adherence to them can help ensure the fairness of board decisions and provide protection against legal challenges.
- Are in fact legal documents.
- Vary **depending on the state** in which you operate.
 - Consult a lawyer



- Are in fact legal documents.
- Vary depending on the state in which you operate.
 - Consult a lawyer
- Protect your directors and officers from personal liability.
- Purchasing Directors and Officers Liability Insurance (D&O Insurance) will enable your nonprofit to indemnify your directors and officers.

D&O Insurance does two things:

- It directly reimburses directors for legal costs they incur which the nonprofit cannot or will not pay.
- It reimburses the nonprofit for the costs it incurs in indemnifying directors.
- Before you sign on the dotted line, consider having your attorney or nonprofit insurance specialist explain your policy in detail.



FAQ

- What are the basic responsibilities of a board and the legal duties of board members?
- How does the board ensure the organization is mission driven?
- What are some best practices for board operations?
- Where do we find board members?
- What role does the board chair play?
- How do we get board members engaged for our nonprofit cause?
- How do we keep the board communicating effectively?
- What are bylaws and why do we need them?
- How do you deal with an ineffective board member?
- How important is board assessment?



Discussion



Discussion



Discussion



Main Motions

- ◆ Purpose:
 - Used to introduce new ideas to the meeting.
- ◆ Must be stated in the form:
 - I move that
 - I move to
- ◆ Cannot be in a negative form.
- ◆ Requires a second.
- ◆ Amendable
- ◆ Debatable
- ◆ Majority Vote



Main Motions

- ◆ Main Motions that are not legal:
 - Break any local, state, or national law.
 - One that brings up a previously failed motion.
 - Items that are out of the power of the group.
 - Negative motions.
 - Political & religious support.



Main Motions

- ◆ The person who makes a motion cannot speak against it.
- ◆ Main motions can be reconsidered.
- ◆ Cannot interrupt another speaker.
- ◆ Proper Example:
 - Mr. President, I move that the chapter hold a cookout for all FFA members.



Steps to Handling a Main Motion

- ◆ Stand
- ◆ Ask to be recognized by the President.
- ◆ President recognizes you by name.
- ◆ Motion is correctly stated.
- ◆ Motion is seconded.
- ◆ Motion is repeated by President.
- ◆ Motion is discussed.
- ◆ President restates motion.
- ◆ Motion is voted upon.
- ◆ Results of vote announced by President.



Subsidiary Motions



Lay on the Table

- ◆ Purpose:
 - To defer action on the motion until later in the meeting or until the next meeting.
- ◆ Requires a second
- ◆ Not amendable
- ◆ Not debatable
- ◆ Majority Vote
- ◆ Cannot interrupt another speaker
- ◆ Proper Example:
 - Mr. President, I move to lay this motion on the table.



Previous Question

- ◆ Purpose:
 - To force an immediate vote on the motion.
- ◆ Requires a second
- ◆ Not amendable
- ◆ Not debatable
- ◆ 2/3 Majority Vote
- ◆ Cannot interrupt another speaker
- ◆ Proper Example:
 - Mr. President, I move the previous question.
 - Mr. President, I call for the previous question.



Limit or Extend Debate

- ◆ Purpose:
 - To limit or lengthen the time allowed for discussion on a motion when it is clear that there will be an excessive amount of discussion or when the amount of time for the meeting is limited.
- ◆ Requires a second
- ◆ Amendable
 - Amount of time or number of speakers only
- ◆ 2/3 Majority Vote
- ◆ Cannot interrupt another speaker



Limit or Extend Debate

- ◆ Maker of the motion must specify:
 - The amount of time
 - The number of speakers that can debate the motion.
- ◆ Proper Examples:
 - Mr. President, I move that we limit debate on this motion to 3 discussions for the motion and 3 discussions against the motion.
 - Mr. President, I move to limit debate to a minimum of 5 minutes.



Postpone Definitely

- ◆ Purpose:
 - Allow for the motion on the floor to be deferred to a different day, meeting, or until after a certain event.
- ◆ Requires a second
- ◆ Amendable
- ◆ Debatable
- ◆ Majority Vote
- ◆ Cannot interrupt another speaker
- ◆ Proper Example:
 - Mr. President, I move to postpone this motion until the December Regular Meeting.



Refer to Committee

- ◆ Purpose:
 - Used to send a pending question to a small group so that the question may be carefully investigated.
- ◆ Requires a second
- ◆ Amendable
- ◆ Debatable
- ◆ Majority Vote
- ◆ Cannot interrupt another speaker



Refer to Committee

- ◆ Two ways to appoint a committee:
 - Standing committee
 - One of the 15 listed in the Program of Activities
 - Special committee
 - Appointed by the president
 - Number of members can be 3 or more
- ◆ President must specify when the committee should report back to the chapter.
 - Usually the next chapter meeting.
- ◆ Committee can be given full power to act.



Refer to Committee

- ◆ Proper Examples:
 - Mr. President, I move that we refer this motion to the Leadership Committee.
 - Mr. President, I move we refer this motion to a committee of three appointed by the chair.



Amend

- ◆ Purpose:
 - Use to modify or change a main motion.
- ◆ Must be closely related to the original topic.
- ◆ Can be amended in 4 ways:
 - Inserting in the middle
 - Adding to the end
 - Striking out
 - Striking out and inserting



Amend

- ◆ Requires a second
- ◆ Amendable
- ◆ Debatable
- ◆ Majority Vote
- ◆ Cannot interrupt another speaker
- ◆ Can be reconsidered
- ◆ Improper amendments:
 - Anything not germane or related
 - Frivolous or absurd
 - Leaves an incoherent wording



Amend

- ◆ Proper Example:
 - Motion on the floor:
 - The chapter hold a cookout for all FFA members.
 - Amendment:
 - Mr. President, I move to amend the motion by inserting on March 1st in front of cookout. So the motion would read, I move that the chapter hold a cookout on March 1st for all FFA members.



Postpone Indefinitely

- ◆ Purpose:
 - To kill a main motion.
- ◆ Requires a second
- ◆ Not amendable
- ◆ Debatable
- ◆ Majority Vote
- ◆ Cannot interrupt another speaker
- ◆ Can be reconsidered only if passed
- ◆ Proper Example:
 - Mr. President, I move to postpone this motion indefinitely.



Privileged Motions



Parliamentary Inquiry

- ◆ Purpose:
 - To obtain information on a matter of parliamentary law .
- ◆ Does not require a second
- ◆ Not amendable
- ◆ Not debatable
- ◆ No vote required
- ◆ Can interrupt another speaker
- ◆ Proper Example:
 - Mr. President, I rise to a parliamentary inquiry.
 - President says, “The member will state the inquiry”
 - Then the member state the question.



Point of Order

- ◆ Purpose:
 - Used when a member thinks that the rules of the group or the rules of parliamentary procedure are being violated.
- ◆ Does not require a second.
- ◆ Not amendable
- ◆ Not debatable
- ◆ President decides on verdict
- ◆ Can interrupt another speaker
- ◆ Proper Example:
 - Mr. President, I rise to a point of order
 - President says, “State your point”
 - After member state point, president says “your point is well taken” or “Your point is not well taken”.



Suspend the Rules

- ◆ Purpose:
 - Allows the chapter to break the rules of parliamentary procedure, or the current constitution for a short period of time.
- ◆ Requires a second
- ◆ Not amendable
- ◆ Not debatable
- ◆ 2/3 Majority Vote
- ◆ Cannot interrupt another speaker
- ◆ Proper Example:
 - Mr. President, because of the lack of time tonight, I move to suspend the rules and move directly to new business.