

PARLIAMENTARY PROCEDURE

- All have equal rights, privileges and obligations
- A quorum must be present for group to act
- Robert's Rules is handbook of operation
- Use of Motions (A proposal for assembly to take a stand or take action)

FIVE TYPES OF MOTIONS

MAIN MOTION	
Introduce subjects for consideration Cannot be made when another motion is before assembly Yield to privileged, subsidiary, incidental motions “I move that we purchase a...”	
SUBSIDIARY MOTION	PRIVILEGED MOTION
Change / affect main motion for consideration Voted on before the main motion “I move to amend the motion by striking out...”	Concern special matters not related to pending business Considered before other motions “Because of the time, I move that we adjourn...”
RENEWAL MOTION	INCIDENTAL MOTION
Allow certain items to be reconsidered Usually brought up when no business is pending “I move to reconsider...”	Questions of procedure Considered before other motions “I move to divide the motion so that the question of purchasing ... can be considered separately.”

ROBERT'S RULES OF ORDER

Typically, organizations using Robert's Rules follow the prescribed order of business during meetings to provide a framework for conducting orderly meetings.

TYPICAL ORDER OF BUSINESS

- The Chair calls the meeting to **order**.
- A **roll is called** of all present members.
- The secretary reads the **minutes** of the last meeting.
- Each **officer** gives a **report**.
- Each **committee representative** gives a **report**.
- Special orders (by way of **motions**) are called for and consist of any **important business** that was previously set aside to discuss at the meeting.
- **Unfinished business** from a previous meeting is discussed.
- **New business** can be brought forth at this time.
- **Announcements** are made.
- The meeting is **adjourned**.

MEETING GROUND RULES

- Meetings will start and end on time
- Every member's opinion is valuable
- Avoid sidebar conversations
- Focus on the meeting
- Decisions will be criteria-based
- Address any concerns

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Focus on issues, not personalities
- Avoid questioning motives
- Be courteous
- Keep cool
- Speak clearly and concisely

Meeting ground rules are an agreed upon list of behavior expectations for members while participating in a meeting. These are a few examples that should be established to ensure a successful meeting.

VOCABULARY

Robert's Rules of Order and other parliamentary procedures contain specific vocabulary to be used at meetings.

POINT OF PRIVILEGE	This term refers to the right of the person speaking to have the floor and not be interrupted by others.
PARLIAMENTARY INQUIRY	Method to raise a point of order or to ask how to proceed when unsure of the proper motion.
POINT OF INFORMATION	This term refers to the method used to ask the speaker a question.
ORDERS OF THE DAY (AGENDA)	If the meeting is not following the agenda a member may call orders of the day to remind the assembly to adhere to the agenda. If the members would like to deviate from the agenda, "suspending the rules" is necessary.
POINT OF ORDER	Point of order is raised if a rule has been broken or a member is not using the proper meeting protocol to speak. A point of order needs to be raised right after the error occurs.
DIVIDE THE QUESTION	This term is used when a motion is split into two or more new separate motions.
CONSIDER BY PARAGRAPH	When considering adoption of a document, adoption of the full document can be postponed until each and every paragraph has been debated and if necessary amended.
WITHDRAW / MODIFY MOTION	After the question is stated; the person who made the motion may accept an amendment to the motion.
COMMIT / REFER / RECOMMIT TO COMMITTEE	Sometimes a committee is needed to research a motion. In this case, an already established committee is assigned the question or a new committee is appointed. If a new committee is necessary, the chairperson may indicate how many members are needed and how selection of committee members should occur.

EXTEND DEBATE	Calling to extend debate can be used for the question currently under debate and usually has a time limit.
LIMIT DEBATE	This term is used to refer to the time limit placed upon debate and when debate should be considered closed.
POSTPONE	If a motion or agenda item needs to be postponed, it is necessary to determine and state when it will be resumed.
OBJECT TO CONSIDERATION	Objection must be stated before discussion or another motion is stated.
LAY ON THE TABLE	This tool is used after a motion is closed to debate or is pending closure and can temporarily stop further consideration or action on the open motion.
TAKE FROM THE TABLE	If a motion has been previously “laid on the table,” it can be opened and considered again by stating the motion to “take from the table.”
RECONSIDER	If a member on the prevailing side of a debate changes their view, they can state they have reconsidered.
POSTPONE INDEFINITELY	Postponing a motion indefinitely stops the motion from proceeding forward just in that particular session, unless a motion to reconsider is made.
INFORMAL CONSIDERATION	This term refers to changing the debate to an informal format similar to that of a committee. To move to an informal consideration format a member moves that the assembly go into “Committee of the Whole.” Voting is still done formally and is still valid while the meeting is in an informal mode.
APPEAL DECISION OF THE CHAIR	The membership may appeal a decision made by the chair if the appeal does not relate to the violation of order of business or parliamentary rules. Appeals must also take place prior to other unrelated business.
SUSPEND THE RULES	This allows specific, stated rules with the exception of the assembly's constitution to be suspended.