

PARLIAMENTARY PROCEDURE

BASED ON THE PRINCIPLES OF ROBERT'S RULES OF ORDER

INTRODUCTION

The establishment of the rules of basic *Parliamentary Procedure*, (so called because it was, in turn, based on the Rules of Debate as established within the English Parliament) and specifically of the *Rules of Order* codified by General H. M. Roberts in 1876 and revised in 1893, was based on the realistic notion that no group of more than two people in the English speaking world could get together for any practical purpose without the meeting turning into chaos without such a framework. In today's liberated society we like to believe we are above the need for such stringent codification and that reasonable people with reasonable goals can, indeed, do without them. Thus, we have prepared this chart to be easily carried and stored away, only to be brought out if absolutely needed. This should be about 15 minutes into the first meeting. Bear in mind, though, that, even at the time of its creation, the *Rules* themselves carried the apparatus to do away with or modify many, if not all of its strictures. In short, this is a tool that can be extremely useful in containing and moving an agenda. It is not, nor was it ever meant to be, Holy Writ.

A Note on structure: We have followed herein the framework established by General Roberts and all his subsequent followers. Due to the fact that the Rules attempt to codify an almost overwhelming subject of structures, wherein each part of a meeting is dependent upon what comes before it and what goes after it, almost every section refers to one or more other sections. For ease of understanding, we have placed any "cross-reference" sections (and there are many) in parentheses immediately following the section explanation.

ORGANIZING A MEETING TO CONDUCT BUSINESS

Parliamentary Procedure is used within Organizations established to conduct business in the form of a **Meeting**. An **Organization** can be a formally chartered group with long term and diverse goals, or any group of people getting together for one or more specific purposes. **Business** is the reason for the get-together. And the **Meeting** is the specific period during which the group is together at any one time.

Prior to formally beginning a meeting of any group for the first time, the following is necessary:

1. Selecting a Chair and a Secretary.

To begin the first meeting of any organization, the two officers needed are a **Chair** and a **Secretary**. The **Chair** (so named because he/she will occupy the **Chair of Office**) is the person who will control the meeting and keep it orderly. The **Secretary** will record the **minutes** (literally: a minute by minute log of all events) of the meeting for a formal record. In practice, any one can step forward and nominate anyone (including him/herself) to be **Chair**. This is done by simply announcing: "I move that so-and-so be named **Chair**." Someone else must then second the motion by saying...well... "I second the motion." (Others may then "move" other names in nomination). In any event, after one or more names are moved and seconded a vote is called for

MEETING

There are, for all practical purposes, two types of meetings: **Regular** and **Special**.

A. **Regular meeting** is one held according to a prearranged schedule (daily, weekly, monthly, etc.) to consider the ongoing work of an existing organization.

B. **Special meeting** may be called within an organization or may be set up by an ad hoc (literally: for the moment) body. Although there is no actual limit on matters that can be brought up at a special meeting, it usually confines itself to one or two topics of discussion. The meeting now begins:

1. The Chair calls the meeting to order.
2. In a **Special Meeting** the Chair "recognizes" (i.e. calls upon) a member of the audience who will make a motion to discuss the matter for which the meeting was called. In a **Regular Meeting** the Chair proceeds as discussed in the Articles that follow.
3. Whether the meeting is "Special" or "Regular" from this point on, it is guided by, and follows, the procedures that follow.

ARTICLE I. INTRODUCTION OF BUSINESS

SECTION 1.

INTRODUCING BUSINESS

1. Make a Motion.

A. Present a plan of action for the committee to undertake.

1. Formally presented as: "I move that..."
 - a. It cannot be stressed enough that a "motion" is for action. It is not a "suggestion." When, ultimately, a motion is "carried" (i.e. voted for), it will be implemented.

2. Present a Communication.

- A. May come from within or outside of the group.
 1. Demand/request the group to undertake certain actions.
 2. Some groups may require a motion to receive a communication, but this can be waived.

SECTION 2.

OBTAINING THE FLOOR

1. Rise and address the Chair by Title (i.e. "Mr./Madam Chairperson") and, when recognized, make motion or statement.

A. The Chair, however, has the highest priority as "mover." If the Chair rises first, you must remain seated. (36)

2. If two or more rise at the same time, Chair decides whom to recognize based on:

- A. **Maker of Motion** takes initial precedence, in discussion.
- B. **New speaker** takes precedence over one who has already spoken to motion. (26)
- C. **Allowance for opposing view.**

Notes: There are certain motions that take precedence over any others which are discussed at the appropriate place. (11,12,13,14,15,27)

(usually, but not necessarily, by the initiator of the motion) and the **Chair** is selected by the majority. The **Chair** now calls for nominations for **Secretary**. One or more names will be put into nomination, and a vote will affirm the winner.

Now first official meeting is now ready to begin.

ARTICLE I CONTINUED

SECTION 3.

REAL PRECEDENCE DEBATE ON A QUESTION

1. Motion is made. (46)
2. Motion is seconded. (For exceptions see 13,14,15)
3. Motion is stated by the Presiding Officer so that all are clear on exactly what is, and is not, under discussion. (53)

SECTION 4.

MOTIONS TO BE PUT IN WRITING AND DEBATING THEREON

1. All principal Motions (63), Amendments, and Instructions to Committees should be in writing although this is not mandatory. It is, however, common sense.
2. Motions may be divided, as long as the component parts are not interdependent. If they are, an Amendment (23) - not a division - is called for.
 - A. A motion to hire a blue bus can be divided into a motion to hire a bus and a motion to decide the color.
 - B. A motion to rent a car instead of a bus must be an amendment to the "bus" motion.

SECTION 5.

MODIFICATIONS OF A MOTION BY THE PERSON MOVING

1. A modification to a motion already on the floor cannot be made by the mover, prior to disposition of the motion, if any other person objects (17, 39).
 - A. First the motion to rent a blue bus must be voted upon (and presumably defeated) before a motion to rent a red bus can be moved/seconded/voted on.

ARTICLE II. CLASSIFICATION OF MOTIONS

SECTION 6.

PRINCIPAL/MAIN MOTIONS

1. A new motion on any topic/subject.
 - A. Does not take precedence over any other motion.
 - B. Cannot be made while any other motion is on the floor.
 - C. Cannot conflict with rules, by-laws, etc. of the organization.

SECTION 7.

SUBSIDIARY/SECONDARY MOTIONS

1. Applied to another motion for purposes of disposing of the other motion.
 - A. Types of Subsidiary Motions are: **Table** (19); **Previous Question** (20); **Postpone to Certain Day** (21); **Commit/Refer** (22); **Amend** (23); **Postpone Indefinitely**. (24)
2. Take precedence over Principal but not Privileged (9) or Incidental. (8)

SECTION 8.

INCIDENTAL MOTIONS

1. Arise out of, and take precedence over, other motions.
2. Yield only to Privileged Motions.
3. Cannot be amended or (except for Appeals) debated.
4. Types of Incidental Motions are: **Appeal** (34); **Objection to Consideration** (15); **Reading of Papers** (16); **Withdrawal of Motion** (17); **Rule Suspension**. (18)

SECTION 9.

PRIVILEGED MOTIONS

1. Unrelated to Pending Motion.
2. Take Precedence over all other motions.
3. Not debatable. (35)
4. Types of Privileged Motions are: **Set Adjournment Time** (10); **Adjourn** (11); **Questions of Privilege** (12); **Call for Orders of the Day**. (13)

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