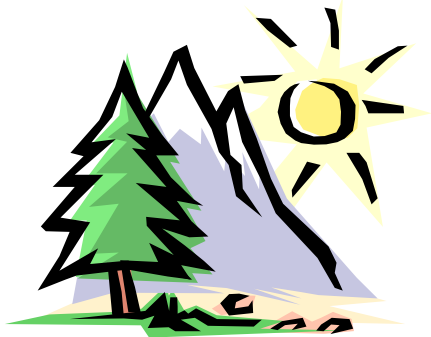




Don't Forget

The rules of Parliamentary Procedure are guidelines for running an efficient meeting. The rules should be modified to meet the style and tradition of the members of the group.

Leaders should be aware of multicultural issues when modifying and applying these rules. For example, be aware that certain cultures do not value aggressive communications styles and may have problems jumping in and interrupting speakers.



Sources Utilized

Zimmerman, D.(1997). Robert's Rules In Plain English. HarperCollins Publishers, Inc.

Agenda Items

1. Call to Order
2. Roll Call of the members present
3. Read and Approve the Minutes
4. Officer's Reports
5. Advisor Reports
6. Committee Reports
7. Special Orders (also known as Special Business)
8. Old Business — any thing not finished at the last meeting.
9. New Business
10. Announcements
11. Adjournment


NAU LEADS



Quick
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*Parliamentary
Procedure*

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What is Parliamentary Procedure? Also known as Parli Pro, Parliamentary Procedure is a tool for running a meeting that allows for everyone to get a chance to speak in an orderly fashion. While there are some basic rules, they may be modified to fit the needs of any organization.

Making a motion

- 1. Obtain the Floor — Wait for the chair or president to recognize you.**
- 2. Make the motion — Say “I move” and state the motion.**
- 3. Wait for a second — another group member will state “I second the motion.” If they do not, the motion dies.**
- 4. The chair restates the motion and opens the floor for debate.**
- 5. The party making the motion speaks first and explains the reason motion was made and why people should vote in favor.**
- 6. Vote — after debate, the chair “calls for the question” and the members vote on the motion**

Fast fun fact: Parliamentary Procedure was created in England and brought to America by the first European settlers. Mr. Robert formalized it in 1876 when he published Robert’s Rules of Order.

Motion Information	Votes needed for approval
<u>In order of Immediacy (top must be dealt with first)</u>	
Adjournment	Majority
Call an intermission (recess)	Majority
Question of Privilege (to discuss leaving the meeting, problems with temperature, noise etc.)	No vote
Table a motion	Majority
Move the Previous Question an immediate vote)	2/3
Postpone discussion or refer to committee	Majority
Amend a motion	Majority
Introduce a new motion	Majority
<u>No Immediacy</u>	
Point of Order (to clarify the rules)	No vote
Suspend the Rules	2/3
Remove a matter from the table	Majority
Reconsider an action	Majority
Point of Information (seeking clarification)	No vote

Voting:

Voice — Aye for yes, Nay for no. Any member may then request an exact count.



Show of Hands — Best practice: the chair and one other person count.

Roll Call — The Secretary reads the names of each member who votes when his or her name is called. Good for recording how each member voted.

Ballot — For secret votes. Each member writes the vote on a piece of paper. The chair collects the papers and counts the votes.

General Consent — When the vote is likely to be unanimous, the chair says, “If there is no objection . . .” If no member verbally objects, the motion passes.

General Tips:

- ◆ Most motions need a second. If no one volunteers, the chair may ask, “Do I have a second?” Without a second, there is no debate or vote.
- ◆ Motions to amend a main motion must be debated and voted upon before the main motion.
- ◆ The chairperson of the meeting should be addressed as Mr. President, Madam President, Mr. Chair, or Madam Chair.