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Parliamentary Procedure Interactive Notebook

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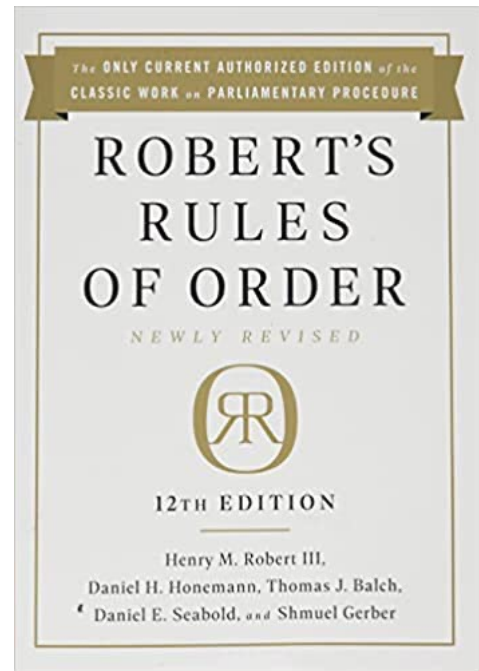
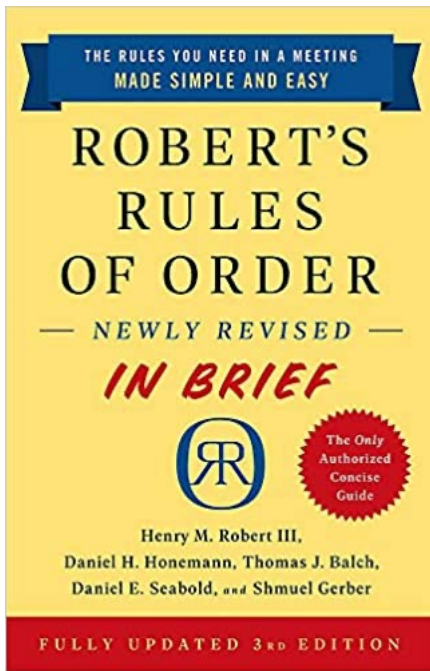


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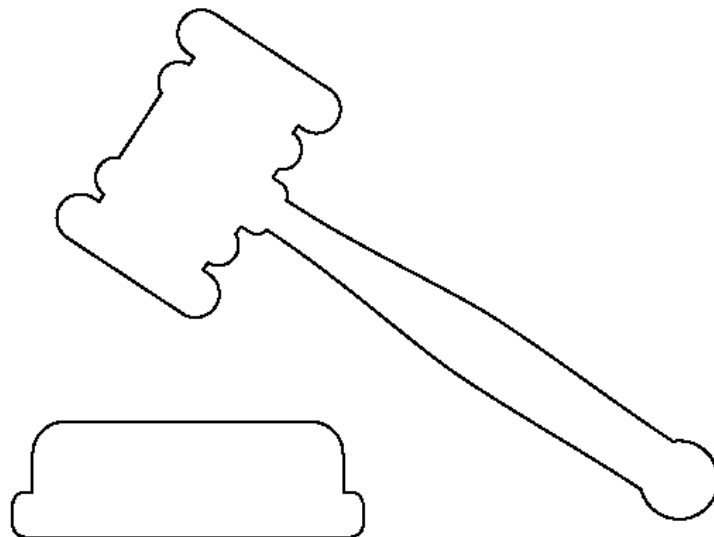
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Parliamentary Procedure

Interactive Notebook



Acknowledgments



SOUTH DAKOTA
STATE UNIVERSITY

- This work originated as a product of an undergraduate internship conducted in the summer of 2018.
- Subsequent revisions and editions are and will be made annually.
- Interactive shapes were found across the web in open sources or created specifically for this project. This work was partially funded by the USDA-NIFA and is provided as a **free resource** for teachers of parliamentary procedure.
- Special thanks to **Nancy Sylvester** for allowing the use of her sample minutes and agenda templates.
- All **Form and Examples** were taken from Roberts Rules of Order: Newly Revised, 12th Edition unless specifically noted otherwise.
- To see the most current edition of this notebook, follow the QR code at the right to the OPEN Prairie website.



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Additional Helpful Texts for the Study and Mastery of Parliamentary Procedure

- ROBERT, G. H. M. (1921). *Parliamentary practice: An introduction to parliamentary law* (1st ed.). New York, NY: D. Appleton-Century Co. Inc.
 - Free PDF at:
https://books.google.com/books/download/Parliamentary_Practice.pdf?id=A0APAQAAMAAJ&output=pdf&sig=ACfU3U370s2-xKLUdgJmAuGJqh4rBQpQzA
- ROBERT, H. M. (1923). *Parliamentary law* (1st ed.). New York, NY: D. Appleton-Century Co. Inc.
 - Free PDF at:
https://books.google.com/books/download/Parliamentary_Law.pdf?id=pLonAQAAMAAJ&output=pdf&sig=ACfU3U2gfsZgeBmex312NkELxXpp09J2jw



Parliamentary Procedure

Purpose:

- Enables the organization to transact business with speed and efficiency
- To protect the rights of each individual
- To preserve a spirit of harmony within the group

“American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all of these together.”



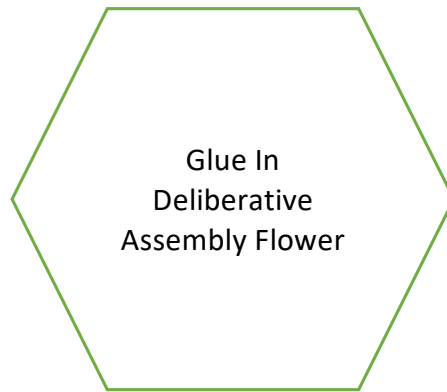
- All members have equal rights, privileges, and obligations.
- The right of the majority to decide.
- The rights of the minority are protected.
- Only one subject may be discussed at one time.
- Each subject presented for consideration is entitled to full and free debate.
- Motions have a definite and logical order of precedence.

General Henry M. Robert is the original author of Robert's Rules of Order in 1876. He wrote the book after realizing the need to have a standardized form of meeting procedure across the country. He devoted the last portion of his life to parliamentary procedure, and his descendants continue his work to this day.

Deliberative Assemblies:

A gathering in which parliamentary law is applied.

Characteristics



Types of Assemblies:

Meeting open to anyone for a specific purpose.	The assembly at meetings of an organized permanent group.	An assembly of delegates chosen to represent subdivisions of a larger body of people.	Constitutionally established public lawmaking body, such as Congress.	Smaller group whose purpose is chosen by an outside power.
--	---	---	---	--

Rules of an

Glue to Page	<ul style="list-style-type: none">I. Rules of order<ul style="list-style-type: none">A. The written rules of parliamentary procedure the organization chooses to follow.B. Meant to make running a meeting easier and provide a solid structure.C. Rules can be suspended with a $\frac{2}{3}$ vote.
--------------	---

Glue to Page	<ul style="list-style-type: none">I. Corporate Charter<ul style="list-style-type: none">A. Legal documentB. Includes:<ul style="list-style-type: none">i. Name of the organizationii. Object of the societyiii. Includes any information needed to fit under state or national laws of the organization
--------------	--

<ul style="list-style-type: none">I. Includes:<ul style="list-style-type: none">A. Name of organizationB. Object of organizationC. MembersD. OfficersE. MeetingsF. CommitteesG. Name of Parliamentary AuthorityH. How to amend the bylaws
--

Organization

CONDUCTING BUSINESS IN A MEETING

Glue onto paper.

INSTRUCTIONS

1. The presiding officer stands up and calls the meeting to order.
2. Opening Ceremonies
3. Conduct the order of business by reading and approving the minutes of previous meeting. Then hear any officer or committee reports, and finish any unfinished business and address new business.
4. Closing Ceremonies
5. Adjourn

HOW TO OBTAIN THE FLOOR

1. Stand and face the chair and say "Mr./Madam President."
2. Wait to be recognized by the chair by announcing your name.
3. The member now has the floor and can make a motion or participate in debate.
4. You yield the floor when you finish talking and sit down.

QUORUM:

The minimum number of members who must be present at the meeting for business to be legally transacted.

THE CHAIRPERSON

- Knows parliamentary procedure
- Fair
- Neutral
- Only votes to break a tie
- Rules on questions of parliamentary procedure
- Maintains order
- Assigns the floor
- Give parliamentary direction

RULES OF DEBATE

- The member who made the motion has the right to debate first
- A member can only speak 2 times on each motion on the same day
- A member can only speak for a total of 10 minutes at a time.
- Debate must apply to the motion before the group
- Comments must be to the chair and not other members
- You cannot debate against your own motion

ORDER OF BUSINESS

Robert's Rules of Order

Official FFA Manual

1. Reading and Approval of Minutes
2. Reports of Officers, Boards, and Standing Committees
3. Reports of Special (Select or Ad Hoc) Committees
4. Special Orders
5. Unfinished Business and General Orders
6. New Business

1. Opening Ceremony
 1. Call to Order, Roll Call, and Quorum determination
2. Reading _____

3. Reports of _____

4. Reports of special (select or ad hoc) committees
5. _____
6. Unfinished business and general orders
7. _____
8. Special features
 1. Speakers, panels, guest appearances, award presentations, and other nonbusiness items
9. _____
 1. Used only when needed
10. Announcements
11. _____
12. _____,
recreation and/or refreshments

USING THE TINTED PAGES IN RONR

t4

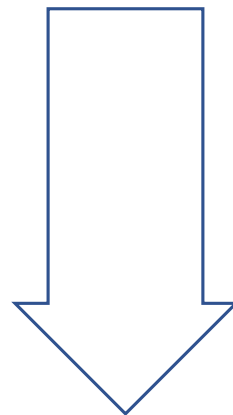
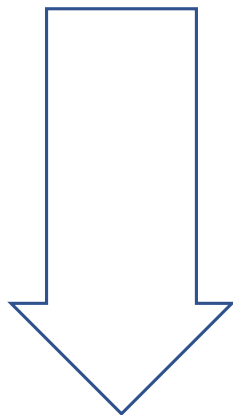
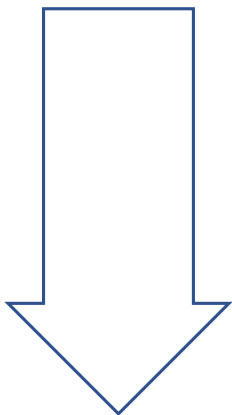
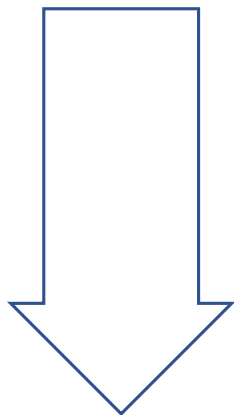
I. CHART FOR DETERMINING WHEN EACH SUBSIDIARY OR PRIVILEGED MOTION IS IN ORDER (cont.)

t5

<i>Order of Precedence of Motions</i>		<i>Other Conditions Affecting Admissibility</i>	
		MOTION DIRECTLY TO THE LEFT ON FACING PAGE IS OUT OF ORDER WHEN:	
P R I V I L E G E D	Fix the Time to Which to Adjourn (when privileged as explained in 22:4)	U N D E B A T A B L E	
	Adjourn (when privileged as explained in 21:1—4)		
	Recess (when moved while a question is pending)		
	Raise a Question of Privilege		
	Call for the Orders of the Day		
S U B S I D I A R Y	Lay on the Table	D E B A T A B L E	• A motion to <i>Suspend the Rules</i> relating to priority of business is pending
	Previous Question (immediately to close debate and making of subsidiary motions except <i>Lay on the Table</i>)		• A <i>Point of Order</i> , undebatable <i>Appeal</i> , or one of the five <i>Requests and Inquiries</i> —not adhering to the main question—is pending
	Limit or Extend Limits of Debate		• Any undebatable question is immediately pending; also when motion(s) under an order for the <i>Previous Question</i> remain to be voted on
	Postpone to a Certain Time (or Postpone Definitely)		• Any undebatable question except <i>Division of a Question</i> or <i>Consider by Paragraph or Seriatim</i> is immediately pending; also, when motion(s) under an order for the <i>Previous Question</i> remain to be voted on
	Commit (or Refer)		• A motion to reconsider is pending, or any undebatable question except <i>Division of a Question</i> or <i>Consider by Paragraph or Seriatim</i> is immediately pending; also, when motion(s) under an order for the <i>Previous Question</i> remain to be voted on
	Amend		• The application would be to the main question, and any motion except <i>Postpone Indefinitely</i> is pending; also, in any application, when motion(s) under an order for the <i>Previous Question</i> remain to be voted on
	Postpone Indefinitely		• Any motion except the main question is pending; also when the <i>Previous Question</i> has been ordered
	MAIN MOTION		• Any motion is pending

Line	Meaning
← - - - -	
← - - - -	
← ————	
← ————	

Note: In RONR these arrows are in grayscale for RED



t6

II. TABLE OF RULES RELATING TO MOTIONS

t7

(For forms used in making motions, see Table III.)

MOTION	CLASS ¹	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED ²	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1. Main motion or question (10)	M	No	Yes	Yes	Yes	Majority, except as explained in 10:8(7)	Yes
2. Adjourn, ordinary case in societies (21)	P	No	Yes	No	No	Majority	No
3. Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved (8, 10, 21)	M	No	Yes	Yes	Yes	Majority	No
4. Adopt, accept, or agree to a report (10, 51)	M	No	Yes	Yes	Yes	Majority	Yes
5. Adopt bylaws or constitution, initially in forming a society (10, 54, 56)	M	No	Yes ³	Yes	Yes	Majority	Negative vote only
6. Adopt revised bylaws or constitution (35, 56, 57)	M/B	No	Yes	Yes	Yes	As provided in the bylaws. (In absence of such provision, same as in next line)	Negative vote only
7. Adopt Special rules of order (2:14ff; 10)	M	No	Yes	Yes	Yes	(a) Previous notice and two-thirds; or (b) majority of entire membership	Negative vote only
8. Adopt ordinary standing rules (2:23; 10)	M	No	Yes	Yes	Yes	Majority	Yes
9. Adopt parliamentary standing rules in a convention (10; 59:27ff.)	M	No	Yes	Yes	Yes	Two-thirds	Negative vote only

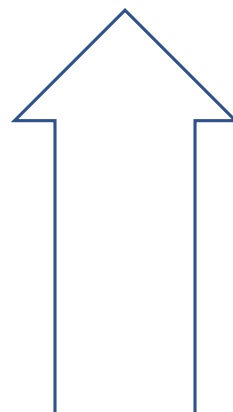
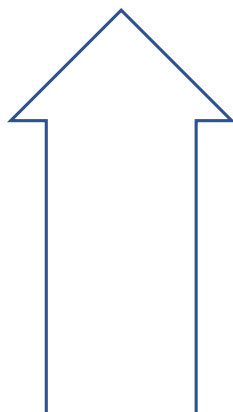
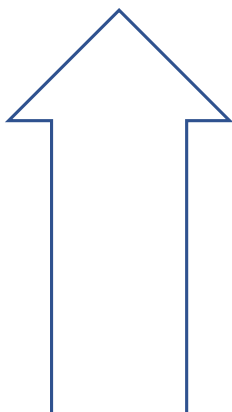
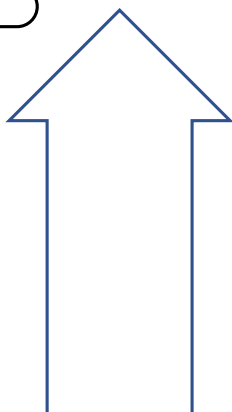
1. Key to classification symbols: M-main motions; S-subsidary motions; P-privileged motions; I-incidental motions; B-motions that bring a question again before the assembly; M/B-incidental main motions classed with motions that bring a question again before the assembly (see 6:25ff.).

2. Motions listed as requiring a second do not need to be seconded when made by direction of a board or committee.

3. In practice, motion is usually made by the reporting member of a committee, in which case it does not require a second.

Table III contains

for making each motion in Table II!



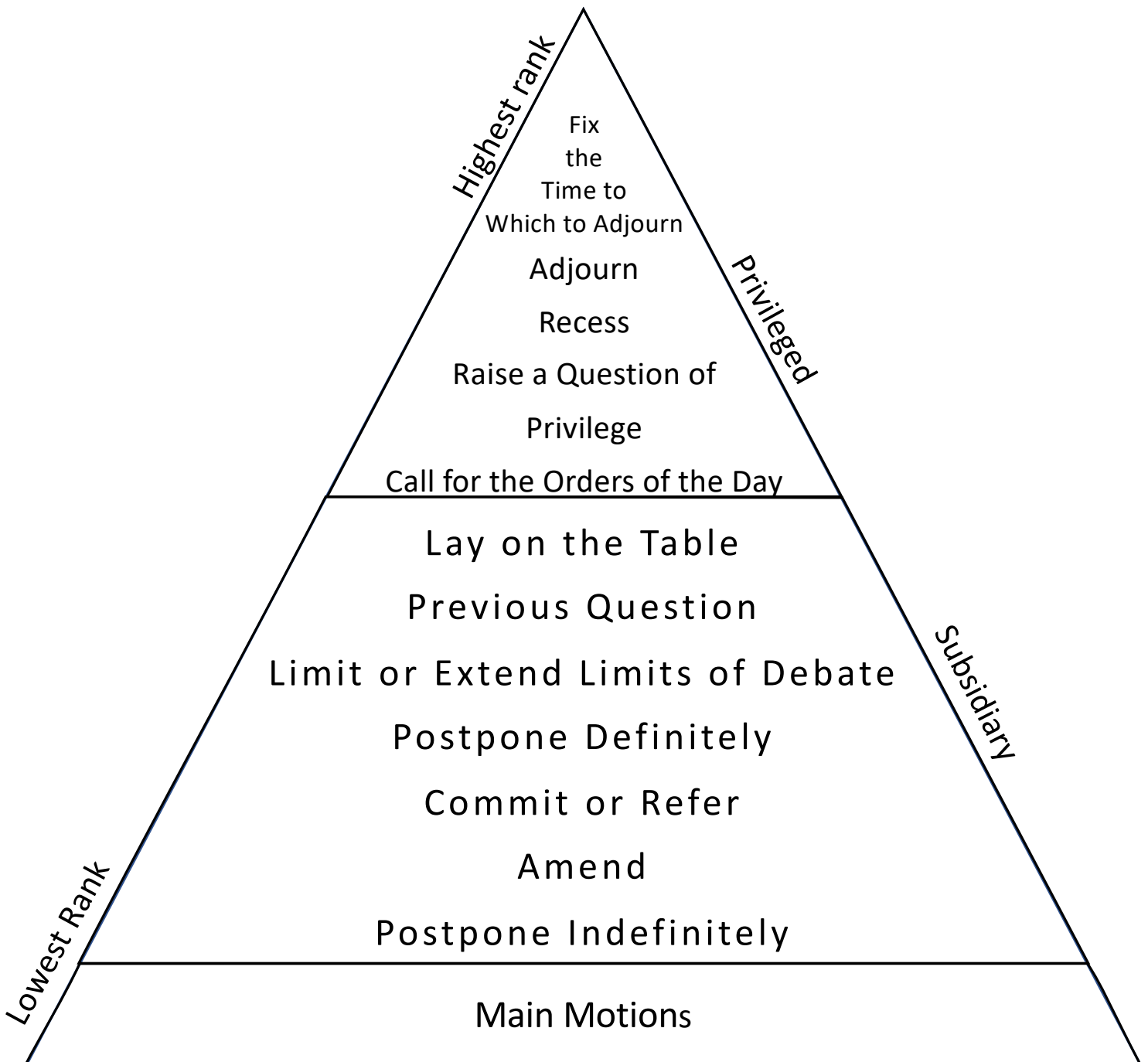
Motion's Standard Descriptive Characteristics

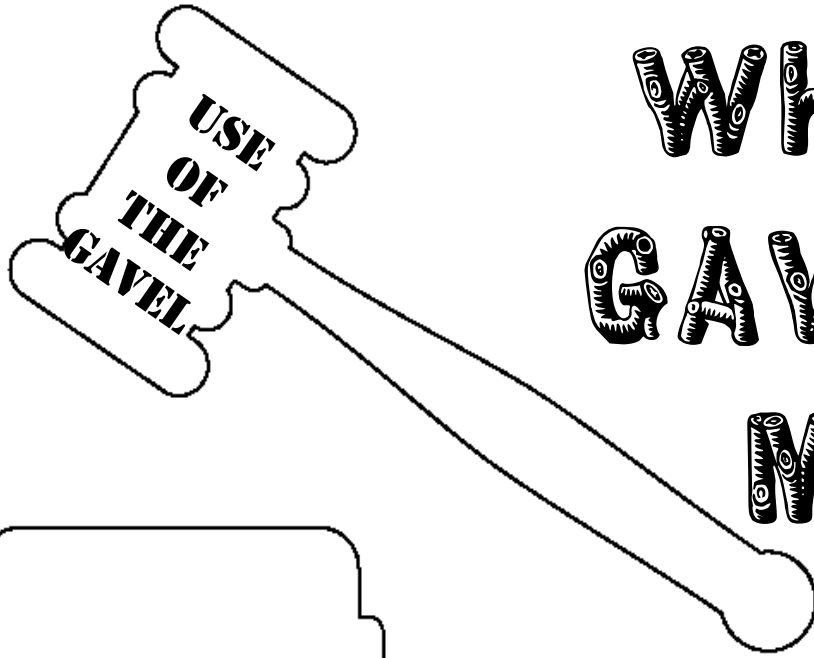
	INTERRUPT	SECOND	DEBATE	AMEND	VOTE
PRIVILEGED MOTIONS					
13. Fix the Time to Which to Adjourn	No				
12. Adjourn	No				
11. Recess	No				
10. Raise a Question of Privilege	YES				
9. Call for the Orders of the Day	YES				
SUBSIDIARY MOTIONS					
8. Lay on the Table	No				
7. Previous Question	No				
6. Limit or Extend Limits of Debate	No				
5. Postpone Definitely	No				
4. Commit or Refer	No				
3. Amend	No				
2. Postpone Indefinitely	No				
MAIN MOTIONS					
1. Main Motion	No				
INCIDENTAL MOTIONS					
Suspend the Rules	No				
Withdraw a Motion	**				
Object to the Consideration of a Question	YES				
Point of Order	YES				
Parliamentary Inquiry	YES				
Appeal	YES				
Point of Information	YES				
Division of the Assembly	YES				
Division of a Question	No				
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider	No				
Rescind	No				
Take from the Table	No				
Discharge a Committee	No				
Amend Something Previously Adopted	No				

Classes of Motions Cards

Precedence of Motions

Precedence: Motions with the highest rank must be taken care of or disposed of before motions of lower rank.





WHAT THE GAVEL TAPS MEAN...



Glue to page

- ★ **MOTION PASSED/FAILED**
- ★ **MEMBERS CAN SIT**
- ★ **THE MEETING IS ADJOURNED**

Glue to page

THE MEMBERS SHOULD RISE.

Glue to page

THE MEETING IS CALLED TO ORDER.

Several taps call the members to order during a meeting.

**RONR defines gavel use in 3 sections:
20:9, 21:20, &
61:9-10**

Main Motions

Incidental Main Motion

Relates to the business of the organization, or its past or future action

Does not introduce new matters of business

Original Main Motion

Introduces a new matter of business to the assembly

Examples:

- "I move to take a recess."
- "I move to limit the length of speeches during the meeting."

Examples:

- "I move to plant flowers by the main entrance to the high school."
- "I move that the FFA chapter plan a field trip to the local zoo."

How to Move a Main Motion


Key Points	Details
Main Motion	<ul style="list-style-type: none"> Introduces new business to the assembly
Moving a Motion	<ul style="list-style-type: none"> To bring a main motion before the assembly by “moving” it Member rises Get recognized by the chair “I move to...”
Seconding a motion	<ul style="list-style-type: none"> Purpose to prevent wasting time on a subject only one person wants Made by a member who wants the motion considered but is not necessarily in support of it No need to stand or be recognized “I second. / I second it. / Second.”
Stating The Question	<ul style="list-style-type: none"> The chair <i>states the motion</i>, “It is moved and seconded to [motion].” This officially makes the motion property of the assembly Until then the maker of the motion can change or withdraw it
Debate	<ul style="list-style-type: none"> An opportunity for members to express their reasons why or why not a motion should be adopted “Is there any discussion? / Are you ready for the question?” In the introduction state whether you are in favor or against the pending motion Then state two or three reasons for or against the motion End debate by restating position on the motion (in favor or against)
Putting the Question	<ul style="list-style-type: none"> Chair asks if there is any more debate If there is none, the chair calls for a vote “Those in favor of the motion to ... say aye.” “Those opposed to the motion to ... say no.”
Voting	<ul style="list-style-type: none"> The assembly decides whether or not to adopt the pending motion by a majority, two-thirds ($\frac{2}{3}$), or plurality vote depending on the motion under consideration The vote can be taken by voice, standing, show of hands, ballot, roll call, or unanimous consent and depends on the motion under consideration.



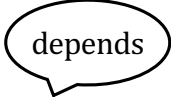
I move to...



Glue in
Moving a motion
truck pull out.

Summary: A member obtains the floor and makes a motion by saying, “I move to...” Another member seconds the motion, and the chair puts it before the assembly by stating the motion. The maker of the motion gets the right to debate first if they wish. Once debate is done, the chair calls for a vote. The vote is taken and the motion is either passed or failed officially when the chair announces the vote.



Quick Reference Symbols Used on Motion Summary Pages

2nd  Does the motion require a second?

   Can it be debated?

  Can it be amended?

   What vote is required?

*Fix the Time
to Which to
Adjourn*

Adjourn

Recess

*Call for the
Orders of the
Day*

*Raise a
Question of
Privilege*

Privileged Motions

2nd

NO



*§22 Fix the Time
to Which to
Adjourn*

Form and Example:

Example 1:

MEMBER A (obtaining the floor): Madam President, I believe the pending resolution will require longer discussion than we have time for this evening. I move that when the meeting adjourns, it adjourn to meet here next Tuesday at 8:15 P.M. (Second.)

Example 2:

MEMBER A (obtaining the floor): Madam President, I move that when this meeting adjourns, it stand to meet at 8:00 PM on Wednesday, April 2, at the Riggs Hotel. (Second.)

2nd



§ 21 Adjourn

Form and Example:

Example 1:

MEMBER A (obtains the floor): I move to adjourn. (Second.)

Example 2:

MEMBER A (obtaining the floor): I move the meeting adjourn. (Second.)

CHAIR: It is moved and seconded to adjourn. Those in favor, say aye...

If adopted:

CHAIR: The ayes have it, and the meeting is adjourned. [Tap gavel once.]

2nd

NO



§20
Recess

Form and Example:

Example 1:

MEMBER A (obtaining the floor): I move that the meeting take a recess until 2 PM.

Example 2:

MEMBER A (obtaining the floor): I move to recess for 15 minutes.

If adopted:

CHAIR: The ayes have it and the meeting stands recessed for 15 minutes. [Tap gavel once if desired].



NO



§19
*Raise a Question
of Privilege*

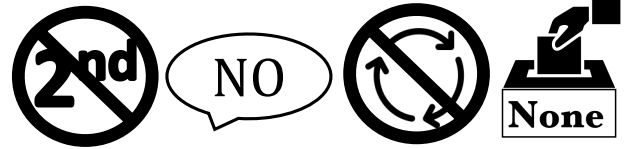
Form and Example:

MEMBER A (obtaining the floor): Mr. President, I rise to a question of privilege affecting the assembly.

CHAIR: The gentleman will state his question.

MEMBER A: Mr. President, I don't think we're going to be able to hear unless some of the windows are closed.

CHAIR: Will one of the ushers ask the building engineer to have the windows closed on the left side. May we have the sound turned up a little until the windows are closed.



*§18 Call for the
Orders of the
Day*

Form and Example:

MEMBER A (obtaining the floor): Madam President, I call for the orders of the day.

CHAIR: The orders of the day have been called for. Yesterday the convention postponed the resolution relating to tax reform to 11:30 AM today., and made it a special order. It is now 11:30 The question is one the resolution, “...”

After the consideration of the resolution is completed:

CHAIR: When the orders of the say were called for, the convention was considering the resolution “...” Mr. Henley has the floor at that time. The chair recognizes Mr. Henley.

**Lay On The
Table**

**Previous
Question**

**Limit or
Extend Limits
of Debate**

**Postpone
Definitely**

**Commit or
Refer**

Amend

**Postpone
Indefinitely**

Assembly Privileges Motions

2nd

NO



**§ 17 Lay On
The Table**

Lay on the Table Form and Example:

MEMBER A (obtaining the floor): I move to lay the question on the table.

**"It is proper for, and the chair can ask, the maker of this motion to state his reason first . . . [so that] the urgency and the legitimate intent of the motion can thus be established" (RONR, p. 211-2)

CHAIR: It is moved and seconded to lay the pending question(s) on the table. As many as are in favor of laying the pending question(s) on the table, say aye . . . Those opposed, say no . . .

2nd

NO



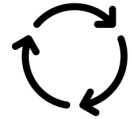
**§ 16
Previous
Question**

Form and Example:

MEMBER A (obtaining the floor): I move the previous question. (Second.)

CHAIR: The previous question is moved and seconded [naming the motions, unless none was specified]. Those in favor of ordering the previous question on [repeating the motions], rise... Be seated. Those opposed, rise... be seated. There are two thirds in the affirmative and the previous question is ordered on [naming the motions the order applies to.] The question is now on the adoption of the motion to ... [stating the full immediately pending question.] Those in favor [and so on, putting to vote in proper sequence all motion on which the Previous Question has been ordered].

2nd



**§ 15 Limit or
Extend
Limits of
Debate**

Form and Example:

- A) To fix the hour for closing debate and putting the question: "I move that at 9 PM debate be closed and the question on the resolution be put to a vote."
- B) To limit time spent in debate: "... that debate on the pending amendment be limited to twenty minutes."
- C) To reduce or increase the number or length of speeches: "... that debate be limited to one speech of five minutes for each member"; or "... that Mr. Lee's time be extended three minutes."

Stating the Question:

CHAIR: It is moved and seconded that no later than 9 PM debate be closed and the question on the resolution be put. The motion to limit or extend time of debate is not debatable, but it can be amended. Are there any amendments to the motion to limit debate?

2nd

YES



**§14
Postpone to
a Certain
Time
(Definitely)**

Form and Example:

MEMBER A (obtaining the floor): I move to postpone the motion to the next meeting.

2nd

YES



§13 Commit or Refer

Commit or Refer Form and Examples:

Form

- a) to "go into a committee of the whole"
- b) to "go into quasi committee of the whole" or to consider as if in committee of the whole"); and
- c) to "consider informally."
- d) Standing committee
- e) Special, select, or ad hoc committee

Examples

- A) I move that the motion be referred to the Social Committee.
- B) I move that the resolution be referred to a committee of three to be appointed by the chair.
- C) I move that the the question be referred to the Executive Board with full power to act.

2nd

depends



§12 Amend

Form and Example:

MEMBER A (obtaining the floor): I move to add the words “and convert it into a parking lot.”
(Second.)

CHAIR: It is moved and seconded to add the words “and convert it into a parking lot.” If the amendment is adopted, the main motion will read, “That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot.” The question is on adding the words “and convert it into a parking lot.” Is there any discussion?

Putting the Question:

CHAIR: The question is on adding the words “and convert it into a parking lot.” If the amendment is adopted, the main motion will read, “That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot.” Those in favor of adding the words “and convert it into a parking lot,” say aye...

2nd

YES



**§11 Postpone
Indefinitely**

Form and Example:

MEMBER A (obtaining the floor): I move that the resolution be postponed indefinitely. (Second.)

CHAIR: It is moved and seconded that the resolution pertaining to the endorsement of James Thornton for United States Senator be postponed indefinitely. The chair recognizes Mr. A.

Object
to the
Consideration
of a Question

Request for
Information

Suspend
the Rules

Point
of Order

Incidental Motions

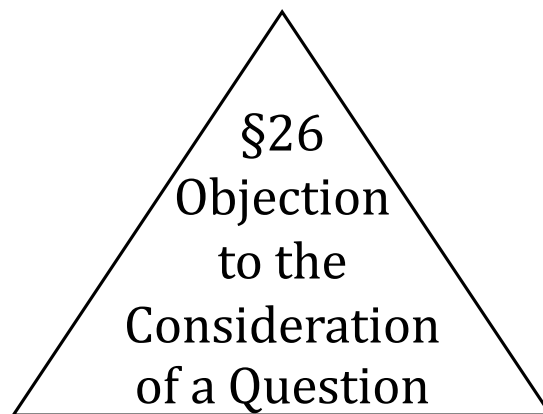
Division
of a
Question

Withdraw
a Motion

Division
of the Assembly

Parliamentary
Inquiry

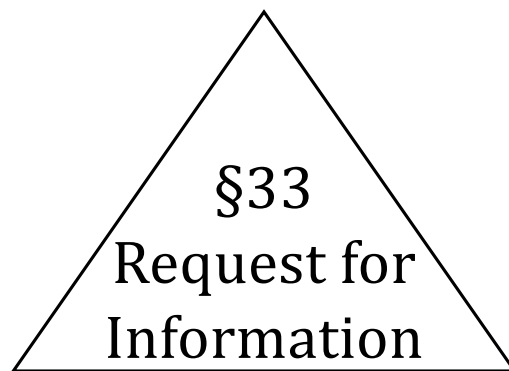
Appeal



Form and Example:

MEMBER A: Mr. President I object to the consideration of the question.

CHAIR: The consideration of the question is objected to. Shall the question be considered? Those in favor of considering it, rise... Be seated. Those opposed to considering the question, rise... Be seated. There are two-thirds opposed and the question will not be considered.

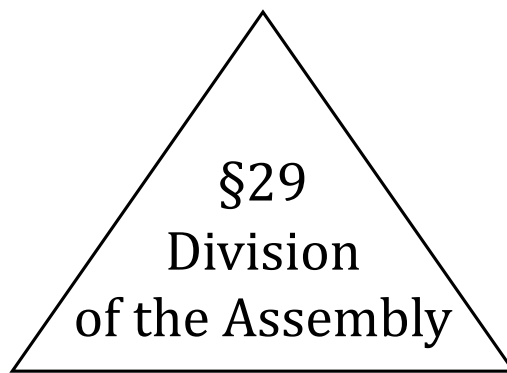


Form and Example:

MEMBER A: Madam President, I have a request for information.

CHAIR: The member will state his question.

MEMBER A: This motion calls for a large expenditure. Will the treasurer state the present balance?



Form and Example:

While, or immediately after, the chair announces the result of a vote, “The ayes [or “noes”] have it and..,” a member can call for a division of from his seat, without obtaining the floor.

MEMBER A: Division! (“I call for a division” or “I doubt the result of the vote” are also acceptable)

CHAIR: “A division is called for.” The chair then proceeds to take the rising vote.

2nd

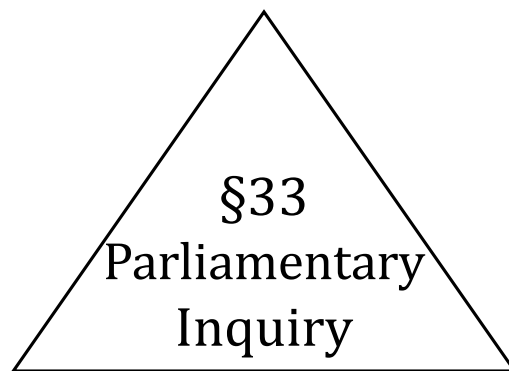
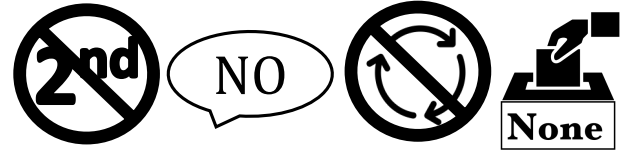
NO



§25
Suspend
the Rules

Form and Example:

MEMBER A(obtaining the floor): I move that the rules be suspended which interfere with...
[stating the object of the suspension]. (Second.)

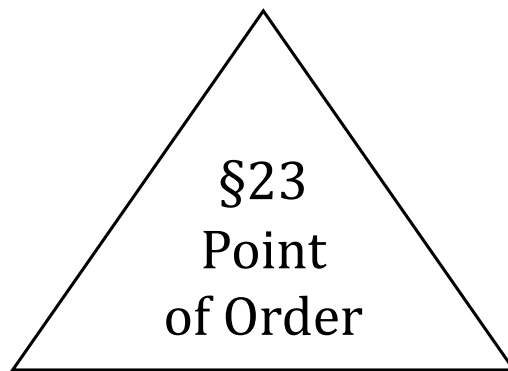
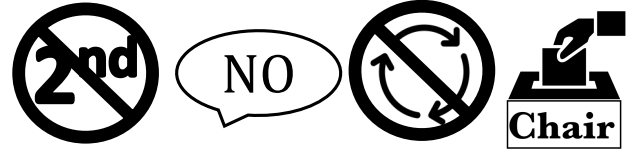


Form and Example:

MEMBER A: I rise to a parliamentary inquiry.

CHAIR: The member will state the inquiry.

MEMBER A: Is it in order at this time to move the previous question?



Form and Example:

When a member notices a breach of order that may do harm if allowed to pass, he rises and, without waiting for recognition, immediately addresses the chair as follows.

MEMBER A: I rise to a point of order.

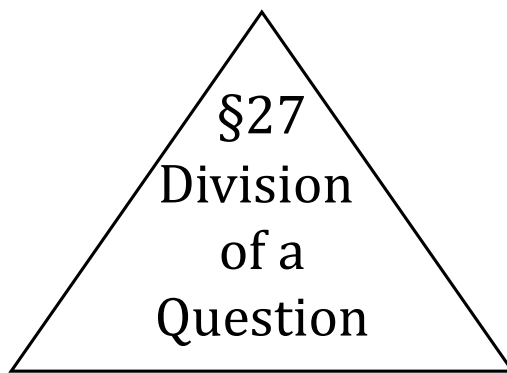
Anyone who is speaking takes his seat. The chair then asks the member to state his point of order.

MEMBER A: I make the point of order that...

The chair then rules whether “the point of order is well taken” or “is not well taken” stating briefly his reasons, and taking any action if needed.

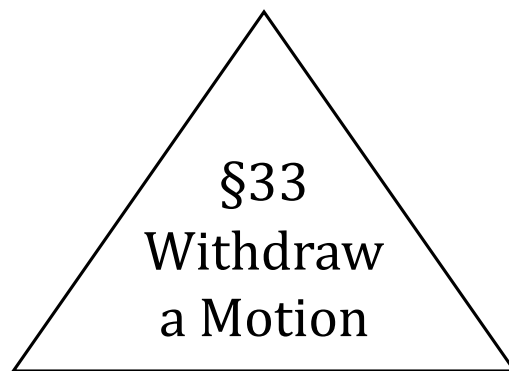
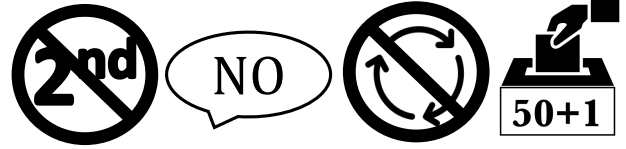
2nd

NO



Form and Example:

MEMBER A (obtaining the floor): Madam President, I move to divide the resolution (motion) into two parts as follows: ... (Second.)



Form and Example:

After a member makes a motion but before the chair states the question, the maker can withdraw...

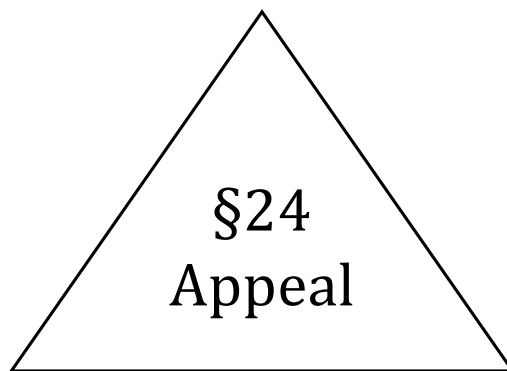
MEMBER A (who made the motion): Madam President, I withdraw the motion.

After the motion has been stated by the chair...

MEMBER A: I ask permission to withdraw the motion.

CHAIR: Unless there is objection (pauses), the motion is withdrawn.

2nd



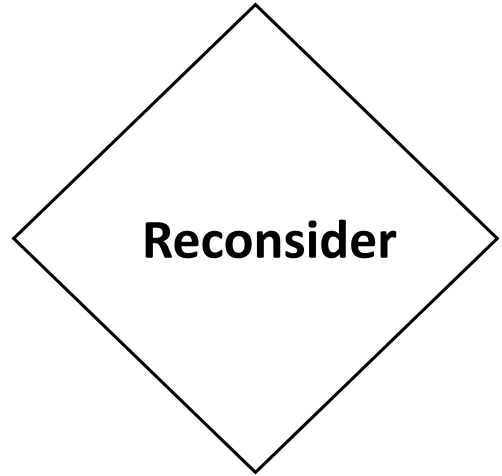
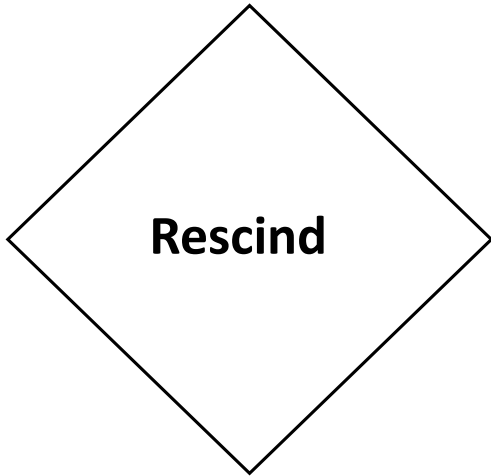
Form and Example:

MEMBER A (rising without recognition): I appeal the decision of the chair. (Second.)

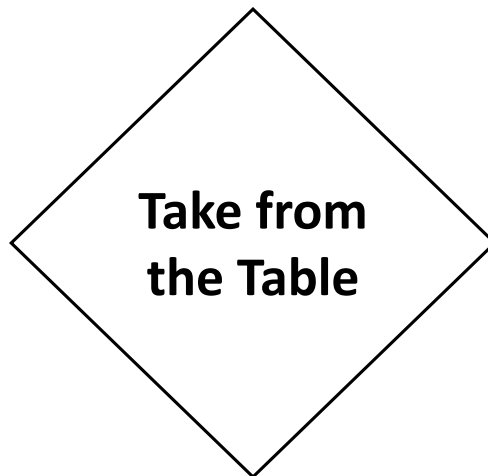
CHAIR: The decision of the chair is appeal from. [The chair clearly states what the exact issue is, and he can explain the reasons for his decision if he chooses.]

CHAIR: The question is, "Shall the decision of the chair be sustained?"

CHAIR: Those in favor of sustaining the chair's decision, say aye... Those opposed to sustaining this decision, say no...



Motions that Bring a Question Again Before the Assembly



2nd



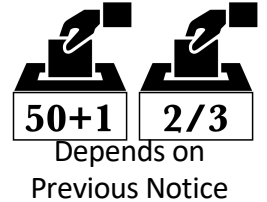
**§34
Take
from the
Table**

Form and Example:

MEMBER A (obtaining the floor): I move to take from the table the resolution relating to ...
(Second.)

2nd

YES



Form and Example:

With previous notice...

MEMBER A (obtaining the floor): In accordance with the notice given at the last meeting, I move to rescind the resolution that authorized additional landscaping of the grounds. (Second.)

Without previous notice...

MEMBER A (obtaining the floor): I move to rescind the motion relation to ... adopted at the May meeting. (Second.)

2nd

depends



**§37
Reconsider**

Form and Example:

MEMBER A (obtaining the floor): I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or “against”] the amendment. (Second.)

CHAIR: It is moved and seconded to reconsider the vote on the following resolutions [reads off the motion].

After debate and voting...

CHAIR: The ayes have it and the votes on the resolution and the amendment are reconsidered. The question is now on the amendment which is...

I. Methods of Voting

A. Voice Vote

1. Most common form of voting
2. The chair puts the question by saying.
“All those in favor of the motion to... say aye.”

“All those opposed to the motion to... no.”

B. Rising Vote

1. The chair asks members to stand when voting.
2. Often taken with a voice vote is unclear, when a 2/3 vote, or when a division of the assembly is called.

C. Show of Hands

1. An alternative to a rising vote
2. Often used in small groups

D. Ballot

1. Members vote by writing on slips of paper
2. Used when members want their vote to be secret

F. Roll Call

1. Members stand and announce their vote one at a time

NOMINATIONS

A nomination is a method of proposing that a certain person fill a vacancy.

The chair usually nominates members for committees, but does not nominate members for the nominating committee.	The chair calls for nominations for a specific office or position. A member does not need to be recognized by the chair, and does not need a second. No member can nominate more than one person. The same person can be nominated for more than one position.	The nominating committee is chosen before the election, and submits nominations for the offices to the chair.

Nominating by ballot shows the preference of the members without electing anyone.	Nomination by petition is allowed if it is stated in the bylaws. The petition is made by a number of members that want one candidate.

ELECTIONS

Two methods of holding elections by ballot

GLUE IN BALLOT BOX

1) All nominations are done before voting. Voting for all of the offices is done at the same time on the same ballot.

2) Nominations from the floor are followed immediately by voting for that office. The ballots are counted and the results are announced before the next office to be voted on is opened to nominations from the floor



Officer Positions

President:

The presiding officer of an organization, also known as the chair.

Presidential Duties

- Open the meeting at the set time by taking the chair and calling the meeting to order once a quorum is present.
- Announce the proper order the business comes before the assembly.
- Recognize members who are entitled to the floor.
- State and put to a vote all motions that come before the assembly.
- Protect the assembly from frivolous motions by refusing to recognize them.
- Enforces rules relating to debate and order within the assembly.
- Conduct business in a way that maintains the rights of members.
- To decide on questions relating to the meeting or parliamentary procedure.
- Respond to member's questions about parliamentary procedure or factual information relating to pending business.
- Authenticate his/her signature on all documents needed by the organizations.
- Declare the meeting adjourned when the assembly votes to adjourn.

Required Materials

- A copy of the constitution, bylaws, and any other rules of order of the organization.
- A copy of the parliamentary authority used by the organization.
- A list of all standing and special committees and their members.
- A complete order of business listing all known matters that will come up, shown in proper sequence under the correct heading.

Vice President:

Officer that assists the President and presides in their absence.



Secretary:

The officer in charge of recording the organization's actions and keep the record books

Duties of the Secretary

Keep a record of everything that happens in a meeting, called minutes.

Keep the organization's official membership roster.

Notify officers, committee members, and delegates of their elections.

Have a list of all existing committee and their members at each meeting.

Sign all certified copies of acts of the society.

Spend out a notice of each meeting to the members and conduct general correspondence for the society.

Keep file of all committee reports.

Make minutes and records available to members upon request.

Give committees any documents they may need.

Maintain the record book with the constitution, bylaws, rules or order, standing rules, and minutes.

Before the meeting make the order of business for the President to use.

Call the meeting to order if the President and Vice President are gone and assist the assembly in electing a *president pro tem*.

Nancy Sylvester, MA, PRP, CPP-T

Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian

Sample Minutes Template

MINUTES of [Organization name]

Meeting date: _____

Call to order: A _____ [kind of meeting] meeting of the _____ [organization name],
was held in _____ [place, city, state] on _____ [date], 20__ . The meeting convened at _____
[time], President _____ [name] presiding, and _____ [name], secretary.
[Some small organizations choose to list attendees. This works well for boards of directors.]

Members in attendance: [optional item]

Members not in attendance: [optional item]

Approval of minutes: Motion was made by [name], and seconded to approve the minutes of the
_____ [date] meeting. **Motion carried.**

Officers' reports:

President

Vice president

Secretary

Treasurer

Board and committee reports:

Unfinished business:

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [leave only one of these]

New business:

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [leave only one of these]

Announcements:

Adjournment: The meeting was adjourned at _____ [time].

Secretary
[Organization Name]

Date of approval

Nancy Sylvester, MA, PRP, CPP-T

Professional Registered Parliamentarian
Certified Professional Parliamentarian
Professional Speaker/Trainer/Mentor

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nancysylvester.com

AGENDA

Group Meeting

Day, Date, Year

Time

Place

1. **Call to Order** *Name of Presiding Officer*

2. **Approval of Minutes** *Name of Presiding Officer* Enc. Action
 - *Date of Minutes to be Approved*

3. **Reports of Officers** *Name of Presiding Officer*
 - **President** *Name of President* Enc. Info
 - **Vice President** *Name of Vice President* Enc. Info
 - **Secretary** *Name of Secretary* Enc. Info
 - **Treasurer** *Name of Treasurer* Enc. Info

4. **Committee Reports** *Name of Presiding Officer*
 - *List here the names of your Standing Committees, as they are listed in your bylaws. When finished, this section should look similar to #3 above with the name of the committee chairman in the second column.*
 - *List here the names of your Special Committees, in the order they were created and place same information you had for standing committees. Any committee that has a recommendation in their committee report that needs to be voted on at the meeting should have "Action" in the last column.*

5. **Unfinished Business** *Name of Presiding Officer*
 - *The only items that are listed here are items that were on the previous agenda and not finished or that were Postponed from the previous meeting. Just because you discussed an issue before at a previous meeting does not give it priority to be placed as Unfinished Business*

6. **New Business** *Name of Presiding Officer*

INCLUDE AT THE BOTTOM OF THE AGENDA THE DATE, TIME, AND PLACE OF THE NEXT MEETING

*Officer entrusted with custody
of the funds of the organization*

Treasurer:

The officer in charge of managing the organization's money.

Officer Reports

Key Points	Details
Minutes	<ul style="list-style-type: none">A written record of everything that happens in a meetingWritten by the secretary in an official bookShould be typed or written legibly in inkMust record the motion exactly as saidState the names of members who make motionsDo not need to record the names of the members who seconded motionsState the action taken on motions
First Paragraph	<ul style="list-style-type: none">Record the kind of meeting: regular, special, etc.Name of the organizationDate, place, and time of the meetingNames of the president and secretary and if they are presentWhether the previous meeting's minutes were read and approved
Additional Paragraphs	<ul style="list-style-type: none">Individual paragraphs for each of the following topics:<ul style="list-style-type: none">Hearing reports and the action takenAll main motionsThe sequence of main motionsSubsidiary, privileged, and incidental motions that are not lostPoints of order and appeals
Last Paragraph	<ul style="list-style-type: none">Should state the time the meeting adjourned and have the secretary's signature
Treasurer's Report	<ul style="list-style-type: none">Given by the treasure at each meetingIncludes a verbal account of the cash balance on handRequires no action by the assembly

Summary: Minutes are written records of what happens in a meeting done by the secretary. Treasurer's Report is a verbal announcement of the organization's financial status at a meeting.

Appointment
to a
Committee

Special
Committee

Standing
Committee

Committees

A body of one or more persons,
elected or appointed by an
organization, to consider, investigate,
or take action on certain matters.

Motions to close or limit debate (§15, §16) are not allowed
in committees (50:25).

Quasi-
Committee of
the Whole

Committee of
the Whole



Appointment
to a
committee

A black oval outline containing the text "Special Committee" centered within it.

Special
Committee



Standing
Committee

OUR ORGANIZATION HAS THESE STANDING COMMITTEES:

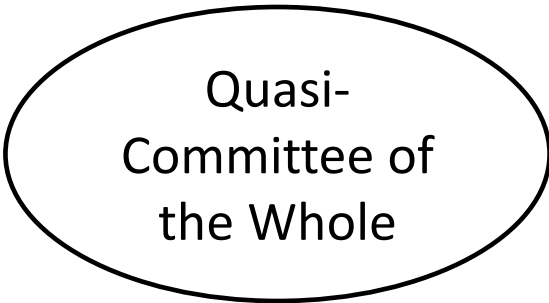
Committee Name	Business they are responsible for:



Form and Example:

Member (obtaining the floor): I move to go into a committee of the whole to consider the pending question. (Second.)

Chair appoints a new chair and joins the assembly.



Quasi-
Committee of
the Whole

COMMITTEE VS BOARD

Board	Committee	Small Board (49:21)
49:8—Ex-officio members hold _____ _____ _____ but not the obligations ¹	50:1—Unlike a Board, a committee is not a form of assembly	1) Members may _____ instead of standing when seeking to obtain the floor and may remain seated while making motions or speaking.
	Motions to close or limit debate (§15, §16) are not allowed in committees. (50:25)	
	50:16-motion to accept a report endorses the recommendations/ motions included in the report	2) Motions _____
49:11—Ordinary societies with Exec. Boards, the _____ & _____ _____ serve the same capacity in the board.	Two Primary Types: 1. _____ 2. _____	3) There is no limit to _____ _____
	50:4-The committee has less authority to act independently for the society than a board	4) Informal discussion of a subject is permitted while no motion is pending.
49:16—Large Boards operate under the same rules of procedure as their parent assembly.	Special permission is required to do more than report findings or recommendations.	5) When a proposal is perfectly clear to all present, a vote can be taken _____ having been introduced.
	50:5-When a committee is appointed _____, this means with power to take all the steps necessary to carry out its instructions.	6) The chairman need not rise while _____ _____.
49:22—Where a portion of the board is elected periodically it becomes a new board and all unfinished business not in committee “falls to the ground”	50:7-_____ committees are constituted to perform a continuing function and remain in existence permanently or for the life of the assembly that establishes them.	7) If the chairman is a member, he may, _____, speak in informal discussions and in debate, and vote on all questions.
	When a _____ committee has finished with the business assigned to it, a motion is made for the committee to “rise”- which is equivalent to the motion to adjourn sine die (or without day)-and for the chairman or some other member to make its report to the assembly.	50:25-The informalities and modifications of the regular rules of parliamentary procedure listed in 49:21 for use in small boards are applicable during the meetings of all standing and special committees, unless the committee is otherwise instructed by the society

¹ Except in the FFA, See the FFA Official Manual for exceptions for ex-officio differences. Origins or reasoning for this difference are unknown.

2nd

YES



50+1 **2/3**
Depends on
Previous Notice

§36
Discharge a
Committee

Form and Example:

Standing Committee

MEMBER A (obtaining the floor): I move the Finance committee be discharged from further consideration of the resolution relating to (Second.)

Special Committee

MEMBER A (obtaining the floor): I move that the committee to which was referred the resolution relating to . . . be discharged. (Second.)