Parliamentary Procedure Interactive Notebook

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Parliamentary Procedure
Interactive Notebook
Acknowledgments

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• 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 directly from Roberts Rules of Order: Newly Revised, 11th 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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  • Madhav Nepal

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| Motions that Bring a Question Again Before the Assembly |        |
| Rescind                                               |        |
| Reconsider                                            |        |
| Take from the Table                                   |        |
| Voting                                                |        |
| Nominations                                           |        |
| Elections                                             |        |
| Officer Positions                                     |        |
| President                                             |        |
| Vice-President                                        |        |
| Secretary                                             |        |
| Sample Minutes                                        |        |
| Sample Agenda                                         |        |
| Treasurer                                             |        |
| Officer Reports                                       |        |
| Committees                                            |        |
| Appointment to a Committee                            |        |
| Special Committees                                    |        |
| Standing Committees                                   |        |
| Committee of the Whole                                |        |
| Quasi-Committee of the Whole                          |        |
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:**

<table>
<thead>
<tr>
<th>Meeting open to anyone for a specific purpose.</th>
<th>The assembly at meetings of an organized permanent group.</th>
<th>An assembly of delegates chosen to represent subdivisions of a larger body of people.</th>
<th>Constitutionally established public lawmaking body, such as Congress.</th>
<th>Smaller group whose purpose is chosen by an outside power.</th>
</tr>
</thead>
</table>
## Rules of an Organization

### I. Corporate Charter
- A. Legal document
- B. Includes:
  - i. Name of the organization
  - ii. Object of the society
  - iii. Includes any information needed to fit under state or national laws of the organization

### I. Rules of order
- 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.

### I. Includes:
- A. Name of organization
- B. Object of organization
- C. Members
- D. Officers
- E. Meetings
- F. Committees
- G. Name of Parliamentary Authority
- H. How to amend the bylaws
CONDUCTING BUSINESS IN A MEETING

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

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

### Official FFA Manual

1. Opening Ceremony
   1. Call to Order, Roll Call, and Quorum determination
2. Reading and approval of the minutes
3. Reports of officers, boards, and standing committees
4. Reports of special (select or ad hoc) committees
5. Special orders
6. Unfinished business and general orders
7. New business
8. Special features
   1. Speakers, panels, guest appearances, award presentations, and other nonbusiness items
9. Ceremonies
   1. Used only when new members are initiated, Discovery FFA Degrees are awarded, Discovery FFA Degrees recipients are raised to the Greenhand FFA Degree, Greenhands are raised to the Chapter FFA Degree or officers are installed.
10. Announcements
11. Closing ceremony
12. Entertainment, recreation and/or refreshments
# Standard Descriptive Motion Characteristics

<table>
<thead>
<tr>
<th>PRIVILEGED MOTIONS</th>
<th>INTERRUPT</th>
<th>SECOND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Fix the Time to Which to Adjourn</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>YES</td>
<td>Maj</td>
</tr>
<tr>
<td>12. Adjourn</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
</tr>
<tr>
<td>11. Recess</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>YES</td>
<td>Maj</td>
</tr>
<tr>
<td>10. Raise a Question of Privilege</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair</td>
</tr>
<tr>
<td>9. Call for the Orders of the Day</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSIDIARY MOTIONS</th>
<th>INTERRUPT</th>
<th>SECOND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Lay on the Table</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>Maj</td>
</tr>
<tr>
<td>7. Previous Question</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>6. Limit or Extend Limits of Debate</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>YES</td>
<td>2/3</td>
</tr>
<tr>
<td>5. Postpone Definitely</td>
<td>No</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Maj</td>
</tr>
<tr>
<td>4. Commit or Refer</td>
<td>No</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Maj</td>
</tr>
<tr>
<td>3. Amend</td>
<td>No</td>
<td>YES</td>
<td>YES**</td>
<td>YES</td>
<td>Maj</td>
</tr>
<tr>
<td>2. Postpone Indefinitely</td>
<td>No</td>
<td>YES</td>
<td>YES</td>
<td>No</td>
<td>Maj</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAIN MOTIONS</th>
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<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Main Motion</td>
<td>No</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Maj</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCIDENTAL MOTIONS</th>
<th>INTERRUPT</th>
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<th>AMEND</th>
<th>VOTE</th>
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</thead>
<tbody>
<tr>
<td>Suspend the Rules</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>**</td>
</tr>
<tr>
<td>Withdraw a Motion</td>
<td>**</td>
<td>**</td>
<td>No</td>
<td>No</td>
<td>Maj*</td>
</tr>
<tr>
<td>Object to the Consideration of a Question</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Neg 2/3</td>
</tr>
<tr>
<td>Point of Order</td>
<td>YES</td>
<td>**</td>
<td>**</td>
<td>No</td>
<td>**</td>
</tr>
<tr>
<td>Parliamentary Inquiry</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>chair</td>
</tr>
<tr>
<td>Appeal</td>
<td>YES</td>
<td>YES</td>
<td>YES*</td>
<td>No</td>
<td>Maj*</td>
</tr>
<tr>
<td>Point of Information</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>chair</td>
</tr>
<tr>
<td>Division of the Assembly</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>chair</td>
</tr>
<tr>
<td>Division of a Question</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>YES</td>
<td>Maj</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th>VOTE</th>
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<td>Reconsider</td>
<td>No</td>
<td>YES</td>
<td>*</td>
<td>No</td>
<td>Majority</td>
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<td>Rescind</td>
<td>No</td>
<td>YES</td>
<td>YES*</td>
<td>YES</td>
<td>**</td>
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<td>Take from the Table</td>
<td>No</td>
<td>YES</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Discharge a Committee</td>
<td>No</td>
<td>YES</td>
<td>YES*</td>
<td>YES</td>
<td>*</td>
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<tr>
<td>Amend Something Previously Adopted</td>
<td>No</td>
<td>YES</td>
<td>YES*</td>
<td>YES</td>
<td>*</td>
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</table>
Classes of Motions Cards
**Precedence:** Motions with the highest rank must be taken care of or disposed of before motions of lower rank.

Precedence of Motions

- **Main Motions**
  - Postpone Indefinitely
  - Amend
  - Postpone Definitely
  - Commit or Refer
  - Limit or Extend Limits of Debate
  - Previous Question
  - Lay on the Table

- **Subsidiary**
  - Call for the Orders of the Day
  - Raise a Question of Privilege
  - Recess
  - Adjourn
  - Fix the Time to Which to Adjourn

- **Privileged**
  - Lay on the Table
  - Previous Question
  - Limit or Extend Limits of Debate
  - Postpone Definitely
  - Commit or Refer
  - Amend
  - Postpone Indefinitely

- **Lowest Rank**
  - Lay on the Table
  - Previous Question
  - Limit or Extend Limits of Debate
  - Postpone Definitely
  - Commit or Refer
  - Amend
  - Postpone Indefinitely

- **Highest Rank**
  - Fix the Time to Which to Adjourn
  - Adjourn
  - Recess
  - Raise a Question of Privilege
  - Call for the Orders of the Day
WHAT THE GAVEL TAPS MEAN...

RULES FOR USING THE GAVEL ARE FOUND IN THE FFA MANUAL, NOT RONR.

Several taps call the members to order during a meeting.

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

THE MEETING IS CALLED TO ORDER.

THE MEMBERS SHOULD RISE.
Types of 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
Examples:
- “I move to take a recess.”
- “I move to limit the length of speeches during the meeting.”

Original Main Motion
- Introduces a new matter of business to the assembly

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

<table>
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<th>Key Points</th>
<th>Details</th>
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<tr>
<td><strong>Main Motion</strong></td>
<td>• Introduces new business to the assembly</td>
</tr>
</tbody>
</table>
| **Moving a Motion** | • To bring a main motion before the assembly by “moving” it  
• Member rises  
• Get recognized by the chair  
• “I move to…” |
| **Seconding a motion** | • 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** | • The chair states the motion, “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** | • 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** | • 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** | • The assembly decides whether or not to adopt the pending motion by a majority, two-thirds (⅔), 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. |
| **Announcing the Vote & Action** | • Chair announces the vote and the action the group will take |

**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.
Fix the Time to Which to Adjourn

Adjourn

Recess

Call for the Orders of the Day

Raise a Question of Privilege
Out of order when another has the floor

Requires a majority vote

Is not debatable

Requires a second

Can be reconsidered

Fix the Time to Which to Adjourn

Only privileged when it is made while another motion is pending

Sets the time, and sometimes the place, for another meeting to continue business from the current meeting

Is amendable

Amendments are not debatable

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.)
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.]
**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 ten minutes.

If adopted:
CHAIR: The ayes have it and the meeting stands recessed for fifteen minutes. [Tap gavel once if desired].
In order when another has the floor

Cannot be reconsidered

Is not debatable

Is not amendable

No vote is taken

The chair decides

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.
Call for the Orders of the Day

Can be reconsidered

Is not debatable

Is not amendable

No vote taken

The chair asks the secretary for the orders of the day

In order when another has the floor

Does not require a second

Calls for the agenda to be read to the assembly and requires the assembly to follow the agenda, program, or order of business

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.
Subsidiary Motions

- Lay On The Table
- Previous Question
- Limit or Extend Limits of Debate
- Postpone Definitely
- Commit or Refer to a Committee
- Amend
- Postpone Indefinitely
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 . . .
**Previous Question**

- Immediately stops all debate and takes the motion straight to a vote
- Can be applied to any immediately pending motion that is amendable and debatable
- Out of order when another has the floor
- Is not amendable
- Is not debatable
- Requires a second
- Requires a 2/3 vote

**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 is favor [and so on, putting to vote in proper sequence all motion on which the Previous Question has been ordered].
Limit or Extend Limits of Debate

- Out of order when another has the floor
- Restrict the number of times a person may debate a motion
- Restrict the number of people who can debate a member
- Restrict the length of time that members may debate a motion
- Is amendable
- Is not debatable
- Requires a ⅔ vote
- Can be reconsidered
- Requires a second

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?
Postpone
Definitely/
Postpone to
a Certain
Time

Out of order when another
has the floor

Requires a majority vote

Postponing a
motion allows
action on a
motion to be put
off to a specific
date.

Requires a second

To the time of the
postponement

Is amendable

Is debatable

Only discuss
reasons for
postponement

Form and Example:
MEMBER A (obtaining the floor): I move to postpone the motion to the next meeting.
Refer to a Committee

- Can be reconsidered if the committee has not started working on the motion.
- Out of order when another has the floor.
- Sends a pending motion to a group of select people, a committee, so the motion can be looked at closely and make suggestions how to improve the motion.
- Requires a second.
- Requires a majority vote.
- Is amendable.
- Is debatable.
- If the motion goes to a special committee, special committees complete a specific task and then break up.
- If the committee is given “full power” to act.
- If sent to a standing committee, mention the name of the committee in the motion to refer.
- Standing committees have a continuing function and stay together even after the motion.
- How the members are chosen.
- Number of committee members.
- Include in the motion.
- Directions.
- Out of order when another has the floor.
- Can be reconsidered if the committee has not started working on the motion.

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 question be referred to the Executive Board with full power to act.
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...
The assembly does not want to say yes or no to the motion, so postponing it indefinitely kills it without having to vote on the main motion itself.

Out of order when another has the floor

Can be reconsidered if originally passed in the affirmative

Debate can go into the specifics or merits of the main motion

Is debatable

Is not amendable

Requires a majority vote

Requires a second

**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**

- In order when another has the floor
- If passed, the motion dies and can’t be brought up again in the same meeting
- Avoid considering a motion all when the assembly thinks the motion is to ridiculous to even talk about
- Does not require a second
- Is not amendable
- Takes away members right to consider the motion
- $\frac{2}{3}$ vote

**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.
In order when another has the floor if they require immediate attention

Is not amendable

Is not debatable

Allows members to ask the chair for information on the pending motion

No vote is taken

Does not require a second

Cannot be reconsidered

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 proceeds to take the rising vote.
Suspend the Rules

Out of order when another has the floor

Is not debatable

Is not amendable

Requires a $\frac{2}{3}$ vote

Restricts members’ rights

Cannot conflict with the constitution/bylaws, local/state/national laws, or the principles of parliamentary procedure

Cannot be reconsidered

When an organization wants to do something that it cannot do without violating one of its rules.

Allow a motion to be taken up out of its proper order

Allow an action to occur earlier than it normally would

Examples

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.)
Parliamentary Inquiry

- In order when another has the floor if they require immediate attention
- Cannot be reconsidered
- Does not require a second
- Is not amendable
- No vote is taken
- Is not debatable
- A member can ask the chair relating to the parliamentary procedure in the pending business

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.
Division of a Question

Out of order when another has the floor

When there are several parts in a single motion, it can be separated into individual motions

Is amendable

Requires a majority vote

Requires a second

Cannot be reconsidered

Is not debatable

Form and Example:
MEMBER A (obtaining the floor): Madam President, I move to divide the resolution (motion) into two parts as follows: ... (Second.)
**Withdraw a Motion**

In order when another has the floor if they require immediate attention

Before the chair places it before the assembly the maker of the motion can be withdrawn

Can be withdrawn...

Is not debatable

Any member can withdraw while the motion is one the floor by asking the chair’s permission

Is not amendable

The maker of the motion or another member can stop a motion from being considered

Requires a majority vote

Can be withdrawn...

Second

Only a negative vote can be reconsidered

Maker of the motion withdraws

Another member moves to withdraw

Does require a second

Does not require a second

**Form and Example:**

After a member makes a motion but before the chair places the question before the assembly by stating it, 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 move that the member/I be permitted to withdraw the motion.
Appeal

In order when another has the floor

Appeal must be made at the time of the chair's decision

Is debatable

Is not amendable

Can be reconsidered

Requires a second

A negative vote means the chair made the wrong decision

An affirmative or tie vote on the appeal means the chair made the right decision

Allows members to determine if the chair made a mistake in a decision

A negative vote means the chair made the wrong decision

An affirmative or tie vote on the appeal means the chair made the right decision

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

- Rescind
- Reconsider
- Take from the Table
Rescind

- Requires a second voting
- Requires a majority vote
- Requires a $\frac{2}{3}$ vote
- With previous notice voting
- Without previous notice
- Only a negative vote can be reconsidered
- Can be applied to any main motion that has been passed
- Out of order when another has the floor
- Has no order of precedence
- Is debatable to the pro or cons of the motion being rescinded
- Is amendable to strike out only certain parts of a motion

**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.)
Reconsider

In order when another has the floor as long as he/she has not begun to speak

If the motion passed, members who voted “aye”
If the motion failed, members who voted “no”

The motion can only be made by a member who voted on the prevailing side

Brings back an already voted on motion to fix something that was not thought through or consider new information since the vote

Is debatable if the motion in question is

Cannot be reconsidered

Majority vote

Cannot be reconsidered

Has no order of precedence

Is not amendable

ReQUIRES A second

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...
Take from the Table

Out of order when another has the floor

Must be taken from the table at the same meeting or the next meeting

Brings a motion that was laid on the table back before the assembly

Brings back everything applied to the motion at the time it was laid on the table

Has no order of precedence

Requires a second

Cannot be reconsidered

Is not amendable

Is not debatable

Requires a majority vote

The motion is then on the floor

If not, the motion dies

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

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 helps the President.
**Secretary:**

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

### Duties of the Secretary

<table>
<thead>
<tr>
<th>Keep a record of everything that happens in a meeting, called minutes.</th>
<th>Keep file of all committee reports.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep the organization’s official membership roster.</td>
<td>Make minutes and records available to members upon request.</td>
</tr>
<tr>
<td>Notify officers, committee members, and delegates of their elections.</td>
<td>Give committees any documents they may need.</td>
</tr>
<tr>
<td>Have a list of all existing committee and their members at each meeting.</td>
<td>Maintain the record book with the constitution, bylaws, rules or order, standing rules, and minutes.</td>
</tr>
<tr>
<td>Sign all certified copies of acts of the society.</td>
<td>Before the meeting make the order of business for the President to use.</td>
</tr>
<tr>
<td>Spend out a notice of each meeting to the members and conduct general correspondence for the society.</td>
<td>Call the meeting to order if the President and Vice President are gone and assist the assembly in electing a <em>president pro tem</em>.</td>
</tr>
</tbody>
</table>
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                                     Date of approval

[Organization Name]
### 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**
Treasurer:

The officer in charge of managing the organization’s money.
## Officer Reports

<table>
<thead>
<tr>
<th>Key Points</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Minutes** | A written record of everything that happens in a meeting  
Written by the secretary in an official book  
Should be typed or written legibly in ink  
Must record the motion exactly as said  
State the names of members who make motions  
Do not need to record the names of the members who seconded motions  
State the action taken on motions |
| **First Paragraph** | Record the kind of meeting: regular, special, etc.  
Name of the organization  
Date, place, and time of the meeting  
Names of the president and secretary and if they are present  
Whether the previous meeting’s minutes were read and approved |
| **Additional Paragraphs** | Individual paragraphs for each of the following topics:  
Hearing reports and the action taken  
All main motions  
The sequence of main motions  
Subsidiary, privileged, and incidental motions that are not lost  
Points of order and appeals |
| **Last Paragraph** | Should state the time the meeting adjourned and have the secretary’s signature |
| **Treasurer’s Report** | Given by the treasure at each meeting  
Includes a verbal account of the cash balance on hand  
Requires 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.
Committees

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

- Election by ballot
- Nomination by chair
- Appointment by the chair
- Appointment by members named in the motion for a committee
Special Committee

Carries out a specific task of defined scope

Instructions to the committee may provide “Power to Act” or authority to enact all steps necessary to complete assigned task

Committee dissolves after the task is finished and reported to the organization

Appointed as the need arises
Standing Committee

Performs a continuing function

Community service

Examples in FFA

Membership Development

Permanent

Listed in the constitution
Committee of the Whole

The committee consists of the entire body of members in attendance at the assembly’s meeting.

The committee cannot alter the text of any resolution referred to it, but it can propose amendments, which it must report in the form of recommendations to the assembly.

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

The presiding officer immediately calls another member to the chair, frequently the vice-president, to assume the duties of the committee chair.

Suited for large legislative assemblies

The committee cannot itself arrange a future meeting.
Quasi-Committee of the Whole

- Suited for medium sized meetings of 50 to 100 members
- A quasi committee of the whole is not a real committee, but is "the assembly acting as if in committee of the whole."
- The presiding officer of the assembly remains in the chair and presides over the committee.
- A "simpler" version of committee of the whole with similar procedures.
- MEMBER (obtaining the floor): I move that the resolution be considered in quasi committee of the whole. (Second.)
- The committee does not report to the assembly. The presiding officer immediately proceeds to report to the assembly and to state the question on the amendments.