



Parliamentary Procedure in a Nutshell

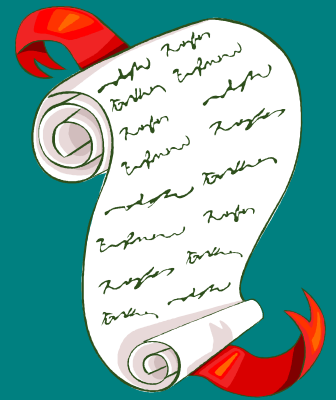
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Parli Pro –what is it?

- A code of rules which contributes to pleasant, efficient meetings. The rules originated with English Parliament
- Protects the rights of the majority and the minority and of absent members
- Enforces good manners and fairness
- Makes the meeting flow smoothly and end sooner!



The Agenda



- The agenda is a list of what you want to accomplish at the meeting. The order of business :
 - Opening ceremony
 - Flag salute, invocation, song are optional
 - Reading of minutes of previous meeting
 - This reminds the membership what was done, reminds them of unfinished business, and allows them to correct mistakes before the minutes are filed for the history of the organization

- Reports of officers and standing committees
 - Treasurer report generally comes first
 - The president should determine if any officer or committee member has a report to give before the meeting, so as not to waste time. Reports should be turned in in writing to the president after being given.
 - Report of special committees
 - If the committee makes a recommendation, it is made as a motion
 - Unfinished business
 - This is taken from the minutes of the previous meeting



- New business
 - Should be stated vaguely, so as not to squelch ideas. Ex: “the first order of new business is how to raise money for our club.” Not: “whether or not to sell cookbooks” which only requires a yes or no, and doesn’t allow other ideas
- Announcements
- Adjournment



The Motion

- The motion is the way new business is brought to the floor (taken under consideration)
 - Say “I move that.....”
 - Requires a second
 - Debate
 - Each member can only speak twice about a motion and cannot speak again until another member who has not had the chance to speak is given the floor
 - Vote
 - By standing, show of hands, voice, secret ballot

Progression of a motion

- Item of business is announced
- Ideas discussed
- Motion is made
- Motion is seconded
- Debate the motion
- If amended, it is done here
- Repeat motion in its new form
- Vote
- Announce the results of the vote



The motion to amend

- I move to amend the motion by:
 - Adding words, substituting words, striking words
- Second
- Debate
- Vote
 - The vote to amend doesn't pass the main motion, just the changing of the wording of the main motion. It will still be voted on in its changed form.

Practice main motion and amendment

- I move to sell cookbooks
- Second
- Debate
 - When will we do this? How many will be ordered? March is not a good month. We should sell in April, that is a good month.
- I move to amend the motion by adding the words: take orders during the month of April
- Second
- Debate
 - I think April is too late, I think February would be better. April is fine, we can't get them by February.
- Vote—(passed)
- Now president repeats the motion in its re-worded form and vote on the re-worded main motion

Amendment to the Amendment

- An amendment can be amended just like a main motion—same procedure
- A main motion can only be amended twice. A new main motion will be needed after that
- An amendment to the amendment must relate to the amendment, not to the main motion, or it is out of order

Privileged Questions

- Usually a main motion is discussed until it is disposed of, but 4 motions are considered privileged, and can be considered when there is a main motion on the table: 1) to adjourn, 2) to lay on the table, 3) questions of privilege, and 4) the previous question
- A motion to adjourn ends the meeting
 - I move we adjourn the meeting
 - Second –requires no debate and a simple majority
- A motion to lay the question on the table postpones discussion on the motion
 - I move to lay the question on the table
 - Second—requires no debate an a simple majority

- Questions of privilege have to do with unrelated things that should be corrected, like turning up the heat, or if a member cannot hear
 - I rise to a question of privilege. May we please turn up the heat and ask the speaker to use a microphone?
 - No second, and the chairman rules
- To call the previous question interrupts discussion and calls for an immediate vote by the group
 - I call the previous question
 - Second—no debate and 2/3s majority is needed to pass

Subsidiary motions

- These relate to another motion, like the motion to amend.
 - To lay on the table or take from the table
 - I move lay this motion on the table
 - Second, no debate, majority to pass
 - This can only be discussed again if “taken from the table”
 - To call the previous question
 - I move to call the question
 - Second, no debate, 2/3s majority to pass
 - To limit debate
 - I move to limit debate to 2 minutes
 - Second—debatable and 2/3s majority to pass

– To postpone definitely

- I move we postpone this question until Mary talks to the cookbook company
 - Second and debated and 2/3s majority to pass

– To postpone indefinitely

- I move that we postpone indefinitely the motion to host a foreign exchange student
 - Second, debate and majority vote to pass

– To refer to a committee

- I move we refer this question to a committee
 - Second, debate, majority vote to pass
 - » The committee can be appointed by the chair

Incidental Motions

- To suspend rules
 - I move we suspend the rules about the order of business, and have the speaker first because he has to leave
 - Second, no discussion, 2/3s majority needed
 - This is used to suspend only parliamentary rules, not bylaws!
- To rise to a point of order
 - I rise to a point of order—There is already a motion on the floor which must be disposed of before we can consider another motion
 - No second, no debate, no vote, chairman rules

- To call for a division
 - This is used when a voice vote was taken and a member doubts the results of the vote. It requires a re-vote using hands, standing, or a secret ballot that can be counted
 - I call division—no second, no debate, a re-vote
- To withdraw a motion
 - I move to withdraw the motion made about selling cook books—no second, no discussion, majority vote
 - If a motion withdrawal is successful, it is not even recorded in the minutes

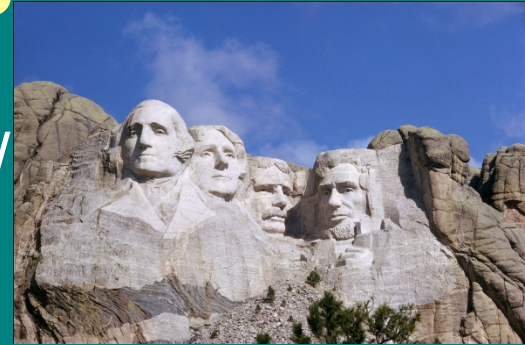
Mock Meeting

- We are going to perform a mock meeting!
You will be given a motion to make, please play your part with gusto!



Duties of Officers

- All officers should attend all Leadership trainings offered in their County/district and should attend the county council meetings.
- President
 - Calls the meeting to order
 - Keeps the meeting to its order of business
 - Does not enter into discussion!!!
 - States each motion before it is discussed and before it is voted upon
 - Puts motions to vote and announces outcome
 - May only vote in the case of a tie or when voting by ballot



President continued

- Should be familiar enough with parliamentary law to inform assembly on proper procedure
- May appoint a committee when authorized to do so
- May ask for a motion, but not make one
- Must stand when: calling the meeting to order, putting a question to a vote, giving his decision on a point of order, when recognizing speakers
- Use the gavel correctly—rap once to call the meeting to order, rap once to maintain order, rap once to declare adjournment

President continued

- Should NOT waste the member's time by preaching from the pulpit—telling personal stories, etc. Stay businesslike!
- Should remain neutral during discussion of a motion
- Should be very familiar with the group's by-laws
- Should be fair in the order in which he lets members speak
- Should enforce good decorum
- Should speak clearly and distinctly, but not drag things out

President, Continued

- County HCE Council President should attend the State OHCE meeting and attend and obtain lesson materials from required state lessons and give lesson to count council
- Pick up county packets containing county reports, awards, committee reports

President-Elect

- President-Elect automatically becomes President at the expiration of the President's two year term. She shall be present at executive committee meetings, but has no vote.
- In the absence of President and Vice-President she shall preside at meetings.
- She shall appoint standing committees in even years prior to assuming office

Vice President

- Preside in the president's absence
 - In order to do that, he should know almost as much as the president
- Serve as Chairman of the reports and awards committee, nominating committee and the yearbook committee

The Secretary

- Keep an accurate record of each meeting, including the minutes:
 - Kind of meeting and of what assembly
 - Date, hour, and place of meeting
 - Name and title of officer presiding and presence of quorum (50% of membership)
 - Approval of previous minutes
 - Record of reports
 - Record of each main motion (unless withdrawn) and person who make it
 - Record of points of order and appeals
 - Record of all other motions
 - Record of counted votes
 - Signature and title of secretary

Secretary continued

- Should attend District and State OHCE meetings, attend the Secretary's meeting and business meeting, give a report at council meeting on the event itself
- She should attend and obtain lesson materials from required lessons and give lesson if requested.

The minutes

- Record what is done, not what is said
- Keep notes together in a notebook
- Organize the notes into clear, concise statements and record into a permanent book to be read at the next meeting
- Record each motion in a separate paragraph
- They should be typed or written in ink
- Leave a good margin so that there is room to correct if needed
- Minutes, when approved, should be signed by secretary and by the president

The Treasurer

- Take charge of all money taken in by the club
- Keep accurate records of money taken in and going out
- Give a report at each meeting of all transactions made, current balance and outstanding bills, preferably in writing
- Be responsible for club funds until a successor is elected. Get books ready for audit before new treasurer takes office.
- Serve as Chairman of Budget Committee

Treasurer-Elect

- Automatically becomes treasurer at the expiration of the current Treasurer's two year term. She shall be present at all council and executive meetings, but shall have no vote.

Parliamentarian

- Advise the president, upon request, of parliamentary law and procedure and perform other duties as the President deems necessary.
- Should be informed of parliamentary law enough to give advice, should keep a copy of Roberts Rules of Order in order to look up any questions that come up.

Reporter

- Write stories for local news outlets. Submit them in a timely fashion, with pictures to newspaper.
 - Write stories in the third person (not I or we did something, the club did something)
 - Use names and be sure they are spelled right
 - Keep sentences and paragraphs short—just the facts man, not the flowery stuff
 - Use the who, what, where, when, why method.
 - Put most important facts first, details last

Reporter DON'TS

- Don't re-teach the lesson in the paper
- Don't use too much narrative or descriptive phrases
- Don't think that nobody reads your articles. Those reading your article will form an opinion of HCE, your club, and YOU. This can help or hurt OHCE irreparably.
- Don't fight your fights through newspaper articles, make disparaging comments about others or do unusual bragging about yourself and your club

Committee Chairman

- The president should ask for volunteers and then select or recruit the best person for committee chairman of each committee.
- The president should get an affirmative answer before announcing a specific person for committee chairman—be respectful of each other!
- The chairman should recruit several members to serve on the committee, at least one from each club on the county level, and each local club chairman should serve on the county committee.

Committee chairman, cont.

- The chairman should set a meeting date early in the year so that there is time to make plans and carry them out before the end of the year.
- The chairman should make herself aware of the state suggested activities of said committee and of award book requirements.
- The committee meets, the chairman conducts the meeting using parliamentary procedure.
- The committee makes recommendations for said project in the form of a motion.

Committee chairman, cont.

- After the meeting, the chairman writes up the recommendations to present to the council. These recommendations are presented as a motion, which the club then votes on. This committee should NOT start its work until approved by the council or club. **When it is approved by the council or club, the work should actually be done!!**
- The chairman writes up the report to be sent in to state. She should make herself aware of the requirements for the application, and see to it that the publicity and other requirements necessary for the application take place. Due dates for applications are important and should be followed.