



Parliamentary Procedure in Action

Success/Leadership Series



Parliamentary rules take into account the often conflicting interests that develop during meetings, and they provide procedures that ensure decisions are made fairly.



Basic Definitions

- ▶ **Quorum** – minimum number of members required to transact business
- ▶ **Constitution** – an organization's fundamental governing principles
- ▶ **Bylaws** – standard rules governing an organization's internal affairs



Basic Definitions

- ▶ **Standing rules** – details concerning administration of organization
- ▶ **Motion** – formal proposal that an action be taken
- ▶ **Presiding officer** – meeting leader who sees that rules are observed



Six Steps in Handling a Main Motion

1. Member makes a motion
2. Another member seconds the motion
3. Presiding officer places motion before group
4. Motion is open for debate
5. Motion is put to a vote
6. Presiding officer announces result



Subsidiary Motions

1. Postpone indefinitely – group avoids direct vote on main motion
2. Amend – wording of another motion is modified
3. Refer to committee – send to another group for study
4. Postpone to a certain time – consider something later
5. Limit or extend limits of debate
6. Previous question – stop debate on pending motion and vote
7. Lay on table – put aside a pending motion



Privileged Motions

1. Call for Orders of the Day
2. Raise a question of privilege
3. Recess
4. Adjourn
5. Fix time to adjourn

Note: Set the next meeting if not already scheduled



Most Frequently Used Incidental Motions

1. Point of Order
2. Appeal
3. Point of information
4. Suspension of rules
5. Objection to consideration of question
6. Division of question
7. Consideration by paragraph
8. Division of assembly



Additional Motions and Special Problems

- ▶ What can an assembly do to correct an action taken?
 - Reconsider a motion already voted upon
 - Rescind a motion previously adopted
- ▶ Can a motion be adopted when many members abstain?
- ▶ Can a member be required to vote on a motion?



Additional Motions and Special Problems

- ▶ Can a motion be adopted by plurality vote?
- ▶ Can a presiding officer participate in debate?
- ▶ Can a presiding officer introduce a motion?
- ▶ What is an ex officio member?