

# PARLIAMENTARY

## PROCEDURE



# Handbook

Sept. 2014

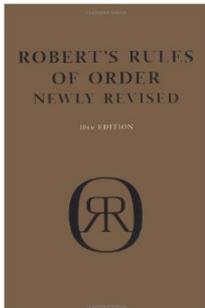
# Parliamentary Procedure 101: Its History

In 1583, a formal statement of procedures was published for the House of Commons in England.



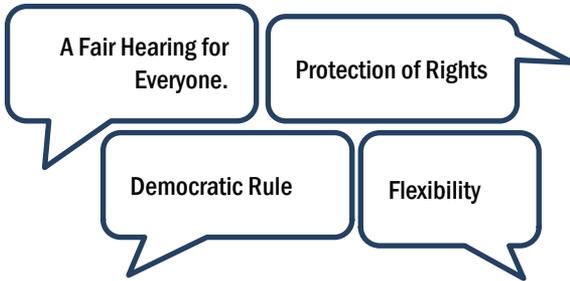
A handbook compiled by Thomas Jefferson in 1801 became the basis for the rules followed by the United States Congress.

When Henry Martyn Robert published his famous Rules of Order in 1876, he established a systematic method for organizing and conducting meetings.



Robert's Rules of Order Newly Revised, 10th Edition, is now the basic manual of order for many private, civic, and governmental groups.

## Parliamentary Procedure 102: What Parliamentary Procedure Means



It can be tailored to suit the needs of all types of organizations.

- PTA's
- City Councils
- School Boards
- Borough Assemblies
- Any Board of Directors
- Religious Groups
- Native Corporations
- Health Corporations
- Private Corporations
- Village and IRA Councils
- Community Councils
- Many more organizations

**It's important for everyone to be aware of these rules.**

### DEFINITION

*Parliamentary procedure is important because it allows everyone to be heard and to make decisions without confusion.*

## **Parliamentary Procedure 103: The Agenda**

### **I. Call to Order**

A quorum (number or percentage of members necessary for business to be conducted) must be present. The Chair (person conducting the meeting) says “The meeting now comes to order.”

### **II. Minutes**

The secretary of the organization reads the minutes from the last meeting.

### **III. Officers' Reports**

Usually the treasurer gives their report, but others may also.

### **IV. Committee Reports**

Permanent (standing) committees, then special (temporary) committees give reports to the body.

### **V. Special Orders**

Important business previously designated for consideration at the current meeting.

### **VI. Unfinished Business**

Business that was not concluded at a previous meeting.

### **VII. New Business**

Portion of the meeting where new items are introduced.

### **VIII. Announcements**

Information is provided to the people at the meeting (assembly) regarding various items and or events.

### **IX. Adjournment**

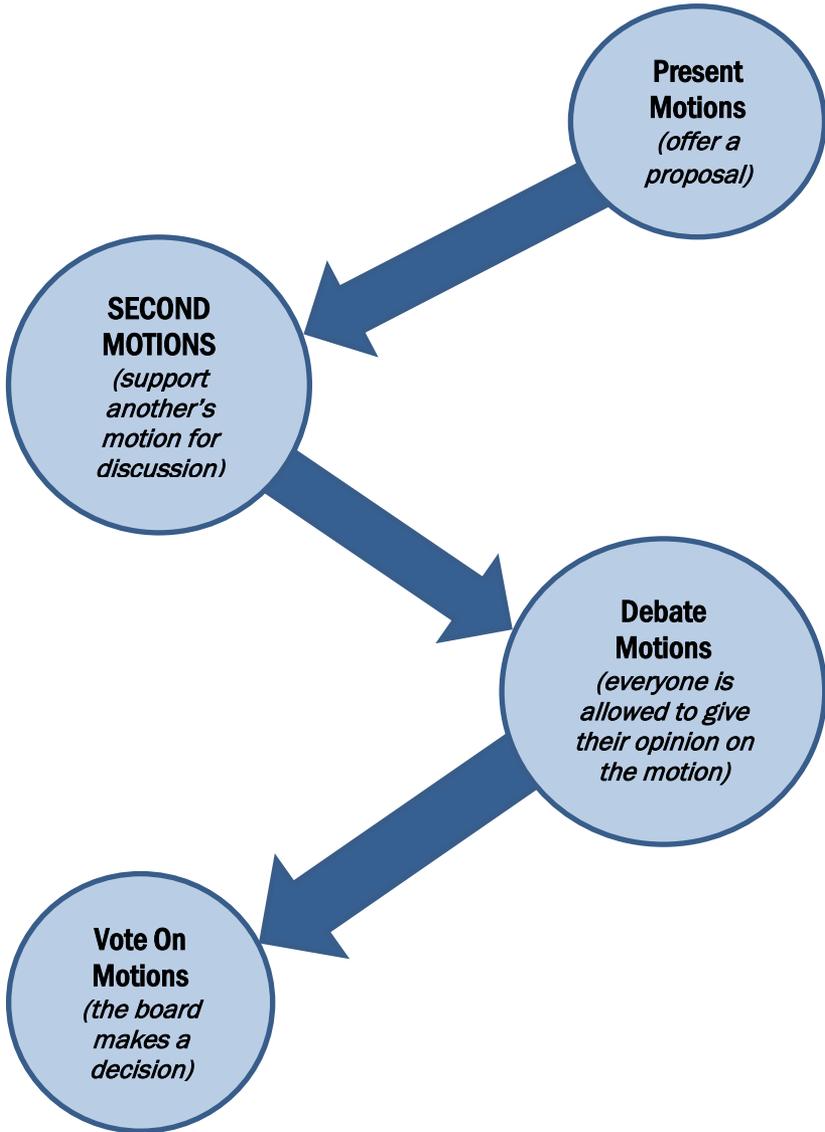
This is where the meeting ends, either through vote or general consent. The chair can also adjourn the meeting if arranged by a previous vote.

## **DEFINITION**

*Agenda: Business to be considered during a meeting*

## Parliamentary Procedure 104: Motions

Motions are proposals where the body takes a stand or action regarding an issue. Members of the body may:



## Parliamentary Procedure 105: Types of Motions

### Main

Main Motions introduce an item for the board to consider. Each main motion must wait for the previous main motion to be completed.

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### Subsidiary

Subsidiary Motions amend the main motion. Subsidiary motions are voted on before the vote on the main motion.

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### Privileged

Privileged Motions relate to particular or important items. Generally, they are considered before other motions. An example would be a motion for adjournment.

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### Incidental

Incidental Motions are procedural questions arising from other motions. These must be dealt with before votes on the original motion.

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### Reconsideration

Reconsideration motions bring a question again before the body. Generally, reconsideration motions are made while no business is pending.

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## Parliamentary Procedure 106: Presenting a Motion

### First, Obtain The Floor:

- Wait for the previous speaker to finish.
  - Stand and address the chair saying “Mr./Madam Chairperson/ President.
  - State your name, spelling your last name if requested by the chair, and waiting to be recognized by the chair.
- 

### Make Your Motion:

- Speak in a clear and concise voice.
  - Your motion needs to be in the affirmative. Example “I move that the board . . .”. Not “I move that the board does not . . .”
  - Keep to the subject of the motion and away from personal attacks.
- 

### Wait For A Second On Your Motion:

- A separate member must say, “I second the motion.”
  - Or, in other instances, the chair will request (call) a second.
  - If no other member seconds the motion, it will not be considered.
  - Motions called at the request of the board or committee do not require a second.
-

## Parliamentary Procedure At a Glance

To Do This:	You Say This:
Adjourn meeting	"I move to that we adjourn."
Call an intermission	"I move we recess for . . ."
Complain about heat, noise, etc.	"I rise to a question of privilege."
Temporarily suspend consideration	"I move to postpone the motion."
End debate and amendments	"I move the previous question."
Postpone discussion for a certain time	"I move to postpone the discussion until . . ."
Give closer study of something	"I move to refer the matter to committee . . ."
Amend a motion	"I move to amend the motion by . . ."
Introduce business	"I move that . . ."

The motions listed above are in order of precedence . . .

To Do This:	You Say This:
Protest breach of rules or conduct	"I rise to a point of order."
Vote on a ruling of the chair	"I appeal the chair's decision."
Suspend rules temporarily	"I move to suspend the rules so that . . ."
Avoid considering an improper matter	"I object to consideration of this motion."
Verify a voice vote by having members stand	"I call for a division," or "Division!"
Request Information	"Point of information . . ."
Take up a matter previously postponed	"I move to . . ."
Reconsider a hasty action	"I move to reconsider the vote on. . ."

<b>Notes:</b>	<sup>1</sup> Unless moved when no question is pending	<sup>2</sup> Affirmative votes may not be reconsidered	<sup>3</sup> Unless vote on question has begun amended is not debatable	<sup>4</sup> Unless the committee has already taken up on the subject	<sup>5</sup> Unless the motion to be
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Following are motions likely to be used, the proper way to make the motion, and what the rules are.

May The Speaker Be Interrupted?	Is A Second Needed?	Is The Motion Debatable?	Can The Motion Be Amended?	How Many Votes Are Needed For Approval?	Can The Motion Be Reconsidered?
No	Yes	No	No	Majority	No
No	Yes	No <sup>1</sup>	Yes	Majority	No
Yes	No	No	No	No Vote	No
No	Yes	No	No	Majority	No <sup>2</sup>
No	Yes	No	No	2/3	Yes <sup>3</sup>
No	Yes	Yes	Yes	Majority	Yes
No	Yes	Yes	Yes	Majority	Yes <sup>4</sup>
No	Yes	Yes <sup>5</sup>	Yes	Majority	Yes
No	Yes	Yes	Yes	Majority	Yes

Below there is no order ...

Yes	No	No	No	No Vote <sup>6</sup>	No
Yes	Yes	Yes	No	Majority	Yes
No	Yes	No	No	2/3	No
Yes	No	No	No	2/3 <sup>7</sup>	Yes <sup>8</sup>
Yes	No	No	No	No Vote	No
Yes	No	No	No	No Vote	No
No	Yes	No	No	Majority	No
Yes <sup>9</sup>	Yes	Yes <sup>10</sup>	No	Majority	No

Notes:	6 Unless the chair submits to the assembly for decision	7 A 2/3 vote in negative is needed to prevent consideration of the main notion	8 Only if the main question has not been debated yet	9 Only if the speaker has the floor but has not actually begun to speak	10 Unless the motion to be reconsidered is not debatable
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## **Parliamentary Procedure 106: Presenting a Motion, *continued from page 6***

### **The Chair Repeats Your Motion:**

- The chair **MUST** repeat the motion saying “It is moved and seconded ...”
  - After the motion is stated by the chair, discussion and/or voting can occur.
  - The motion is now property of the board/assembly and you cannot change it without consent.
- 

### **Expanding On The Motion:**

- As the member who made the motion, you will be allowed to speak first.
  - All comments must be directed to the chair.
  - Respect the time limits on speaking.
  - You may be provided with a second opportunity to speak after all others have spoken on the motion.
  - You may be provided a third opportunity by a motion to suspend the rules with a two-thirds vote.
- 

### **Calling The Question By The Chair:**

- The chair will state “Are you ready for the question?”
  - If no further debate is requested, or if the motion to stop debate is adopted, a vote is taken.
  - The chair declares the result.
-

## **Parliamentary Procedure 107: Methods on Voting on a Motion**

### **Voice**

The Chair may request a voice vote by Yes (in favor) and No (in opposition). A member can move for an exact count. Voice voting is for majority votes only.

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### **Roll Call**

If a record of individual votes is required, when a member's name is called, they respond "yes," "no," or "abstain" (if they are choosing not to vote).

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### **General Consent**

If the chair believes the motion will not be opposed, he/she declares "If there is no objection . . ." Members show support by not opposing the motion.  
**If a member objects, a vote must occur.**

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### **Show of Hands**

Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.

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### **Ballot**

Members write their vote on a slip of paper. This is done when secrecy is desired.

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## Parliamentary Procedure 108: There's more on Voting?

### Pending

Pending motions have been stated but not voted on.

The last motion declared by the chair is the first motion pending.

The main motion is always the last motion voted on.

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### Motion to “Postpone to time certain”

Used to temporarily take care of more important matters.

This should not be used to prevent discussion or permanently prevent a vote.

This can also be used for a motion for reconsideration if the reconsideration is requested by the end of the current or the next meeting.

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### Motion to postpone Indefinitely

This allows members to avoid a motion without a vote for or against the motion.

This is used in situations where a “yes” or “no” vote on a motion may have unwanted consequences.

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## DEFINITION

*Voting: Means by which motions are accepted or rejected by the group.*

## **Parliamentary Procedure 109: More Information,**

### **Amendments**

- The motion must relate to the business at hand.
  - It must be presented at the right time.
  - It must not be used to obstruct or be frivolous.
  - The motion must not be against the body's bylaws or ordinances.
- 

### **Allowable interruption of speakers**

- Only when the motion is so important that interruption is necessary to make the motion.
  - The original speaker then regains the floor when the interruption has been attended to.
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### **Second of Motions**

- A second of a motion usually means another member would like to consider the motion.
  - It discourages motions that have the interest of only one member.
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### **Debates**

- Parliamentary procedure ensures the right for the body to have a free and full debate on most motions.
  - Only a few subsidiary, privileged, and incidental motions do not have debate.
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## **Parliamentary Procedure 109: More Information, *continued***

### **Amendments**

- Motions can be changed through amendment.
  - Amendments can be used to change wording and must relate to the subject of the main motion.
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### **Which Voting Type**

- Most motions only need a majority vote (more than half) of the members in attendance.
  - Motions concerning the rights of the body or its members need a two-thirds vote.
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### **Reconsideration**

- A reconsideration must come from the winning side of the vote.
  - Reconsideration provides additional debate, a re-vote, thus providing members a chance to change their minds.
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### Second

A verbal signal from a member that he or she wishes to consider a motion just made	
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## **In closing, with Parliamentary Procedure, your organization can get things done!**

- ☑ **Make Motions** that are in order
- ☑ **Obtain the floor** properly
- ☑ **Speak** clearly and concisely
- ☑ **Obey** the rules of debate

And, above all, be courteous!! That's always in Order.

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This publication was created and printed by:  
To request this or any publication please contact us at:

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