

Parliamentary Procedure – The Basics
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There are five basic principles of Parliamentary Law:

- 1) ORDER
- 2) EQUAL OPPORTUNITY
- 3) JUSTICE
- 4) THE MINORITY CAN BE HEARD
- 5) THE MAJORITY WILL DECIDE

Rules that control the actions of an association

- A) LAW
- B) ARTICLES OF INCORPORATION
- C) RULES IMPOSED BY A PARENT ORGANIZATION
- D) CONSTITUTION AND BYLAWS
- E) RULES OF ORDER
 1. Special Rules of Order
 2. Parliamentary Authority
- F) Custom

Handling of a Motion

1. RECOGNITION
2. PROPOSAL
3. SECOND
4. STATING THE QUESTION
5. DEBATE
6. PUTTING THE QUESTION (THE VOTE)
7. ANNOUNCE RESULT

Example

RECOGNITION

- CHAIR: Is there any further business to come before the assembly?
- Member A: Madame Chairman
- CHAIR: Member A

PROPOSAL & SECOND

- A: I move that our PTA send a letter to Carla Nino congratulating her on a great convention.
- B: Second!

STATING THE QUESTION

CHAIR: It has been moved and seconded that our PTA send a letter to Carla Nino congratulating her on a great convention. Is there any discussion?

DEBATE

A: I went to Sacramento and Carla was fantastic!

PUTTING THE QUESTION

CHAIR: Thank you. Is there any further discussion? Hearing none, the question before you is “Shall our PTA send a letter to Carla Nino congratulating her on a great convention.”? All in favor say “Aye” . . .<pause>. . . All opposed say “No”.

ANNOUNCE RESULT

CHAIR: The “Ayes” have it, the motion carries, and the secretary will write a letter to Carla Nino congratulating her on a great convention.

The next item of business is . . .

Secondary Motions

Secondary Motions are motions that may be made while another motion is pending.

Precedence

Precedence (pronounced pre-SEED-ens) is the order in which motions can be proposed, discussed and acted upon.

SECONDARY MOTIONS

- Privileged
- Subsidiary
- Main Motion
- Incidental Motions
- Restoratory Motions

Privileged Motions

Privileged motions do not deal directly with the motion under discussion, rather they deal with the welfare and comfort of the assembly and/or the delegates.

Subsidiary Motions

Subsidiary motions deal directly with the motion under discussion without accepting or rejecting it.

Incidental Motions

Incidental motions relate to how the assembly is dealing with a motion, but they have no effect on the motion itself. They do not have an order of precedence.

Restoratory Motions

Restoratory motions allow the assembly to change previous decisions. They do not have an order of precedence.

FORMS OF AMENDMENT

- 1. Insert words (or paragraphs) within a sentence or add words (or paragraphs) at the end of a sentence.
- 2. Strike out words (or paragraphs) from the motion.
- 3. Striking out and inserting contiguous words
- 4. Substituting paragraphs, sections or lengthy passages.

Amend by Adding

- CHAIR - It has been moved and seconded to buy a camera.
- Member – I move to amend by adding “at a cost of less than \$200”

Amend by Adding

CHAIR - It has been moved and seconded to amend the motion by adding “at a cost of less than \$200”. If adopted the motion would read “Buy a camera at a cost of less than \$200.” Is there any discussion on the amendment.

Amend by Inserting

- CHAIR - It has been moved and seconded to buy a camera.
- Member – I move to amend by inserting “digital” before camera.

Amend by Inserting

CHAIR - It has been moved and seconded to amend the motion by inserting “digital” before camera. If adopted the motion would read “Buy a digital camera.” Is there any discussion on the amendment.

Amend by striking out

Motion: Buy a digital camera and a cell phone.

Amendment: Strike “and a cell phone”

If adopted would read: Buy a digital camera

Amend by striking and inserting

Motion: Buy a digital camera and a cell phone.

Amendment: Strike “digital” and insert “Polaroid”

If adopted would read: Buy a Polaroid camera

Secondary Amendments

Can only amend the amendment

- Motion: Buy a camera and a cell phone.
- Amendment: Insert “Digital” before camera
- OK 2nd: Strike “Digital” insert “Polaroid”
- Improper 2nd: Add: At a cost of less than \$200

DEBATE

Rules of Debate

- Members must be recognized before speaking.
- Debate cannot begin until the Chair states the motion.
- Members must keep within the agreed upon time limit
- Debate must be relevant to the specific motion in question.
- Debate must be impersonal.

The Chair in Debate

- Alternate speakers between those in favor and those opposed
- Insure that no member is allowed to monopolize the debate.
- Insure that debate is germane.
- Caution members whose debate becomes personal
- Refrain from participating in debate.
- State the question clearly, take the vote accurately and announce the vote correctly.

MEMBERS IN DEBATE

- Right to share equally in discussion
- Obligation not to monopolize
- Must obey legitimate orders of the chair
- Maker has the right, not the obligation to speak first
- All remarks should be made “through the chair”

SUGGESTED AGENDA

- 1. Call to Order
- 2. Any special routine, such as invocation, song, etc.
- 3. Determination of quorum - if the organization routinely takes a roll call, now is the time.
- 4. Adoption of the Agenda
- 5. Approval of the Minutes
- 6. Reports of Officers in the order they are listed in the Bylaws.
- 7. Reports of Boards and Standing Committees in the order listed in the bylaws.
- 8. Reports of Special (ad hoc) Committees
- 9. Unfinished Business (NOT OLD BUSINESS)
- 10. New Business
- 11. Announcements, Program, etc

Procedures In Small Boards

- 1. Members not required to obtain the floor
- 2. Motions need not be seconded.
- 3. There is no limit on debate
- 4. Informal discussion with no motion
- 5. Vote can be taken without a motion
- 6. The Chairman need not rise
- 7. The chairman can speak in discussion

Procedures In Committees

- The motion to reconsider in committee can be made by anyone who did not vote on the losing side (including someone who was absent or abstained)
- The motion to reconsider in committee can be made and taken up regardless of the time that has elapsed since the vote was taken, and there is no limit to the number of times a question can be reconsidered.
- Unless all members of the committee who voted on the prevailing side are present or had been given notice that the motion would be reconsidered, it would take a 2/3 affirmative vote to adopt the motion to reconsider.