

**“THIS MEETING WILL  
COME TO ORDER”**



# **Parliamentary Procedure**

# THIS MEETING WILL COME TO ORDER!

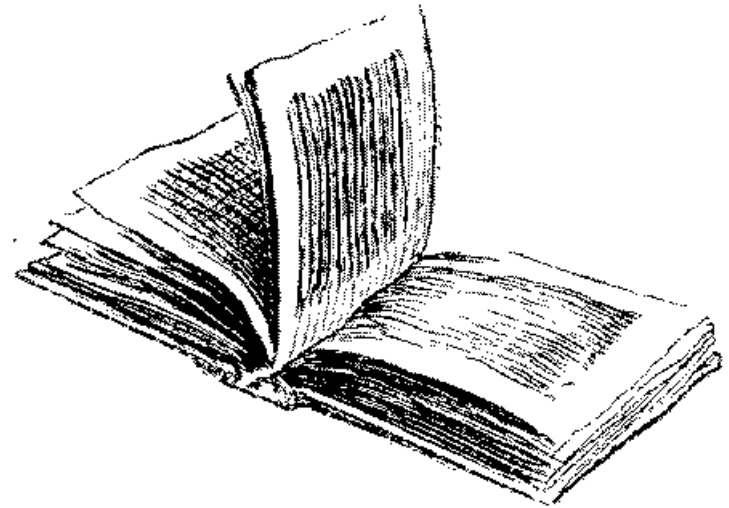


- Goals of Program
- Overview
- Types of Assemblies
- Basic Principles of Parliamentary Procedure
- Kinds of Rules

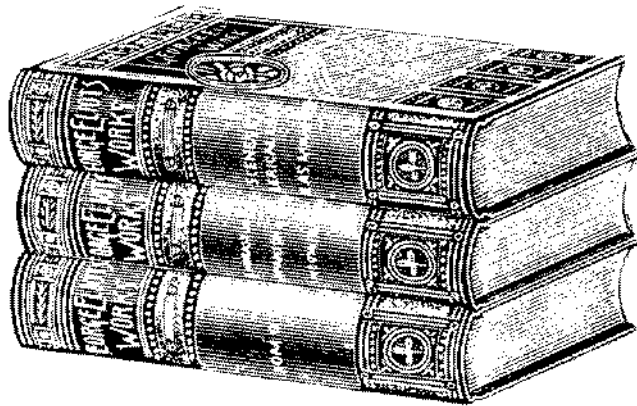
# GOALS OF PROGRAM



- Understand the basic concepts
- Develop sufficient skills in making motions, reports and problem solving.
- Enable member's full participation in business meeting



# WHAT WILL WE COVER?



- **Definition**
- **Basic Principles**
- **Motions**
- **Voting Methods**
- **Agenda**

# PARLIAMENTARY PROCEDURE



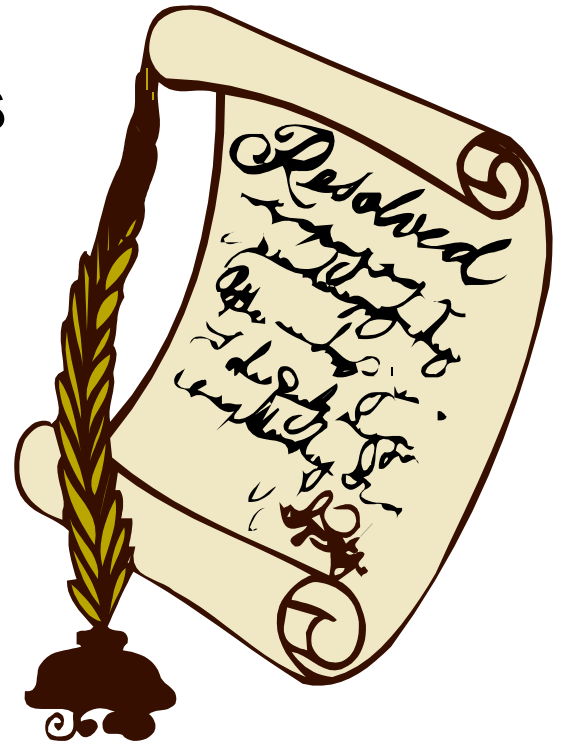
*The objective of parliamentary procedure is to insure the right of the minority to be heard but serve the majority opinion.*



# PARLIAMENTARY PROCEDURE



- Set of finite rules
- Covering set of circumstances
- Not arbitrarily set
- Evolved since 5<sup>th</sup> Century
- Establish an order, fair approach to decision makings
- Universally recognized



# FOREMOST AUTHORITY

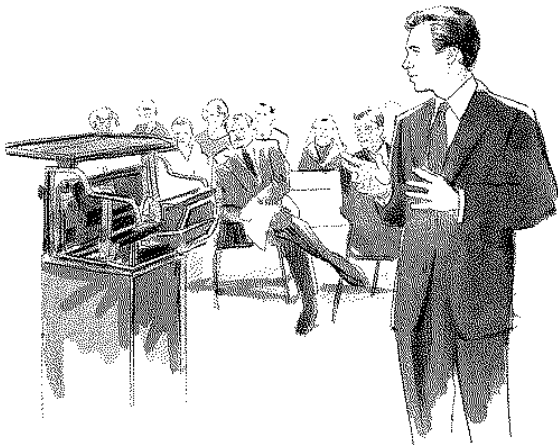


## ROBERT'S RULES OF ORDER



- All rules discussed in this module can be found in Robert's.

# TYPES OF ASSEMBLIES



- **Mass Meetings: accomplish goals & objectives**
- **Legislative bodies: enact laws**
- **Conventions: meetings of delegates**
- **Established organizations**



# **BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE**



- ① Consider one thing at a time**
- ② Ensure justice, courtesy and equal treatment to all members**
- ③ Serve the will of the majority**
- ④ Preserve the right of the minority to be heard.**

# CONSIDER ONE THING AT A TIME



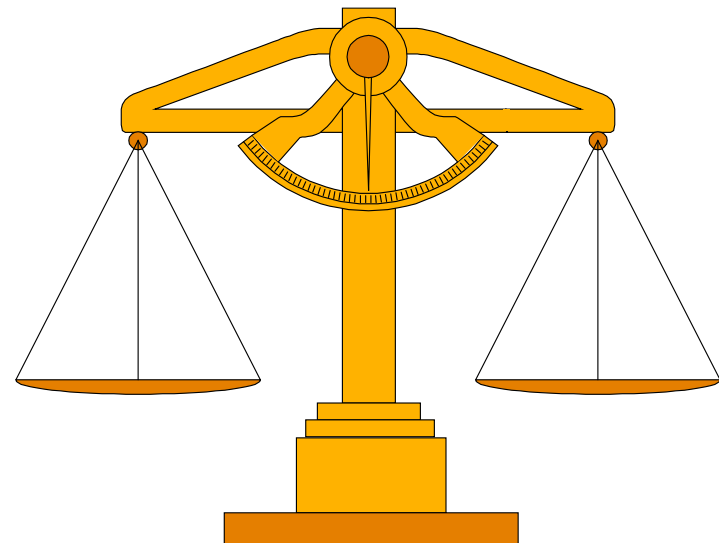
- Most recently made motion is the immediately pending question
- Only one to occupy current discussion



# Ensure Justice, Courtesy and Equal Treatment to all Members



- **Basic rights and privileges of membership**
- **Courteous and polite manner**
- **Ample opportunity for an effective expression of opinion**

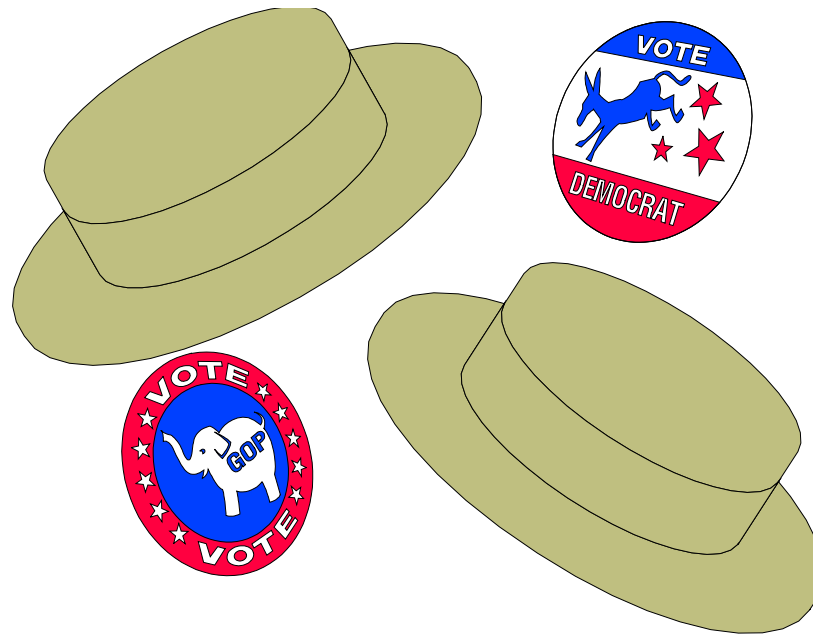


# Serve the Will of the Majority



**Majority Rule:**

**Most basic tenet of democracy**



# **Preserve the Right of the Minority to be Heard**



**Safeguard the right of the minority to be heard**

- ✓ **guard the minority opinion**
- ✓ **right to full expression**

# OVERVIEW OF RULES



- **Laws of the Land**
- **Corporate Charter**
- **By Laws**
- **Policies**
- **Convention Standing Rules**
- **Parliamentary Procedure**

# KINDS OF RULES – cont'd



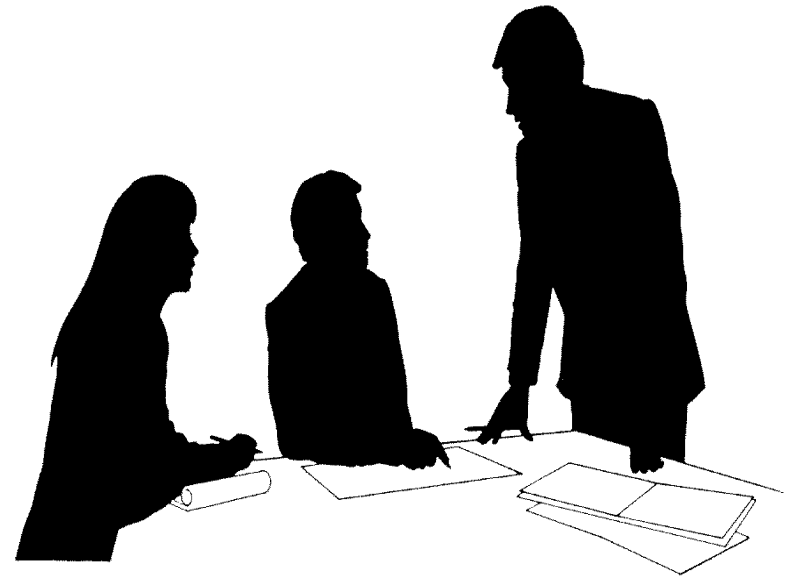
- **Laws of the Land**
  - **Paramount rules that govern us**
  - **May not enact rules which violate civil law**
  
- **Corporate Charter**
  - **Names organization**
  - **Clearly states objectives**

# KINDS OF RULES – cont'd



## □ By Laws

- Sets limits
- Officers' and committee duties
- Chain of command
- Notice well in advance to amend
- May never be suspended





# KINDS OF RULES – cont'd



## □ Policies

- Day to day administration
- More easily amended

## □ Convention Standing Rules

- Specifically designed to make the business of the delegates run smoothly

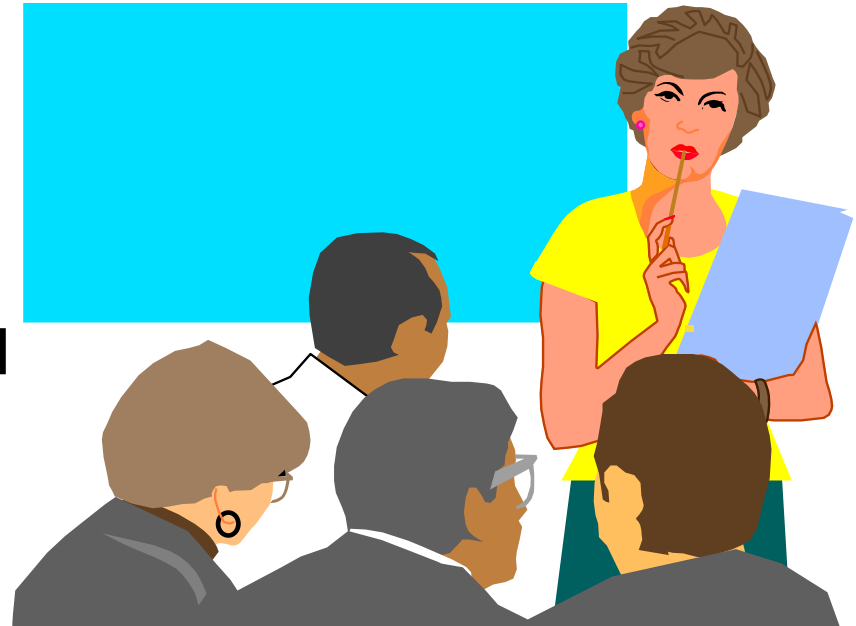
## □ Parliamentary Procedure

- Rules that speak to the mechanics of a business meeting
- If bylaws and policies are silent on a subject, then Parliamentary rule prevails

# DECORUM



- **Established practices and customs for procedure**
  - **How we conduct ourselves at meeting**
  - **What we say when and to whom**

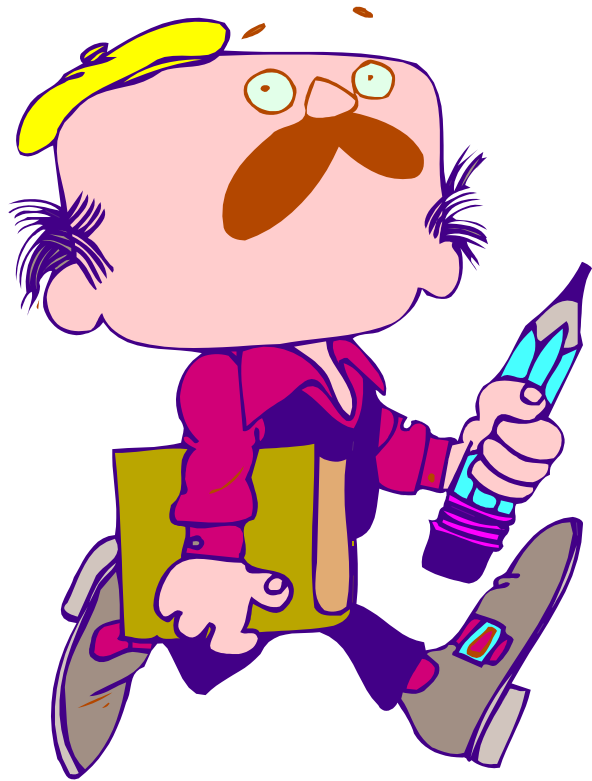


# DECORUM - Examples



- **Remarks by members are made by and through chair**
- **Only one person occupy the floor at a time**
- **Can only claim floor if assigned by presiding officer**
- **Show courtesy for an office; use of titles**

# LET'S REVIEW



**Not a Test**

**Exercises to help  
you remember the  
material**

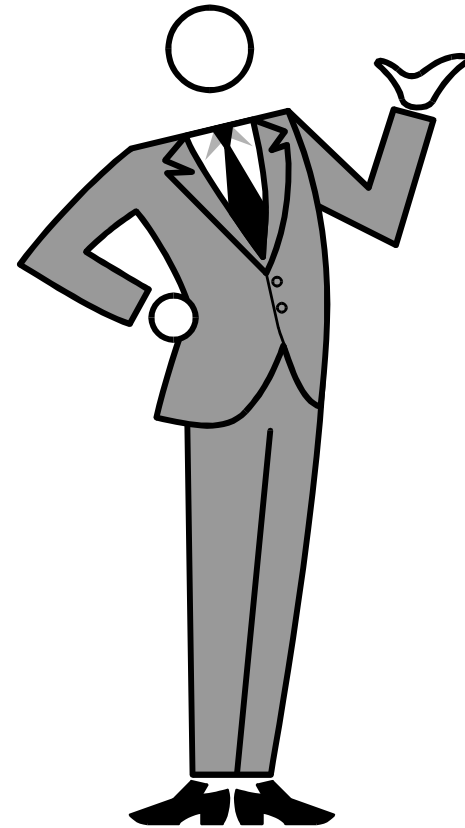
**Complete the Review  
on Page 6.**

# MOTIONS



## □ Main Motion:

**Mechanism to  
introduce business  
for consideration**



# ANATOMY OF A MOTION

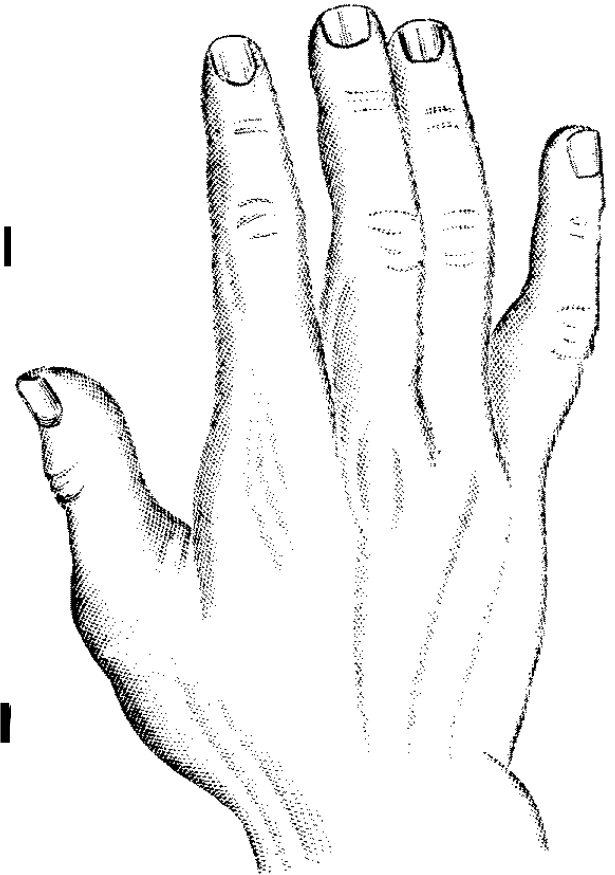


- **Member Receives Recognition**
- **States the Motion**
- **Another member seconds the motion**
- **Chair states the Question on the Motion**
- **Members Debate the Motion**
- **Chair Puts the Question**
- **Chair Announces the Result**

# RECEIVE RECOGNITION



- From the meeting Chair
- Chair will assign you the floor
- Large meeting/convention
  - Queue up at a microphone
  - Check if pro and con are designated
- Smaller meetings – raise your hand



*I move that ...*

# STATE THE MOTION



- ★ **Begin with “I move that . . . .”**
- ★ **Conclude with exact wording of your motion**
  - ★ **Straightforward language**
  - ★ **Stated in the positive**
  - ★ **Contains only one proposal**



# ANOTHER MEMBER SECONDS THE MOTION



- “Second” or ”I second the motion”
- Without second, motion “dies for lack of a second”
- Any comment about the motion is considered a second.
- Member allowed to second a motion they oppose



# CHAIR STATES THE MOTION



- *“It has been moved and seconded that we . . . (stating the motion’s exact words) Is there any discussion? ”*

## Handling the Main Motion:

- **Postponing it**
- **Refer it to Committee**
- **Amend it**

# EXAMPLE OF A PROPERLY STATED MOTION



***“I move that we operate a concession stand at all home games to benefit the marching band’s Uniform Fund”***

# MEMBERS DEBATE THE QUESTION

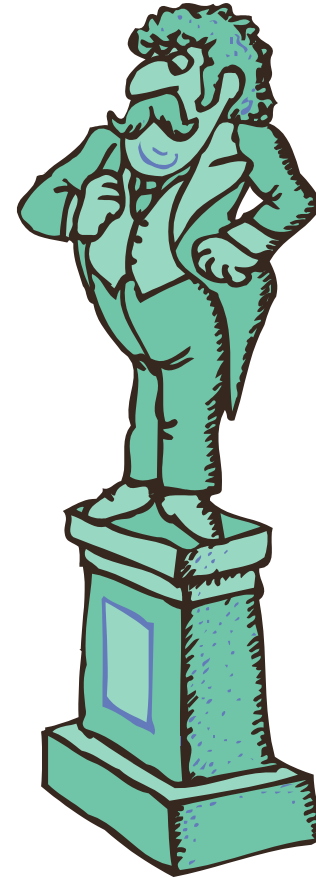


- **Members may fully express their opinions.**
- **Members need to understand the rules of debate.**
- **Motion to Limit or Extend the Limits of Debate.**
- **Can't yield unexpired time.**
- **Direct all discussion to the Chair.**
- **Appropriate time for motions that will improve or dispose the existing motion.**

# DEBATE TIPS FOR THE CHAIR



- **When presiding over Debate**
  - **Alternate pro and con**
  - **Courteous to everyone**
  - **Be sure precise question is known**
  - **Rules of time and decorum**
  - **Be sensitive to group wishes**
  - **Be ready to put question to a vote as soon as group is ready**



# CHAIR PUTS THE QUESTION

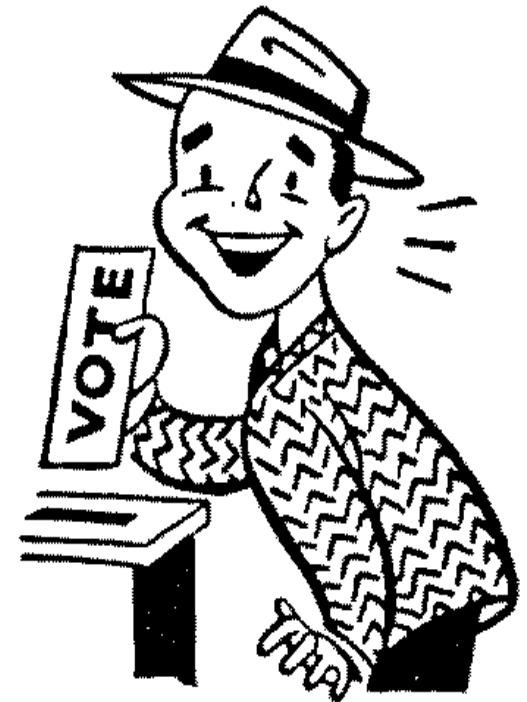


- No further discussion
- Put Question to Vote
- Repeat motion clearly
- Give precise instructions
- Announce results in 3 ways:
  - “The yeases have it, the motion carried, and the Concession Stand Committee is ordered to begin work on this project.”*

# VOTING METHODS



- Voice Vote
- Show of Hands
- Rising Vote
- Roll Call
- Ballot
- General Consent
- Mail or Proxy vote
- Secretary to cast one ballot



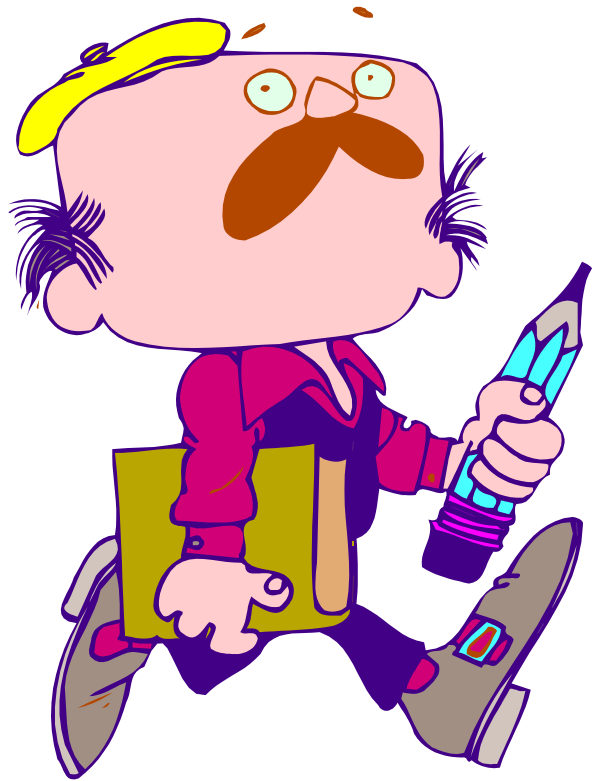
# VOTING TYPES



- ▶ **Majority**: Any number greater than half
- ▶ **2/3 Vote**
- ▶ **Plurality**: largest number of votes to be given any candidate or proposition when 3 or more choices are possible; never elects unless bylaws authorize
- ▶ **Tie Vote**: Equal number for and against; motion is lost; Chair can vote to break a tie, or vote to create a tie.



# LET'S REVIEW

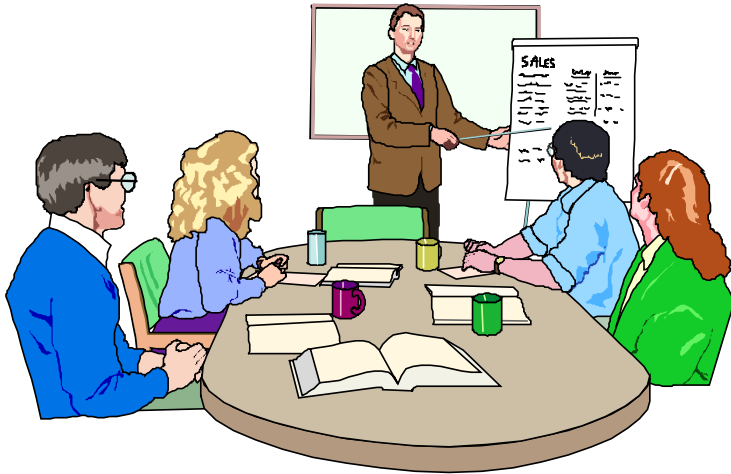


**Not a Test**

**Exercises to help you  
remember the material**

**Complete the Review  
on Page 14.**

# AGENDA



- **Plan**
- **Lay out clear goal**
- **Order of business to be followed**
- **Prescribed in parliamentary authority**

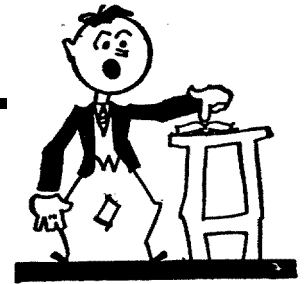
# AGENDA – Cont’d



**Call to Order:** after determining a quorum, rap of gavel, announce “The meeting will please come to order.”



**Minutes:** Pause after announcing the item to allow for reaction by members. “Hearing no correction, the chair declares minutes approved.”



**Correspondence:** Not listed in Robert’s but often necessary.



# **AGENDA – Cont'd**



**Treasurer's Report: Requires no vote  
Given for information only.**

**Executive Board and Officers' Reports**

**Standing & Special Committee Reports:  
statement agreed upon by a majority of  
the committee.**

**Special Orders: business items  
postponed to a specific time in a  
meeting.**

# AGENDA – Cont'd



**General Orders:** Items postponed to the next meeting

**Unfinished Business:** Items carried over from previous meeting

**New Business:** New subjects may be introduced in the form of a main motions.

**Program:** Some groups have entertainment or an educational program as a part of their meeting.

# AGENDA – Cont'd

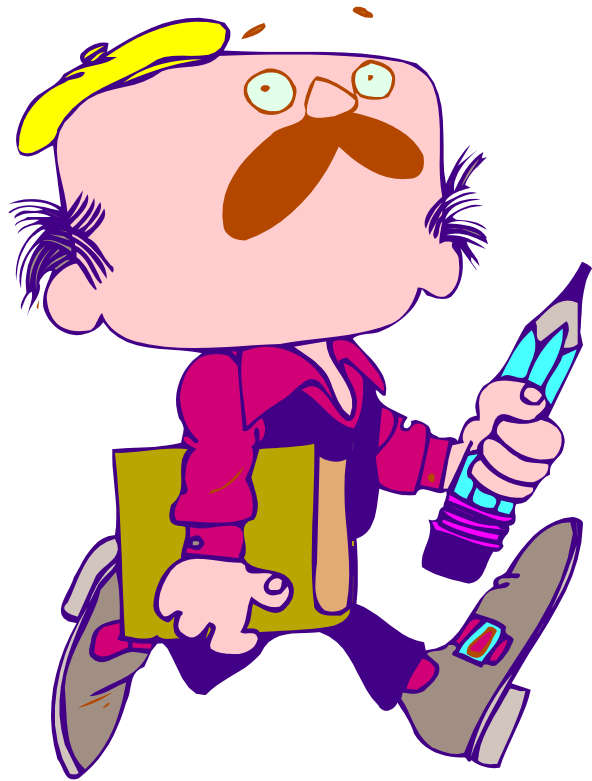


**Announcements: Notice of a member's intention to offer a motion at the next meeting**

**Adjournment: No further business on agenda; no one is seeking the floor**

**President may tap the gavel and adjourn the meeting by saying, "There being no further business, this meeting is adjourned." Motion is assumed.**

# LET'S REVIEW



**Not a Test**

**Exercises to help you  
remember the material**

**Complete the Review  
on Pages 21 and 22.**

# LEADERSHIP OPPORTUNITIES

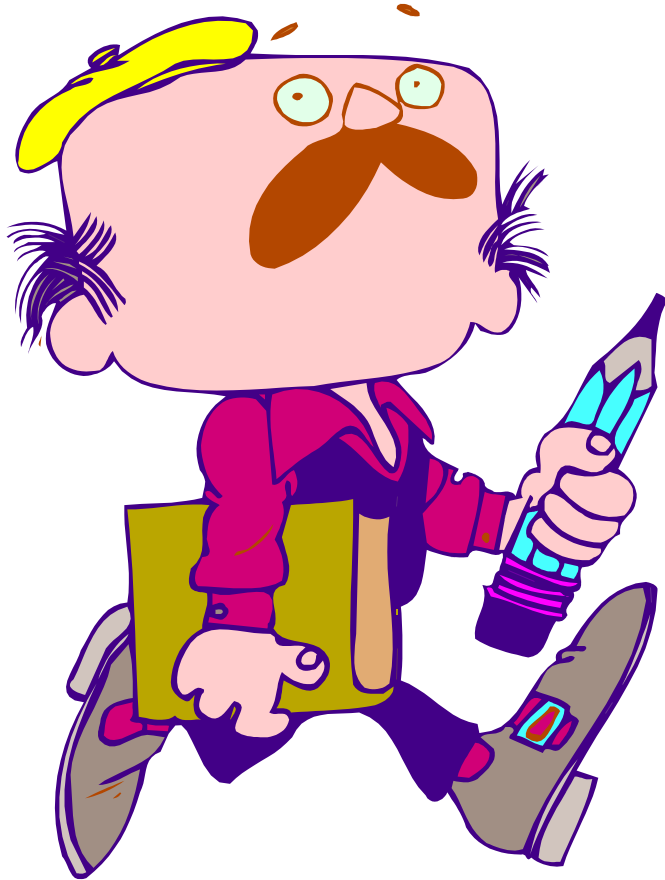


- **Best defense against one person's personal agenda is knowing the rules.**
  - **Privileged Motions**
  - **Subsidiary Motions**
  - **Incidental Motions**
  - **Second Chance Motions**

Page 24 and Page 26



# LET'S REVIEW



**WHICH MOTION  
SHOULD I USE?**

**Provide the motion  
you think would  
best solve the  
problem.**

**Page 27**

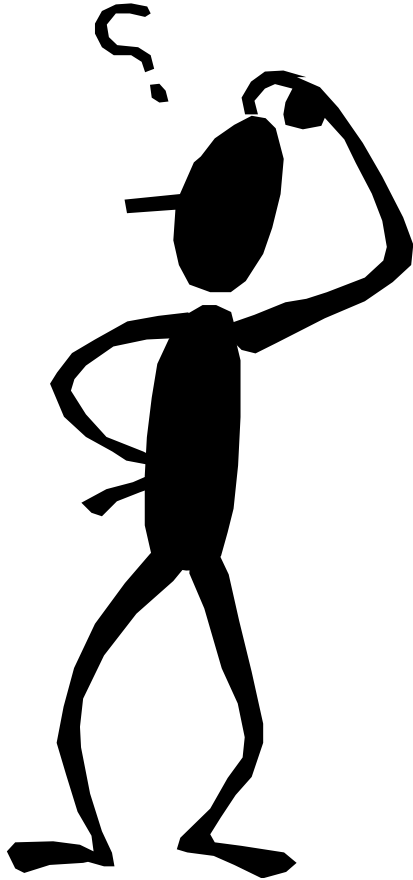
# TYPICAL GLITCHES



Can you solve the questions?



# WHAT DO YOU THINK NOW?



## Questions?



# Your Opinions Are Important To Us

Please take a few minutes and let us know how valuable this Skills Development Module was to you. Your comments help us upgrade future editions.

*For use by those who have studied the module.*



## Optimist International Skills Development Module

Name of Skills Development Module you studied: \_\_\_\_\_

Date(s): \_\_\_\_\_

Was the information easy to use?  yes  no Was the information interesting?  yes  no

Was the information challenging?  yes  no Do you feel you learned from the module?  yes  no

How long did you spend studying the module? \_\_\_\_\_

Did you study the module:  individually,  at a club meeting,  at a district meeting,  
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How could the module be made more valuable to you? \_\_\_\_\_

What information would you add to future editions? \_\_\_\_\_

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Additional comments you would like to make regarding this module: \_\_\_\_\_

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