

GETTING BACK TO BASICS!!!

The Basics of Parliamentary Procedure



Presented by:

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PRESENTATION'S OBJECTIVES

- **Learn some of the basic fundamentals of Parliamentary Law**
- **Learn the correct way to make motions**
- **Learn the most commonly used parliamentary terms**
- **Learn how to contribute in a meeting**

What is Parliamentary Procedure?

The name given to the tradition of rules and customs that has grown up in the civilized world for dealing with these problems.

Simply put... Parliamentary Procedure is a collection of rules and customs used to make meetings run smoothly and in order.

Why Do We Have Rules?

- ✓ To keep the meeting in order
- ✓ To handle business one item at a time
- ✓ To show fairness to the participants
- ✓ To protect the rights of ALL the members



The Rights of Members

A member of an assembly is entitled to full participation in its proceedings. They have the right to attend meetings...

- To make motions,
- speak in debate, and
- to vote



MEETINGS



Ten Points You Need To Know

1. Who's in Charge of the Meeting
2. Who are the Minimum Essential Officers
3. What Will Be Covered at the Meeting
4. Knowledge of What's in Your Governing Documents
5. How business is introduced in a meeting

Ten Points You Need To Know (cont'd)

6. The Steps to making a motion
7. The Rules of Debate & Decorum
8. What is Required in the Minutes
9. Writing and Handling Reports
10. Points to Remember

1. Who's In Charge of the Meeting

YOUU

THE MEMBERS

2. Who are the Minimum Essential Officers

- The **president** to preside, and
- The **secretary** to record the proceedings. “The minutes.”

3. What Will Be Covered At the Meeting



Order of Business – AGENDA

Call to order (Custom)

Opening Ceremony (Optional)

Roll Call (Optional)

Minutes

Correspondence (Optional)

Reports of Officers, Boards & Standing Committees

Special (Ad Hoc) Committee Reports

Special Orders

***Unfinished Business (shown only when you have it).**

New Business

Announcements (Custom)

Adjournment (Custom)

4. Have Knowledge of Your Governing Documents

BYLAWS – What You Should Know

N.O.M.O.M.E.C.P.A.

- The Purpose/Object – A short statement of why your organization exists.
- The quorum in your meetings
- How you elect your officers

BYLAWS – What You Should Know (cont'd)

- Officers and their duties
- The power of your Board of Directors
- Parliamentary Authority
- How your Bylaws are amended

5. How Business is Introduced in a Meeting

Making A Motion

A motion is a formal proposal by a member, in a meeting, that the group take certain action.

6. The Steps to Making a Motion

Steps to Making A Motion

1. After obtaining the floor, you simply say, “I move that...”
2. Seconding A motion – when the motion has been made, in most cases, it must be seconded. This shows that at least two members want the proposal considered.
3. The Chair “States” the question. He says: “It is moved and seconded that we...”

Steps to Making A Motion (cont'd)

4. The Chair entertains discussion on the motion. He says: "Is there any debate?"
5. At the end of debate, the Chair calls for the vote. He puts(restates) the question by saying: "The motion before you is...All those in favor say "aye." Those apposed say "no."
6. The Chair announces the result of the vote, declaring that the motion was either adopted or lost and explains the action that will be taken by the group as a result of the vote.

7. The Rules of Debate & Decorum

What is Debate & Decorum

- **Debate** is discussion on the merits of a pending motion. Every member has the right to speak in debate on every debatable motion before it is acted upon.
- **Decorum** is how members conduct themselves during debate.
- Always wait to be recognized by the chair before speaking.
- Each member may speak twice for 10 minutes to a motion per day, as long as there is no limit placed on debate. Time cannot be yielded to another member.
- The maker of a motion has the privilege to speak first if he/she chooses to do so.

What is Debate & Decorum (cont'd)

- Remarks must be confined to the merits of the pending question.
- A member must refrain from attacking another member's motives.
- Avoid the use of members' names.
- Direct comments to the presiding officer.
- Address a previous speaker's comments through the presiding officer.
- Always respect a member speaking by waiting until they finish speaking before rising to be assigned the floor.
- Be seated if you're speaking and you're interrupted by the chair.
- Refrain from disturbing the assembly.

8. What is Required in the Minutes

The Minutes

The first paragraph of the minutes should contain the following information

- **The kind of meeting: regular, special, adjourned regular, or adjourned special;**
- **The name of the society or assembly;**
- **The date, time, and the place of the meeting**
- **The fact that the regular chairman and secretary were present or, in their absence, the names of the persons who substituted for them;**
- **Whether the minutes of the previous meeting were read and approved—as read, or as corrected—and the date of that meeting if it was other than a regular business meeting.**

Meeting Minutes

The Secretary should always have the minutes from the past 3 meetings present

- The minutes should contain what was done during the meeting, **NOT** what was said
- All reports should be written and given to the secretary to file and bound at the end of the year
- All motions and their outcomes must be in the minutes.
- The name of the maker of the motion must be in the minutes. The name of the seconder is not necessary

9. Writing and Handling Reports

Report Writing & Handling

Officer and Committee Reports are best received when they are one page in length. They should be short and concise.

Officer Reports – Officer should provide a brief description of what the officer is reporting on. Annual reports should be more detailed. Action items in an officer's report, cannot be moved by the reporting officer. Another member must move for the adoption of an officer's report.

The Treasurer's report when given, is for information only. It never requires a motion to adopt. It is just filed for audit.

Report Writing & Handling

Committee Reports – the date of the last meeting, how many members were in attendance, and the purpose of the meeting are key points that need to be in the report.

When a committee charged with a task decides how they are going to proceed, they list what they've investigated in planning, then they recommend their choice and usually explain why. That choice becomes the committee's recommendation, which is an action item and the chair or reporting member can move for the adoption of the report. Once adopted, that recommendation or whatever choice the assembly selects, becomes the choice of the assembly.

10. Points to
Remember!!!

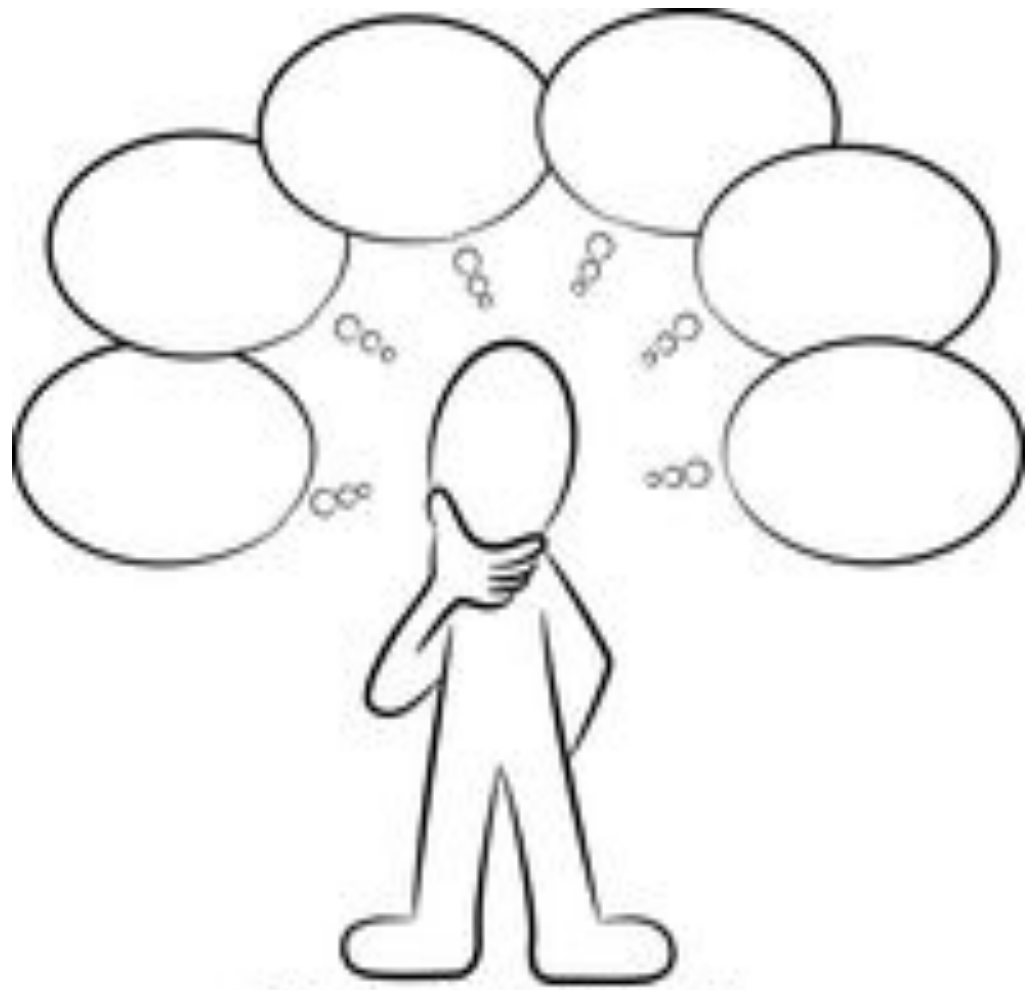


Parliamentary Points to Remember

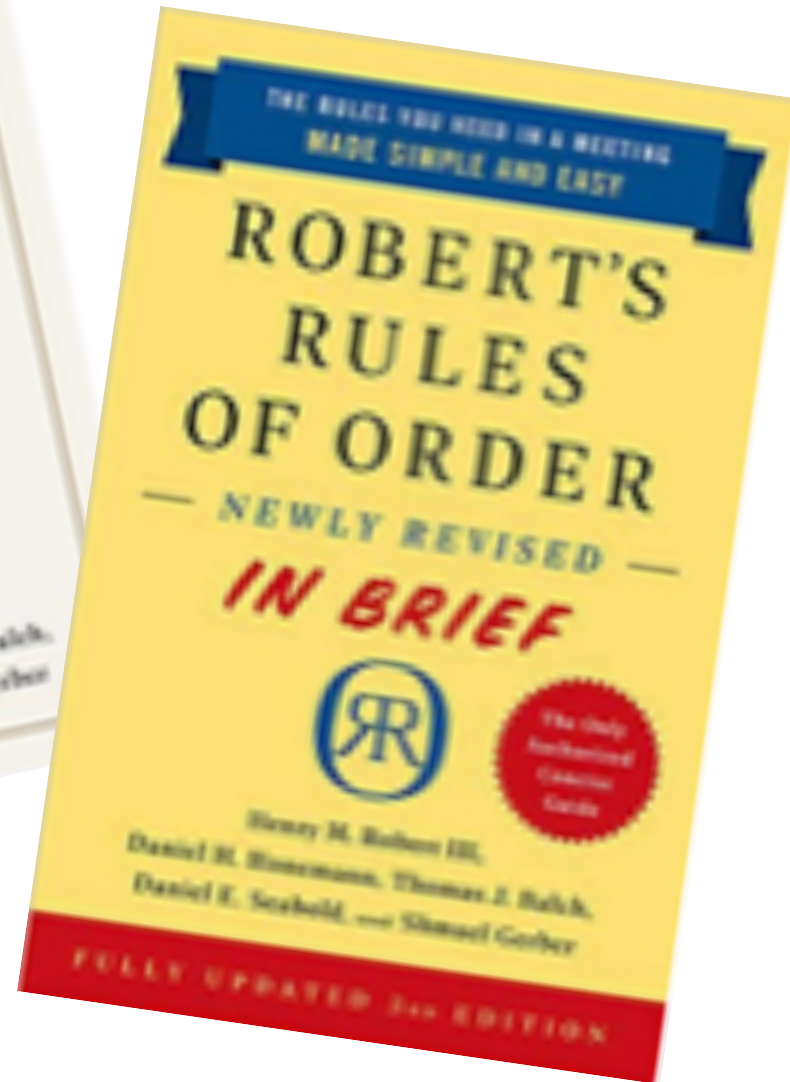
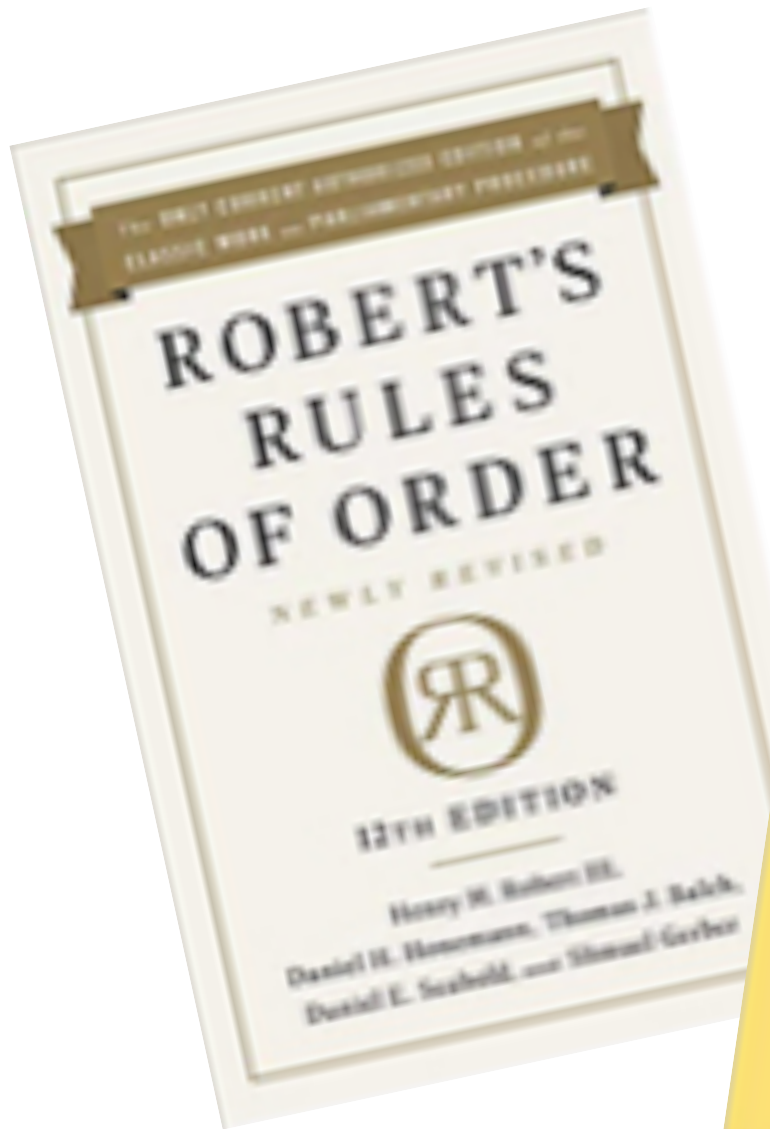
- Members must always be recognized by the President before speaking and can only speak twice to the same question on the same day.
- All comments **MUST** go to and through the President.
- Discussion must be germane to the pending motion on the floor.
- In voting, when the “ayes” sound unanimous, the “no's” still must be taken, and abstentions are NEVER counted.
- **“So moved”** should never be used to make a motion.
- The maker of a motion has the right to speak first, if they desire to do so.

Parliamentary Points to Remember

- **The main motion – is a motion made when no other business is pending.**
- **The motion to Amend – is made when a main motion needs to be modified.**
- **A motion can only be amended twice. They are the primary and secondary amendments.**
- **Unfinished Business is only required on your agenda when you actually have it.**



Questions & Answers



The new RONR & RONR-IB

On August 28, 2020
RONR 12th Edition &
RONR-IB 3rd Edition
officially became the
current editions of
RONR

Membership in the National Association of Parliamentarians

Marjan Suburban Parliamentary Unit

Meets on the second Monday of each month normally at the South Holland Library, located:
16250 S. Wausau Ave.
South Holland, IL at 7:00 p.m.

Moraine Valley Parliamentary Unit

Meets on the fourth Saturday of each month normally at the Bridgeview Park District Facility, located: 8100 S. Oketo Ave.
Bridgeview, IL at 10:00 a.m.