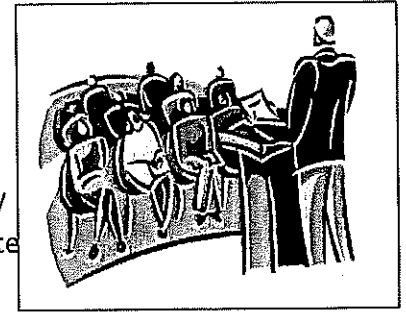


PARLIAMENTARY TIPS



Parliamentary procedure is a process of order. The rules of parliamentary law is based on the rights of the minority, the majority, the individual, the absentee member and all of these together. The purpose of parliamentary procedure is to facilitate the orderly transaction of business and to promote cooperation and harmony. Under the rules of Parliamentary law, a deliberative body is free to do what it wants (within federal, state, local, corporate laws and its charter) in full discussion considering the rights of its members.

BASIC PRINCIPLES

- Courtesy, Order, Justice and Equality for ALL;
- Consideration of ONE thing at a time;
- The RIGHT of the MAJORITY to PREVAIL;
- The RIGHT of the MINORITY to be HEARD;
- The RIGHT of the ABSENTEE to be protected, and
- ALL of these TOGETHER.

HIERACHY OF RULES

- Federal, State and Local laws, court cases and court opinions
- Corporate Charter and Constitution
- Bylaws
- Special rules of orders
- Parliamentary Authority
- Standing Rules
- Custom

MEETING MYTHS

- Only one motion can be on the floor at a time
- The presiding officer can vote only to break a tie
- A motion not seconded is void
- Abstentions count
- Ex-officio members are counted in the quorum and can't vote

COMMON MEETING MISTAKES

- Speaking without recognition
- Requesting a point of information without a question
- Offering friendly amendments
- Dispensing with the minutes
- Moving to "Table"

- "Reconsidering" a vote
- Calling the question
- Using a "Point of Order" as debate

STEPS IN MAKING A MOTION

1. Seek recognition
2. Chair recognizes the member
3. Member makes the motion "I move to or that....."
4. Another member seconds the motion. "Second"
5. Chair states the motion
6. Members debate the motion
7. Chair takes the vote

WHY MINUTES ARE IMPORTANT?

The legal record of the proceedings of an assembly is called the MINUTES or in some cases the journal. This record should contain:

- What was done at the meeting (not what was said, unless needed to understand intent)
- Minutes should state the exact wording of the motion as stated by the chair
- Minutes must indicate the disposition of each motion (adopted, referred, defeated, etc)
- Time of adjournment
- Signed by the clerk or secretary

This record should **NOT** contain

- The name of the seconder (unless prescribed by a rule)
- A transcript of the meeting
- The opinion of the secretary
- Contain the words "Respectfully submitted"

WRITING THE MINUTES – The first paragraph should contain:

- 1) the kind of meeting: regular, special, adjourned regular, or adjourned special
- 2) the name of the organization
- 3) the date and time of the meeting, the place if not always the same
- 4) the fact that the regular chairman and secretary were present or in their absence, the names of the person who substituted for them (Pro-Tem)
- 5) whether the minutes of the previous meeting were approved with or without corrections.

DEBATE PROTOCOL

- A speaker must be recognized before speaking
- Only one person speaks at a time
- All comments are made to and through the chair
- Comments are confined to the current issue (pending motion)
- No cross conversations
- No verbal attacks of other members

- Rules of debate time limits in bylaws or parliamentary authority maintained

WAYS TO EXPEDITE BUSINESS

Use of a **CONSENT AGENDA/CALENDAR**

- Used for routine business items
- NO debate expected
- Notice should be given
- Any member can remove items
- Should have a statement in Rules regarding its use and placement on the agenda
- Approved by unanimous consent and engross

Use of **UNANIMOUS OR GENERAL CONSENT** can be used on nearly all motions either to adopt a motion without the formality of putting the motion to a vote or even to take action without a motion being made. However, the chair must be sure that every member understands that a decision is being made and that the record clearly shows this action. "The motion was amended by unanimous consent to....". "By unanimous consent, the minutes were approved."

WORDING OF THE CHAIR FOR UNANIMOUS OR GENERAL CONSENT: "Is there any objection to [state the change]?" If no one objects, the chair states "There being no objection, the change will be made; the motion now reads" . However, if even a single member objects to this action, the chair must state the motion, allow debate (if debatable) and a formal vote must be taken. "All in favor say AYE, those opposed say NO. The (AYES/NOS) have it and the motion (is/is not) adopted."

ASSUMED MOTIONS can be used by the chair to expedite the process of making and seconding non-controversial motions, such as

- To adopt the minutes; "Are there any corrections to the minutes?"
- To Adjourn; "If there is no further business, the meeting is adjourned?"

RULES OF "UNPARLIAMENTARY" PROCEDURE

To appreciate the importance of Robert's Rules of Order, the following is meant to be humorous.
A Guide to Parliamentary Procedure for NYC Community Boards Mayor's Community Assistance Unit

- 1. Point of Personal Outrage** - At any time during a meeting when a participant becomes extremely upset, they shall have the right to interrupt any other speaker, will not be required to wait for recognition from the Chair, and have the obligation to speak at a volume considerably higher than required for normal conversation.
- 2. Point of Contempt** - The participant shall have the right to grunt, throw papers down on the table, shake his or her head vigorously, or otherwise demonstrate contempt for the proceedings.
- 3. Point of Harassment** - The participant shall have the right to introduce irrelevant motions for the sole purpose of delaying the meeting. It is only permissible to resort to a point of harassment when the outcome of an imminent vote is obvious.
- 4. Point of Redundancy** - This is a motion that entitles the participant to make a point made by another participant no more than five speakers earlier.
- 5. Point of Grudge** - Entitles the participant to raise an issue debated by the organization not less than five years earlier, for which the participant has not yet forgiven those involved.

THE MOST COMMONLY USED MOTIONS

PURPOSE and FORM for the MOST COMMONLY USED MOTIONS (listing below is for information ONLY and does not show the order of precedence)	
PURPOSE	The Motion and its Form
To Propose some Action	MAIN MOTION I move that we purchase two trees to be planted in honor of the local veterans.
To Kill a Motion	POSTPONE INDEFINITELY I move to postpone the motion indefinitely.
To Improve a proposal	AMEND I move to amend by <ul style="list-style-type: none"> • ADDING at the Oak Street park • INSERTING after the word trees, "and bench" • STRIKE "the local" • STRIKE AND INSERT "two" and insert "five"
To Stop Discussion, amendments and VOTE NOW	PREVIOUS QUESTION I move the previous question.
To Delay a Decision To TABLE A MOTION	REFER I move to refer the motion to the parks committee. POSTPONE TO A CERTAIN TIME I move to postpone the motion until after the report of the education committee. RECESS I move to recess for five minutes.
To Deal with an <u>emergency</u>	LAY ON THE TABLE I move to lay the motion on the table.
To Enforce the rules	POINT OF ORDER Point of Order! ie "The rule states a member cannot speak more than 3 minutes."
To Obtain Information	PARLIAMENTARY INQUIRY Mr. Chair, if we adopt this motion can we reconsider it tomorrow? REQUEST FOR INFORMATION Mr. Chair, can the treasurer tell us if we have enough money for this motion?
To Assure the Accuracy of a Voice Vote	DIVISION Division.
To Close the meeting	ADJOURN I move to adjourn.
To Suspend the Rules	SUSPEND THE RULES I move to suspend the rules requiring