

WHY USE PARLIAMENTARY PROCEDURE?

Robert's Rules of Order New Revised 12th Edition (RONR) incorporates customs developed over thousands of years, used in meetings of any size to unite individuals into a group responsible for making decisions. These procedures provide a process for proposing, amending, approving, and defeating motions in an orderly manner.

There are two types of motions during a meeting to take action: main motions made when no motion is pending and secondary motions made when a motion is pending.

13 RANKING MOTIONS PRIVILEGED MOTIONS

(concern business of the assembly)

- 22 F Fix the Time to Which to Adjourn
- 21 A Adjourn
- 20 R Recess
- 19 R Raise a Question of Privilege
- 18 C Call for the Orders of the Day

SUBSIDIARY MOTIONS

(concern the main motion)

- 17 L Lay on the Table
- 16 P Previous Question
- 15 L Limit/Extend Debate
- 14 P Postpone to a Definite Time
- 13 C Commit or Refer
- 12 A Amend – Amend
- (primary and secondary)
- 11 P Postpone Indefinitely

MAIN MOTION

(introduce business to the assembly)

- 10 M MAIN MOTION
- (original = new; incidental = not new)

Green = debatable

Not green = not debatable

Red = 2/3 vote

Not red = majority vote

Blue = chair decides

* 2/3 or majority with notice

My Pearls Are Classy Pretty Lady Pretty Lady - Can Robert Race a Ferrari

NON-RANKING MOTIONS INCIDENTAL MOTIONS

(relate to procedure)

- Point of Order
- Appeal - Appeal
- Suspend the Rules
- Object to the Consideration of a Question
- Division of the Assembly
- Division of a Question
- Consider by Paragraph or Seriatim
- Motions Relating to Nominations
- Motions Relating to Voting - Polls
- Requests and Inquiries
 - To be Excused From a Duty
 - Parliamentary Inquiry
 - Request for Information
 - Request for Permission to Withdraw or Modify a Motion
 - Request to Read Papers

MOTIONS THAT BRING A QUESTION BEFORE THE ASSEMBLY AGAIN

(main motions that relate to motions already disposed of at the same meeting or previous meeting)

Reconsider - Reconsider

Take from the Table

* Rescind or Amend Something

Previously Adopted

* Discharge a Committee

WHY RONR?

Protects the rights

... of members

- To receive notice
- To attend meetings
- To make motions
- To speak in debate
- To vote

... of the majority to decide

... of the minority to be heard

... of absentees - a quorum must be present to transact business

IT'S AS SIMPLE AS 1-2-3

1 person is chosen to preside

- Follow agenda
- Keep order/enforce rules

1 person is chosen as secretary

- Record decisions

1 motion is considered at a time

1 person speaks at a time

2 types of motions

- Main motion
- Secondary motion

3 words to take action

- I move to

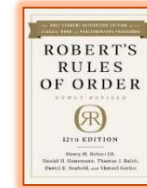
4 words to second a motion

- I second the motion.

5 classes of motions

6 words to place the motion before the assembly for their decision

- It is moved and seconded to ... [repeat motion].



RULES FOR DEBATE

How many times? _____

How long? _____

- Timekeeper
- How does the chair alternate debate?
- Must be recognized before speaking
- Maker of the motion has preference
- Member who has not spoken has preference over a member who has already spoken

DECORUM IN DEBATE

Address all comments to _____ and through the the chair

Face the chair

Direct remarks to the motion

Do not attack motives

Do not use names

Chair has the obligation to interrupt

ABC's of EFFECTIVE DEBATE

A: State position

I am speaking in favor of the motion.

I am speaking against the motion.

B: Give reasons - must be germane

C: Remind members how to vote

... vote YES.

... vote NO.

Debate is necessary for informed decisions.
Be passionate and remain respectful.

AGENDA and STANDARD ORDER OF BUSINESS

Call to Order
Time: _____
Quorum: _____
Opening
Ceremonies:
Program

M
(oldest first)

R
(report in the
order listed in the
bylaws)

S
(report in the
order appointed)

S
(items per
bylaws and
motions
postponed by 2/3
vote)

U
(motions pending
or items not
reached at the
last meeting,
then motions
postponed to this
meeting)

N
(motion - debate)
Good of the
Order (discussion)
Announcements
Adjourn

The meeting will come to order.

The chair recognizes

The first item of business is to approve minutes of the _____ meeting. Without objection, the minutes will not be read since they were distributed.

Are there any corrections?

There being no corrections, the minutes are approved as distributed.

[if corrections] Without objection, the correction will be made. Are there any further corrections?

There being no further corrections, the minutes are approved as corrected.

The next item of business is the Reports of Officers, Board, and Standing Committees.

The chair recognizes [title] [name] to report.

The next item of business is Special Committee Reports.
The chair recognizes [title] [name] to report.

The next item of business is Special Orders.

Pursuant to the bylaws, at this meeting

The motion to ... was postponed to this meeting and made a special order. The question is on the motion to ...

The next item of business is Unfinished Business and General Orders.

The motion to ... was pending when the meeting adjourned. The question is on the motion to

The motion to ... was postponed to this meeting. The question is on the motion to

The next item of business is new business.
Is there any new business?

The next item of business is Good of the Order.

The chair has the following announcements:

Is there any further business to come before this meeting? If none, the meeting is adjourned.

STEPS IN HANDLING A MOTION

Member seeks
recognition
Chair recognizes
member

M/M President/Chairman
The chair recognizes ... [title]

Member makes
motion
Another member
seconds

I move
Second.

Chair states motion
(if debatable)
Chair invites debate

It is moved and seconded to
Is there any debate?
Is there any further debate?

Chair puts motion to
vote and
announces the
result

The question is on the motion to
- Takes affirmative vote
- Takes negative vote
- Announces result

voice vote

Those in favor say aye.
Those opposed say no.
The AYES have it and the motion is adopted.
The NOES have it and the motion is lost.

uncounted
rising vote

Those in favor stand. Be seated.
Those opposed stand. Be seated.
The AFFIRMATIVE has it, the motion is adopted.
The NEGATIVE has it, the motion is lost.

counted
rising vote

Those in favor stand and remain standing until counted. Be seated.
Those opposed stand and remain standing until counted. Be seated.
There are 2/3 in the affirmative and the motion is adopted.
There are less than 2/3 in the affirmative and the motion is lost.

unanimous
consent

Without objection
If there is no objection
[to force a vote] "I object."

Planning the Agenda - Standard Order of Business: MRS SUN

CALL TO ORDER

- ☐ The meeting will come to order.
- ☐ The meeting of _____ will come to order.
- ☐ The regular meeting of _____ will come to order.

OPENING CEREMONIES

- ☐ Pledge [must stand and face flag – no flag – no pledge]
- ☐ Custom

MINUTES APPROVAL

Chair: The first item of business is approval of the minutes from the _____ meeting.

- ☐ The secretary will read the minutes [secretary reads minutes]
- ☐ The minutes were distributed, without objection, the minutes will not be read.

- ☐ Are there any corrections to the minutes?
There being no corrections, the minutes are approved as read.
- ☐ [[if corrections] Are there any further corrections?
There being no further corrections, the minutes are approved as corrected.

REPORTS

Chair: The next item of business is the Reports of Officers and Committees. The chair recognizes the Treasurer to report.

Treasurer:

- ☐ [summary report] There is \$_____ in the bank as of _____[date].
- ☐ [detailed summary report] Since the last report there is income in the amount of \$_____ offset by expenses in the amount of \$_____ leaving a current balance of \$_____ as of _____[date].
- ☐ [detailed report] Since the last report there is income in the amount of \$_____ from Offset by expenses in the amount of \$_____ for leaving a current balance of \$_____ as of _____[date].

Chair: Are there any questions regarding the financial report?

- ☐ If not, the report will be filed.
- ☐ [member stands and waits for recognition]

Chair: The chair recognizes _____.

Member: M/M President. [asks question – sits down]

- ☐ [chair answers question]
- ☐ [chair recognizes Treasurer who stands to answer the question then sits down]
Chair: The chair recognizes the Treasurer to answer.
Chair: Are there any further questions? If not, the financial report will be filed.

COMMITTEE REPORTS - IF NO COMMITTEE REPORTS – SKIP

- ☐ Minutes include a Motion to Refer to a Committee
- ☐ Standing Committees – report in the order listed in the bylaws
- ☐ Special Committees – report in the order appointed

Chair: The chair recognizes the chairman of the _____ committee to report.
[chairman stands – gives report – sits down]

- ☐ [if the report ends with a motion] On behalf of the _____ committee, I move the adoption of the motion to _____ [makes motion - [no second is needed because it is from a committee]

Chair: The question is on the motion [repeats motion, etc.]

UNFINISHED BUSINESS

Minutes include postponed motion

- ☐ Minutes include postponed motion – handle amendment first

Chair: At the last meeting the motion relating to _____ was postponed to this meeting. The question is on the adoption of the motion [states motion]
Is there any debate? [puts motion to vote after debate]

NEW BUSINESS

Chair: The next item of business is new business.

Is there any new business?

[Member(s) stand to seek recognition]

Chair: The chair recognizes M1 _____ [other members sit down]

M1: M/M President. I move _____.

A second by other members(s) indicates at least 2 members want to take time to consider the motion during this meeting – seconder does not have to be in favor of the motion – demonstrate methods to second:

- ☐ Second [member calls out second without seeking or waiting for recognition]
- ☐ I second the motion [call out without seeking or waiting for recognition]
- ☐ [several members] Second [name not included in minutes]

[While a main motion is pending, secondary motions may be made which must be decided before returning to the consideration of the main motion – only ONE motion is CONSIDERED at a time although several motions may be PENDING (stated by the chair).

ADJOURN

- ☐ [Adjourn at any time during the meeting – avoid time penalty, if any]
Member: M/M President. Chair: The chair recognizes _____.
Member: I move to adjourn. Members: Second.
Chair: It is moved and seconded to adjourn.
Those in favor say AYE. Those opposed say no.
The AYES have it and the meeting is adjourned.
- ☐ Is there any further business to come before this meetings?
There being no further business, the meeting is adjourned.

SAMPLE LESSON PLAN

1. Make a motion using motion form, "I move"

Create meeting environment

2. One person presides
3. One person serves as secretary – tracks decisions on minutes form

Review words and 6 steps in handling a motion.

Practice using a voice vote for majority vote.

- a. Main motion – adopted without debate
- b. Main motion – lost without debate
- c. Main motion – adopted with debate
- d. Main motion – lost with debate
- e. Main motion – not in order

What if vote is uncertain – "Division" – retake vote by rising

Introduce secondary motions one at a time, review the name, the purpose, the wording, and affect if adopted or lost.

Introduce rising counted vote with motions requiring 2/3 vote.

Practice standing only when speaking. Introduce unanimous consent with motion to suspend the rules.

MINUTES

Name of Organization: _____

Date of meeting: _____ Time: _____

Motion to _____

- ☐ Adopted
- ☐ Lost
- ☐ Postponed Indefinitely
- ☐ Amended
- ☐ Referred to Committee
- ☐ Postponed Definitely
- ☐ Laid on the Table

Signed: _____



This information is prepared by the The Florida State Association of Parliamentarians (FSAP) to assist its members in providing training in parliamentary procedure based on the current edition of *Robert's Rules of Order Newly Revised*, the 12th edition.

The purpose is to provide opportunities to learn and practice leadership skills.

- ☐ Demonstrate use of parliamentary procedure
- ☐ Identify roles and responsibilities of organization members
- ☐ Work cooperatively within a group to achieve goals
- ☐ Demonstrate use of work place etiquette
- ☐ Develop and apply effective communication skills

This knowledge of formal and informal communication skills, critical thinking, problem solving, listening, and other leadership skills enhances career opportunities and employability.

CTE student competitions in parliamentary procedure include:

- ☐ BPA
- ☐ DECA
- ☐ FBLA
- ☐ FFA
- ☐ FCCLA
- ☐ FPSA
- ☐ HOSA
- ☐ SkillsUSA
- ☐ TSA