

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green. These shapes are primarily located on the left and right sides of the page, framing the central text.

Parliamentary Procedure

Making it work FOR you

Credentials and Quorum

- ▶ **Credentials** - certification of those eligible to vote

Credentials and Quorum

- ▶ **Credentials** - certification of those eligible to vote
- ▶ **Quorum** - the minimum number of members needed to be present in order to do business
 - ▶ Refers to the number of members present NOT the actual number of members voting

Credentials and Quorum

- ▶ For instance: if our 35-member club has a quorum in its bylaws of 25% then a quorum is satisfied when 25% or 9 members are in attendance.
- ▶ If 20 members are present but only 7 vote on a motion then the majority needed to pass the motion is 4.
- ▶ It is a majority of those VOTING not those who COULD vote.

Handling a Motion

Making the motion

- ▶ Motion - a proposal to the organization for action

Handling a Motion

Making the motion

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▶ **I MOVE THAT.....**

Handling a Motion

Making the motion

- ▶ Motion - a proposal to the organization for action

Not used:

- ▶ “So moved”
- ▶ “I want to make a motion”
- ▶ “I’ll make a motion”

Handling a Motion

Making the motion

▶ Motion - a proposal to the organization for action

▶ **I MOVE THAT.....**

Handling a Motion

Seconding the motion

- ▶ Purpose of a second
 - ▶ Ensures that at least two people in the room wish to discuss the motion

Handling a Motion

Seconding the motion

- ▶ When a second isn't necessary
 - ▶ When discussion on a motion has already begun - the "second" is assumed

Handling a Motion

Seconding the motion

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 - ▶ When discussion on a motion has already begun - the "second" is assumed
 - ▶ When a motion is brought from a committee OF MORE THAN ONE PERSON

Handling a Motion

Seconding the motion

- ▶ When a second isn't necessary
 - ▶ When discussion on a motion has already begun - the "second" is assumed
 - ▶ When a motion is brought from a committee OF MORE THAN ONE PERSON
- ▶ Don't beg for a second - if the group isn't interested then so be it!

Handling a Motion

Seconding the motion

The seconder's name is not included in the minutes.

In fact, that a motion was seconded is not included in the minutes.

Minutes will show the motion (exactly as voted on - not "improved" by the Recording Secretary) and the disposition of the motion - Passed, Defeated, Referred to Committee

Handling a Motion

Debating the motion

- ▶ The Presiding Officer's duty is...
 - ▶ To preside impartially

Handling a Motion

Debating the motion

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 - ▶ To ensure all members have the opportunity to speak on any given business presented to the assembly

Handling a Motion

Debating the motion

- ▶ The Presiding Officer's duty is...
 - ▶ To preside impartially
 - ▶ To ensure all members have the opportunity to speak on any given business presented to the assembly
 - ▶ To ensure all debate is civil and NEVER directed to motives, personalities or individual members

Handling a Motion

Debating the motion

▶ A Point of Information

- ▶ A Point of Information is a request for additional information to further clarify the motion on the floor
- ▶ While the presiding officer (PO) should not speak to a motion without relinquishing the “chair” to the next in line, the PO may provide information for clarification when a Point of Information has been raised.
 - ▶ The PO should be careful to resist making his/her position on the motion known.

Handling a Motion

Debating the motion

▶ A Point of Order

- ▶ A Point of Order may be requested by a member who feels the rules of the organization are not being followed.
- ▶ Most often used as a method to return to the agenda or the subject at hand if discussion has ventured too far off course. It's a nice way to say, "Hey, I thought we were discussing which tree to plant for Arbor Day?"

Handling a Motion

Amending the motion

- ▶ When an amendment is proposed remember:
 - ▶ Discussion must only be directed to the amendment, not the entire motion.
 - ▶ An amendment may be amended **BUT THAT'S IT!!** Any subsequent amendment must wait until the amendments before it are disposed of.

Handling a Motion

Amending the motion

► Example:

Main motion: I move to plant a tree in Grant Park.

Secondary motion: I move to amend by adding “sycamore” before the word “tree.”

Tertiary motion: I move to amend by striking the word “sycamore” and inserting the word “maple.”

No more striking, adding, inserting, replacing until the tertiary motion has been dealt with.

Handling a Motion

Amending the motion

► Example:

Tertiary motion: I move to amend by striking the word “sycamore” and inserting the word “maple.”

This motion passes.

NOW another tertiary motion could be offered to change “maple” to “poison ivy.” But this motion fails for lack of a second!



Handling a Motion

Amending the motion

- ▶ Now we're going to the vote from the bottom up and debate can happen at each level:

PO "The motion before you is to amend by striking the word "sycamore" and inserting the word "maple."

"Is there debate?"

"All in favor say Aye" (pronounced EYE)

"Thank you."

"All opposed say No" (pronounced KNOW)

"Thank you and the Ayes have it and you have amended the amendment."

Handling a Motion

Amending the motion

PO “The motion before you is to amend by inserting the word “maple” and before the word “tree.”

“Is there debate?”

“All in favor say Aye”

“Thank you.”

“All opposed say No”

“The ayes have it and you have amended the main motion”

Handling a Motion

Amending the motion

PO: “The main motion before you is to plant a maple tree in Grant Park.”

“Is there debate?”

“All in favor say Aye”

“Thank you.”

“All opposed say No”

“The ayes have it and you have voted to plant a maple tree in Grant Park”

Handling a Motion

Voting on the motion

- ▶ Voting may be accomplished:

- ▶ By voice vote

When the presiding officer is in doubt of the vote then:

- ▶ Show of hands vote
 - ▶ Standing vote
 - ▶ Counted standing vote

Handling a Motion

Voting on the motion

▶ REMEMBER:

- ▶ Take both positive AND negative votes
- ▶ Abstentions are not asked for- they vote with the majority by their silence
- ▶ Announce the results. “The ayes have it and you have voted to....” or “The noes have it and the motion is defeated.”

Handling a Motion

Voting on the motion

- ▶ GENERAL RULE OF VOTING THUMB:
 - ▶ When the motion GIVES something to members, it's a majority vote
 - ▶ When the motion TAKES something from members, it's a 2/3 vote

Handling a Motion

Unanimous Consent

- ▶ Formerly referred to as General Consent
- ▶ Use when there is no apparent opposition
- ▶ Use when the matter is of little importance

Handling a Motion

Unanimous Consent

- ▶ Precludes the necessity of going through the whole voting and debate process when taking routine votes.

Handling a Motion

Unanimous Consent

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- ▶ **Use whenever possible to speed through routine business.**

Handling a Motion

Unanimous Consent

- ▶ Precludes the necessity of going through the whole voting and debate process when taking routine votes.
- ▶ Use whenever possible to speed through routine business.
- ▶ **If there is any debate (or objection) then it may not be used.**

Handling a Motion

Unanimous Consent

Never stifle debate

- ▶ Debate can identify problems
- ▶ Debate can solve those problems if aired productively
- ▶ Debate may save your club money and trouble down the road!

Calling for the Question OR Previous Question

What's the difference between
Calling for the Question
and
Previous Question

Calling for the Question OR Previous Question

Nothing.

They are interchangeable terms.

However....

Calling for the Question OR Previous Question

That doesn't mean most groups
use it correctly!

So let's learn its correct usage
and educate our members.

Calling for the Question OR Previous Question

- ▶ Calling for the Question means:
 - ▶ The motion is to end debate
 - ▶ NOT vote on the main motion - Just to end debate.
 - ▶ Because it “taking” the right to further discuss the motion from your members, this vote will require a 2/3 affirmative vote to end debate.

Calling for the Question OR Previous Question

- ▶ If the motion Calling for the Question passes then:
 - ▶ The PO immediately says “You have voted to end debate - the main motion before is toall in favor say aye....”
 - ▶ And even if someone raises their hand or says “Oh wait, I have one more thing to add.”
 - ▶ The PO might say, “I’m sorry, the assembly has voted to dispense with any further debate”

Calling for the Question OR Previous Question

- ▶ The PO should be cognizant of the direction the motion is going in
- ▶ Prior to anyone getting to the point that they feel the need to Call for the Question - The PO might say, “Barring any further information pertinent to this debate - are you ready for the question?”

Calling for the Question OR Previous Question

- ▶ NEVER use Calling for the Question for evil.
- ▶ This motion should never to be used to prevent relevant, productive debate.
- ▶ When someone has Called the Question the PO might say, “That motion is out of order at this time as there is still productive debate going on.”

Tabling a Motion

- ▶ Tabling should be used for setting aside a motion TEMPORARILY in order to take care of more pressing business.
- ▶ Most of our clubs don't need to use tabling but one I can think of is....

Tabling a Motion

- ▶ **GENERALLY:** A tabled motion must be taken from the table at the same meeting or it “falls off the table” and must be reintroduced at another meeting.

Tabling a Motion

- ▶ Groups often confuse Postponing a motion with Tabling a motion.
- ▶ Tabling is temporarily setting aside the current business.
- ▶ Postponing is setting aside the current business to a specific time or meeting.

Role of the Parliamentarian

- ▶ The parliamentarian is a helpmate, an advisor.
- ▶ The presiding officer makes rulings, never the parliamentarian.
- ▶ Temperature charts

Resources available

- ▶ National Association of Parliamentarians has units in most states.
- ▶ NAP Units are happy to help your club - answer questions and review bylaws.
- ▶ www.NAP.org