

## PARLIAMENTARY PROCEDURE INFORMATION

Many people do not see the importance of parliamentary procedure, one of the most vital aspects of a business meeting.

Let's help educate and practice correctly, by including some quick facts at your monthly club meetings!

Sources - A="The Meeting will come to order" & B="A Guide to Parliamentary Practice for your club" found on Meadowlark Website

(Related information can be found on page numbers as listed in columns A & B)



(Click on A or B below for sources listed above.)

### TOPIC

#### **1. LET'S GET STARTED!**

Members should always rise to make a motion or to address the group

Members should always say "Mr. President" or "Madame President" and be recognized before making a motion.

This allows the Club President to control who is allowed to speak first, in case of multiple members standing.

Once the motion is made, the 4-Her can sit down and wait for a second and discussion. The President should give the maker of the motion first chance to discuss it.

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#### **2. MAKING A MOTION (See #1 to begin)**

What is a motion? A motion is a way for a group or organization to move forward in getting things done.

It is a request that something be done or that something is the opinion or wish of the assembly/group.

There are different kinds of motions, with the most common being a MAIN MOTION.

How do you make a motion?

When making a motion, a members should say "I move to ...", NOT "I make a motion to"

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#### **3. DISCUSSION OF A MOTION**

Discussion of a motion occurs after the motion has been made and seconded. The Club President will open time up for discussion by asking "Is there any discussion?", following the second of the motion.

Why discuss? Discussion time allows club members the chance to give their opinion, or ask questions they may have.

Discussion should be respectful. A good comment might be "I think having a skating party would be a lot of fun!"

Saying "I think that's a stupid idea" is not respectful or courteous.

What if discussion gets too long? (*See The Previous Question*)

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#### **4. WHAT OTHER KINDS OF MOTIONS ARE THERE BESIDES MAIN MOTIONS?**

There are Subsidiary motions, Incidental motions, Privileged motions, and Unclassified motions.

Some motions take priority over others, require a second or not and need to pass by simple or 2/3 majority.

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#### **5. AMENDING A MOTION**

Object of amending the main motion is to change it so that is is more agreeable.

Why would we ever need to amend a motion? After discussion on a motion, we sometimes find that more details are needed to be added to the motion before the club, like time, date, or cost. The details help make the motion more clear to those present, and in the minutes of the meeting.

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**TOPIC**

**6A. TO LAY A MOTION ON THE TABLE**

Object of the motion to lay on the table is to temporarily postpone the pending business.  
Typically used to reorder business within a meeting.  
If the motion needs to be decided at a later meeting, using "Postpone to a Certain Time" is more appropriate.

**6B. TO TAKE FROM THE TABLE**

Object is to bring the question before the club again.  
If a motion is not removed from the table within a meeting or the next business meeting, it dies.

**7. TO POSTPONE TO A CERTAIN TIME**

Object of postponing is to defer action.  
This can be to a future meeting of any time and comes up under "Unfinished Business"

**8. TO REFER TO A COMMITTEE (Cover accepting a committee report later & what to do if no report ready)**

Object of referring to a committee is to commit or recommend to a standing or special committee a question that may be more carefully investigated & put into better shape for the club to consider than can be by the club itself.

**9A. DIVISION OF THE QUESTION**

Object is to avoid voting on too many independent questions at one time.  
Breaks down a complex motion into smaller parts that can pass or fail independently.

**9B. DIVISION OF THE HOUSE/ASSEMBLY**

Object is to count a vote again, after President announces the outcome of a vote when count is not definite.  
Must now vote by a definite method (standing, written, roll call vote, etc..).  
Any member may call for Division of the House, need NOT be recognized by the chair.

**10. POINT OF ORDER: THAT IS NOT CORRECT!**

Purpose of raising a point of order is to enforce the rules.  
May be made by any member, need NOT be recognized by the chair.

**11. QUORUM**

What is a Quorum? Amount of Members needed to officially conduct business.  
What if the club really needs to make a decision without a quorum? Ideas include: special meeting, conference call or email vote  
May be defined in Club Constitution/By-Laws

**12. VOTE AS YOU PLEASE...but please vote!**

Voting is an important part of each motion, done upon completion of the motion and discussion.  
Listen carefully to the motion and discussion so that you can make a good decision.  
Vote for what you think is best for the club and its members, not just how the person sitting next to you votes.  
If you vote yes, be ready to help make it happen when appropriate!

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