

PARLIAMENTARY PROCEDURE ROBERT'S RULES OF ORDER

Parliamentary Procedure

Definition

 Using the correct rules for conducting a successful meeting

Four goals of Parliamentary Procedure

- Extend courtesy to everyone
- Focus on one thing at a time
- Observe the rule of the majority
- Ensure the rights of the minority

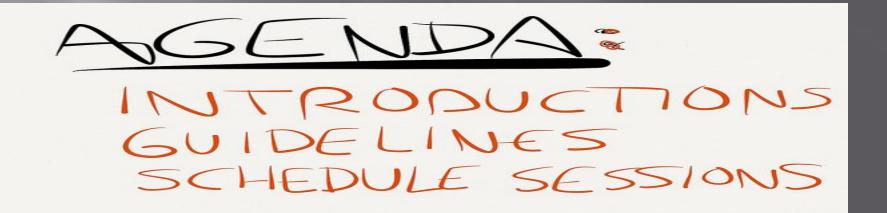
Agenda

- A meeting should have an agenda.
- The agenda is an outline that guides a business meeting.
- An agenda is used to keep the meeting on schedule.

Changes to an Agenda

Can changes be made to the agenda?

- Yes, you will need 2 motions to make any changes.
- You can add or eliminate items from the agenda.



How to Begin a Meeting

- The President calls the meeting to order by tapping the gavel once.
- The President says, "The meeting will come to order at _____." (2 motions and time)
- Roll call
- The minutes of the previous meeting are read by the Secretary or individually.

Beginning a Meeting, cont'd.

- The President says, "Are there any corrections to the minutes?"
- If there are corrections, the President calls on committee members one at a time.

The President says, "If there are no more corrections, the minutes are approved." (2 motions)

Motions

- You always need 2 motions to approve.
- I _____name____ motion to _____.
- I _____name____ second motion to _____.
- President will ask "All in favor" "Any appose"



Voting

There are four methods used for voting.

- Voice
- Standing
- Roll Call
- Secret Ballot



Can the Chairman vote?

Yes, in order to force a tie, or to break one, if the Chairman is a member of the group.

Parliamentary Procedure Terms

What is a quorum?

- ½ of the members in the committee plus 1
- It is the minimum number of members that must be present at a meeting for legal business to be conducted.

What is a majority?

- \blacksquare ½ of members present at any meeting plus 1
- It is the minimum number of members that must vote for a motion for it to pass.

How to Make a Motion

Definition: A motion is a suggestion for action.

- A member may make a motion to introduce new business, suggest a decision, or suggest an action. The member raises their hand, and when called upon by the President, stands up and says, "I suggest that...."
- A motion must be seconded (another Committee member agrees that the motion should be brought to the members' attention; the person who seconds the motion does not necessarily agree with the motion). The member says, "I second it."
- The motion is discussed and then a vote is taken on the motion. A majority vote or quorum is required for the motion to pass.
- Results of the vote are announced by the President.

Postponing a Motion

A motion is postponed when a decision is made to stop discussion of a motion until later in the meeting to use the restroom, make a call, etc.

Example: President "I suggest we take a 10 minute break."

- Postponing a motion requires a second motion.
- Members vote on the motion and a majority vote is required to postpone the motion under consideration.
- The motion must me noted in minutes.

Limiting or Extending Discussion

- It may be necessary to limit or extend the discussion on a motion.
- Limiting and/or discussing a motion are done if a motion has created a lengthy amount of discussion within the Committee, or when meeting time is limited.
- To limit or extend discussion requires a second motion.
- Limiting and/or discussing also require a 2/3 (67%) majority vote.

Assigning a Motion to a Focus Committee

- A Focus Committee or group may be chosen by the President to give special consideration to a motion.
- A Committee must have three or more members.
- This action requires a second motion.
- It also requires a majority vote.
- The President decides when the Focus Committee is required to prepare a report.

Announcements

The President asks the Committee if there are any announcements.

Example: "Are there any announcements from the members?"

If any member wishes to speak he/she raises their hand and waits to be recognized by the President.

Adjourning (Ending) the Meeting

- Two motions are required to end the meeting.
- The president says "If there is no further business, the meeting is adjourned at _____."



Questions?

For further information please contact:

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