

## PARLIAMENTARY PROCEDURE

Four basic principles of Parliamentary Procedure:

1. Courtesy and justice to all
2. Considerations of one thing at a time
3. Minority must be heard
4. Majority must prevail

### MEETING:

1. The presiding officer should always prepare an agenda before each meeting, then should follow that agenda as closely as possible.
2. Presiding officer should avoid the use of the word I, and refer to themselves as the Chair or your president.
3. Members should arrive on time for meetings and not leave until the meeting is adjourned unless there is an emergency.
4. Opening and closing of the meeting should be by our guidebook (formally known as the Handbook). The order of business may vary.

### MOTIONS:

1. Each member has the right to speak or make a motion once they are recognized by the chair.
2. How does one make a motion once they are recognized by the chair:
  - a. Member rises and addresses the chair by their title (eg, Madam Chair or Mr. President). Member gives name and gives Unit # if not at home Unit.
  - b. The Chair recognizes the member by name.
  - c. Member then makes the motion saying "I move that or I move to \_\_\_\_\_." She never says "I make a motion." Name of members making the motion must go into the minutes.
  - d. A member without obtaining the floor seconds the motion. That name does not go into the minutes.
  - e. The chair states the motion and states that it has been seconded and always asks for discussion.
  - f. Members then discuss. There should be no discussion on a motion until the motion has been made and seconded. One person can only talk twice on a given motion.
  - g. Chair asks if they are ready for the question, then repeats the motion and says "All in favor say Yes, opposed say No."
  - h. The chair announces the result saying "the yeas have it and the motion is adopted or the nays have it and the motion is lost". A motion being defeated can be brought back on the floor at a future meeting.
3. Lengthy motions should be in writing. The secretary may ask the President to request it in writing for the minutes.
4. The maker of the motion cannot speak against their own motion but may vote against it.
5. If a motion is amended the Amendment must be voted on first, then the original motion is voted on as amended.

6. If a motion is made to approve something coming out of a committee it needs no second. For example: recommendations from the Executive Committee do not need a second.
7. Minutes of the Executive Committee are never approved by the general membership. Only recommendations of the committee are voted on.
8. Minutes do not have to be approved by a motion. President just asks for corrections and then states approved as read, printed or approved as corrected. Minutes do not have to be read if every member has a copy to read.
9. Treasurer's report is placed on file for audit. Does not need a motion or approval.
10. A motion is not needed to adjourn a meeting but a member can make a motion to adjourn if they want to stop any further business from being done. Must be seconded and voted on. Once the motion is passed the presiding officers must go into the closing ceremonies.
11. If the chair wishes to express an opinion on an issue they must relinquish their chair to the Vice President. If the chair wishes to speak on a motion they must relinquish their chair and do not resume the chair until the vote has been taken.
12. Every President should have a Parliamentarian who should be seen and not heard unless asked for a ruling by presiding officer. The Parliamentarian's ruling then must be addressed to the chair but does not have to be accepted by the chair. However, there could be a time when common sense might dictate that the Parliamentarian obtain the attention of the presiding officer in order to maintain control of the meeting.
13. The Parliamentarian should be familiar with "Roberts Rules of Order", Newly Revised". Know Parliamentary Law in general as well as the Constitution and Bylaws, Policies and Procedures and the Standing Rules of the Organization.

#### **VOTING:**

1. If your Bylaws require a vote to be by ballot it must be by ballot unless provision is made in your Bylaws to change it if there is only one candidate for an office.
2. It is out of order for the Secretary to be instructed to cast a unanimous ballot if there is only one candidate for each office. If only one candidate the Chair declares them elected if so stated in the Bylaws.

#### **NOMINATIONS:**

1. Two common methods for nominations:
  - a. By nominating committee
  - b. From the floor
2. Some common rules for nominating committee:
  - a. The President should not appoint the nominating committee, nor should they be a member of it.
  - b. Nominating committees commonly nominate only one candidate for each office.
  - c. Members of the nominating committee remain eligible to become nominees for office.
  - d. Prior consent of individuals being nominated is highly recommended.
  - e. After the report of the nominating committee, the chair must call for further nominations from the floor.

## **ELECTIONS:**

1. Some common methods of voting are by voice, by show of hands, by roll call and by secret ballot. Secret ballots are generally preferred in large organizations.
2. Common rules for secret ballots:
  - a. When the Bylaws mandate a secret ballot vote, this requirement cannot be suspended, even by a unanimous vote.
  - b. In secret ballot votes, the chairman should always vote at the same time other members vote. In this case, the chairman loses their tie-breaking vote.
3. Two common methods of election:
  - a. By plurality vote. The person receiving the largest number of votes is declared elected.
  - b. By majority vote. A candidate must receive a majority of the total votes cast for any candidate.
4. Common rules for election by majority vote:
  - a. Abstentions are never counted. Blank ballots are discarded and not reported as part of the vote.
  - b. Illegal votes are reported as part of the vote, but may not be credited to any candidate.
  - c. Under normal parliamentary rules, repeated balloting should be done until a candidate obtains a majority vote. Names of nominees should be kept on the ballot, unless the bylaws provide some method of dropping the nominee receiving the lowest number of votes.
5. Tellers report should contain the following:
  - a. Number of votes cast, not counting blank ballots.
  - b. Number of votes necessary for election.
  - c. Number of votes received by each candidate.
  - d. Number of illegal votes, with reason given for the illegality.