



PARLIAMENTARY PROCEDURE

Parliamentary procedure provides rules and guidelines to enable groups to come together to discuss and make decisions in a consistent manner. Most organizations with a governing body adhere to some form of parliamentary procedure, with many using Robert's Rules of Order, a manual of rules and practices to help conduct fair and efficient meetings. As parliamentary procedure can be complex at times, here is a helpful guide to common terms and actions.

A **quorum** must be present, meaning the minimum number of voting members of the deliberative body must be present for any action to be taken.

A **motion** is a proposal that the entire board membership act or stand on an issue and moves an item to discussion. There are several types of motions, including:

1. **Main Motion:** Introduce a new item.
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion).
3. **Privileged Motion:** Urgent or important matter unrelated to pending business.
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion).
5. **Motion to Table:** Kills a motion.
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion).

Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate Motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the Vote:** The chairperson announces the result of the vote and any instructions.

Texas



A **Point of Order** identifies an error in procedure or in following policies.

TIME SAVER! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted" and state any instructions.



WHAT TO SAY - AND HOW TO SAY IT!

Main Motion

You want to propose a new idea or action.

“Chairperson, I move that _____.”

Amending a motion

You want to change some of the wording that is being discussed.

“Chairperson, I move that the motion be amended by adding/striking the following words: _____.”

Refer to a Committee

You feel that an idea or proposal being discussed needs further research or investigation.

“Chairperson, I move that the question be referred to the _____ Committee.”

Postpone a Motion Definitely or Indefinitely

You want to have more time to consider a motion or kill a motion on the table.

“Chairperson, I move to postpone the question until _____.” or

“Chairperson, I move to postpone the question indefinitely.”

Recess

You want to take a break.

“Chairperson, I move to recess for 10 minutes.”

Adjourn

You want the meeting to end.

“Chairperson, I move to adjourn the meeting.”

Source: Robert’s Rules of Order Newly Revised 12th Edition (RONR)

To purchase your copy of Robert’s Rules of Order, please visit: <https://robertsrules.com>