



COMMUNITY MANAGEMENT PROFESSIONALS

# **Using Basic Parliamentary Procedure**



# Reference & Disclaimer

This presentation is based on Robert's Rules of Order, newly revised, 11<sup>th</sup> edition (October 2011).



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# Why do we use Parliamentary Procedure?

- To facilitate the transaction of business
- To promote cooperation and harmony
- To ensure that all members have equal rights, privileges, and obligations
- Ensure the majority has the right to decide, but the minority has rights which must be protected as well



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# Parliamentary Procedure

- Rules that limit, guide and protect the individual
- Protect the rights of the minority
- It's not that the decision you make must be correct, but each decision you make must be correctly made.



# Bylaws

- Rules that govern the organization
- Legally binding
- Can override parliamentary authority



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# Basic Principles

- There are some basic principles for the use of Parliamentary Procedure.
- When they are remembered, then meetings will run more smoothly and business will take place.



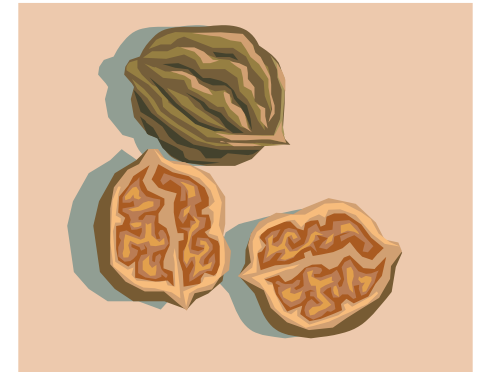
# Basic Principles

- A quorum must be present for the group to act.
  - As defined by the by-laws
  - If not, then majority of membership
- Only one question should be considered at any given time.
- No member should speak until recognized by the chair.
- The chair should maintain strict impartiality during discussion.
  - Chair can vote if it will affect the outcome



# Quorum

- Quorum is minimum number of members necessary to conduct business (present throughout meeting)
- Chair should determine quorum before meeting
  - Bylaws can determine method to determine, i.e. roll call
- Quorum should be determined by bylaws
  - For all meetings – regular, special, annual, etc
  - Otherwise, it is majority of entire membership
- If quorum ceases to exist during meeting:
  - Only motions in order are:
    - To recess until quorum returns
    - Motion to adjourn





# Presiding Officer

- Stands when calling the meeting to order (in larger meetings)
- Says, “ The meeting will come to order.”
- Can approve the minutes without a motion
- Can adjourn a meeting without a motion
  - After asking for additional business and not hearing any
  - Adjournment time is reached on an adopted agenda



# Procedure for Handling Main

- Member rises and addresses the Chair.
  - “Mr./Madam President or Chairperson.”
- Chair recognizes the member.
- Member states:
  - “I move that \_\_\_\_\_ (states motion).”
- Second to motion (not necessary to stand or be recognized).
  - “I second the motion.”
  - If the motion comes as a recommendation from two or more members, the motion does not need a second.



# Procedure for Handling Main

- Chair states motion:
  - “It has been moved by (name) and seconded that \_\_\_\_\_.”
- Discussion:
  - If debatable, every member has right to debate
  - Chair refrains from debate while presiding
  - Proposer of motion has first right of debate
  - Must be related (germane) only to motion
- The Chair says:
  - “If there is no further discussion, the motion is \_\_\_\_\_(restate motion).”



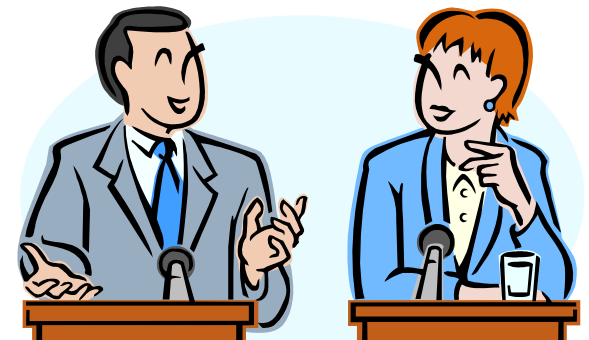
# Procedure for Handling Main

- Vote:
  - The Chair says, “All those in favor of \_\_\_\_\_ (the motion is stated) say ‘aye.’ Those opposed say ‘no.’
  - If motion requires 2/3 vote, ask for rising or by show of hands.
  - Should always ask for those opposed.
- Result of the vote is stated by chair.
  - “The motion is carried” or “the motion is lost.”
  - If counted vote, give number on both sides



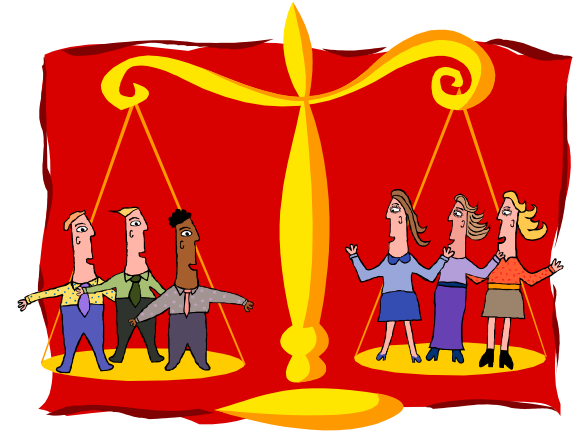
# Debate

- Chair begins debate by asking for discussion
- Maker of motion has right to speak first, if properly recognized
- Can only speak twice on same question during the same day
- Any motion that stops or limits debate requires a 2/3 vote



# Tie Vote

- A tie vote is a failed vote
- President/chair does not have to break a tie unless specified in bylaws
- President/chair can vote to make or break a tie vote
- RONR states that the chair can vote anytime it will affect the outcome



# Classes of Motions

- Main Motions
- Motions That Bring a Question Again Before the Assembly
- Incidental Motions
- Subsidiary Motions
- Privileged Motions



# Order of Pending Motions

- Privileged Motions
- Subsidiary Motions
- Incidental Motions (non-ranked)
- Motions That Bring a Question Again Before the Assembly
- Main Motions





# Privileged Motions

- Do not relate to pending business
- Related to the rights and privileges to the assembly or to its members
- Not Debatable



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# Privileged Motions

- To fix the time to which to adjourn
- To adjourn
- To Recess
- To rise to a question of privilege
- To call for the order of the day



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# Subsidiary Motions

- Assisting in treating or disposing of a main motion
- All require second
- Debatable: Depends
- Requires majority vote unless involving rights of others
  - Call for previous question (2/3)
  - Limit or extend of debate (2/3)
- Most widely used is “Amend”



# Subsidiary Motions

- To lay on the table
- To call for the previous question
- To limit or extend debate
- To postpone to a definite time
- To refer to a committee
- To amend
- To postpone indefinitely



# Incidental Motions

- Incidental to pending motions or business at hand
- Not debatable



# Incidental Motions

- To suspend the rules
- To withdraw a motion
- To call for reading of papers
- To object to consideration
- To rise to a point of order
- To rise to a parliamentary inquiry
- To appeal from the decision of the Chair
- To call for a division of the house
- To call for a division of the question



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# Motions That Bring a Question Again Before the House

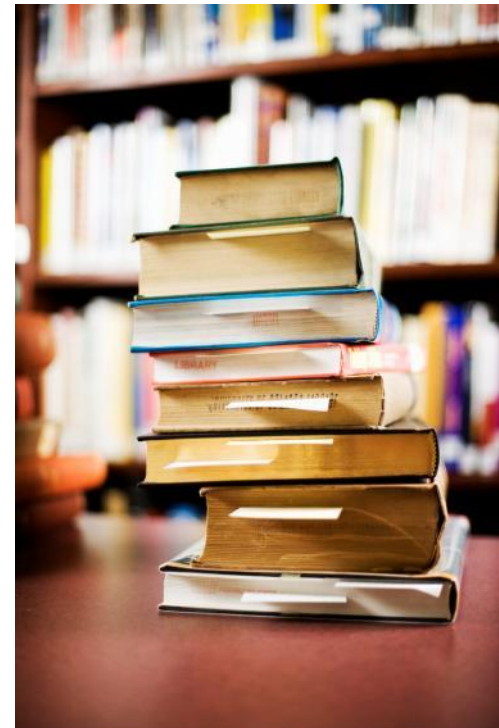
- Brings back to the assembly a question that has already been considered
- Requires a second
- May or may not be debatable
  - Take from table, non-debatable



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# Motions That Bring a Question Again Before the House

- To reconsider
- To rescind
- To take from the table



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# Commonly Used Motions

- Main Motion
- Motion to Amend
- Call for the Question
- Call for the Division of the House
- Refer to a Committee
- To lay on the Table
- Withdraw a Motion
- Rise to a Point of Order
- Adjourn



# Main Motion

## (Class of Motions)

- Brings before the assembly a question or business consideration
- In order only when no other motion is pending
- Only one main motion on the floor at any time
- Requires second, debatable, usually approved by majority vote, unless some provision in bylaws require different vote



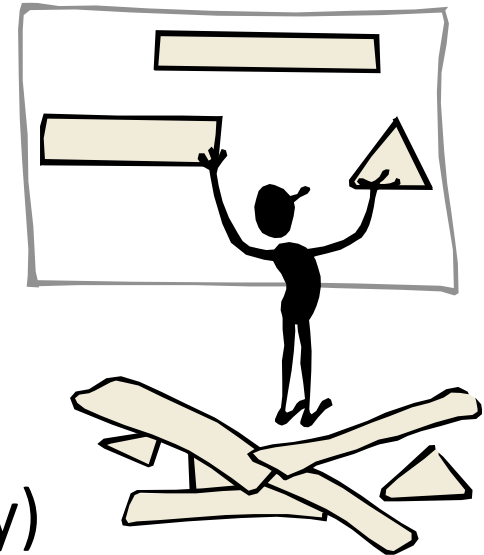
# Amendments

- Only two amendments can be pending at any one time
  - Primary
    - Applied to Main Motion
  - Secondary
    - Applied to primary amendment
      - Can have infinite number of secondary amendments as long as only two total amendments pending at any one time
- Vote on amendments in reverse order
  - Secondary then primary



# Amending a Motion

- Most used Subsidiary Motion
- Methods of Amending
  - Insert (inside the motion)
  - Add (at the end)
  - Strike out
  - Strike out and insert (words only)
  - Substitute (a paragraph)
- Must be germane to main motion



# “Question or Call for the Question”

- Actual motion is “Call the Previous Question”
  - Must be recognized by chair to make motion, cannot be just shouted out
- Is a vote to stop debate and not to vote on pending motion
- Requires a 2/3 vote to pass
  - 2/3 votes are taken by rising vote
- If receives 2/3 vote, motion passes and debate is stopped and a vote is taken immediately on pending question
- If does not receive 2/3 vote, motion fails and debate continues



# Call for the Division of House

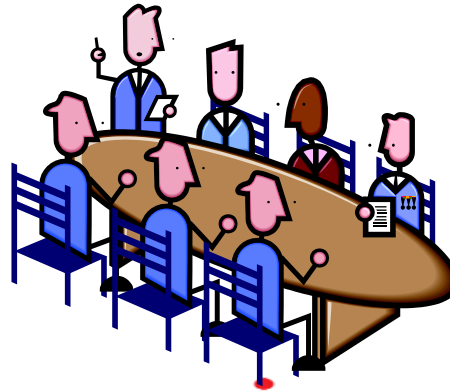
- Questions results of a vote
- Only in order if a questionable vote
- Can be made by a single member
- Can interrupt a speaker
- Is not debatable
- Does not require a vote
- Made only by rising vote or show of hands
  - Counted vote must be made in form of motion
  - Chair can ask for counted vote at any time



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# Refer to Committee

- Allows for additional information or study of issue before voting
- Motion to Refer should include details of who the committee will be and who will appoint
- Usually defines time for committee to report



**CMP**

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# Tabling a Motion

- Proper form of motion is to “Lay on Table”
- Misuse of “Postpone Indefinitely” or “Postpone to a Definite Time”
- Intention sometimes is “Refer” or “Commit” which sends to committee for further review
- Out of order when no business is pending
- Definite time to “Take From the Table”
  - If next meeting within quarter, by end of next meeting
  - Over quarter, end of current session





# Withdraw a Motion

- Motion can be withdrawn at any time prior to voting
- Before restated by chair belongs to maker
  - Can be withdrawn, changed or modified in any way with only approval of maker
- After restating, belongs to assembly
  - Maker asks permission to withdraw
  - Chair treats first as unanimous-consent request
  - If objection, treated as a subsidiary motion



# Rise to a Point of Order

- Used to correct a mistake in procedure
- Can interrupt a speaker
- Doesn't require a second
- Is not debatable
- Chair rules
- Must be raised at time of mistake before action has been taken



# Adjourn

- Next to highest ranking motion
- Fix the time to which to adjourn is highest
- Can not interrupt a speaker
- Requires a second
- Not debatable
- Majority rules
- Chair can adjourn without motion
  - If no other business is pending
  - If time is reached on an adopted agenda



# Motions Requiring 2/3 Vote

- Suspends or modifies Rules of Order
- Prevents introduction of a motion
- Closes, limits or extends debate
- Limits freedom of nominations or voting
- Takes away membership or office



# Out of Order Motions

- Motion to suspend bylaws
- Motion in conflict with bylaws or Articles of Incorporation
- Any motion outside the scope of the organization
  - “The purpose of this organization is ....”
- Any motion to conduct business if quorum is not present, except motion to recess or adjourn



# Minutes

- Only record what was done, not everything that was said
- Secorder of motion need not be recorded
- Corrected at any time mistake is discovered, even years later
- Good minutes are first line of defense in lawsuit



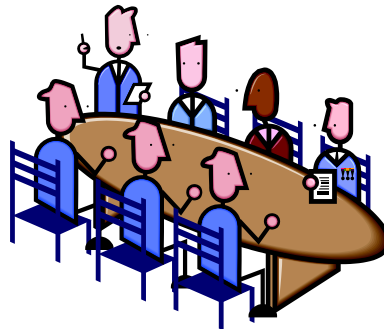
# Common Mistakes

- Asking for “Additions, Deletions or Corrections, etc” on minutes
  - Only ask for correction – covers everything
- Using “So Moved” to make motion
  - Use “ I moved that.....”
- Approving treasurers report
  - Filed for audit, audit report is approved
- Reporting too much information in minutes
  - Only report what was done, not said
- Using “Old Business” on Agenda instead of “Unfinished Business”





# Conducting Meetings



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# Order of Business vs. Agenda

- Order of Business
  - Basic outline of business proceedings
- Agenda
  - Schedule of the order of business, with details
  - Should never be included in bylaws
  - Could not vote to immediately suspend the rules if in bylaws
  - Should not be confused with Rules of Order



# Order of Business

- Call to order
- Reading and approval of the minutes
- Reports of Special Committees
- Special Orders (matters which demand special priority)
- Unfinished Business (not old business)
- New Business



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# Agenda

- Call to Order
- Opening Ceremonies
- Roll Call
- Reading and Approval of the Minutes
- Report of Officers, Boards and Committees
- Unfinished Business
- New Business
- Program
- Announcements
- Adjournment



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# Questions?



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