

PARLIAMENTARY PROCEDURE

Parliamentary procedure is actually just a set of accepted rules and customs by means of which an assembly is enabled to arrive at the majority opinion of those present in an accurate, impartial manner and in the minimum of time.

Members who wish to make their opinions and desires known will find an acquaintance with the accepted ways of proposing an action and conducting discussion will help them to make their points readily and effectively.

To achieve its purposes, always consider these basic principals:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried out.
5. The rights of the minority must be protected.
6. The personality and desires of each member should be merged into the larger unit of the organization.

A motion is a proposal that the group take certain action. A motion should take the following steps:

1. A member rises and addresses the presiding officer.
2. The member is recognized by the presiding officer.
3. A motion is always introduced in the form "I move that" followed by a statement of the proposal.
4. Another member, without rising or addressing the chair may say "I second the motion." This is merely an indication that the member seconding the motion wishes the matter to come before the assembly for consideration. If there is no second, the chair may declare, "The motion is lost for want of a second."
5. After the motion has been formally stated to the assembly, it may be spoken as a question, a proposition or a measure.
6. After the motion has been formally stated, any member has a right to discuss it. The floor must be obtained in the same manner as when presenting a motion. Discussion must be confined to the question that is "before the house."
7. When all members who desire to discuss the question have done so, the question is "put to the vote."
8. The chair then formally announces the result of the vote, saying: "The motion is carried; therefore (state the intent of the motion)."

References: Roberts Rules of Order
Parliamentary Procedures Made Easier
ters on Parliamentary Procedure

