

Parliamentary Procedure



Objectives

1. State the purposes of following parliamentary procedure.
2. Recognize the five basic principles of parliamentary procedure.
3. Identify steps involved with presenting a motion.
4. Recognize various methods of voting.
5. Differentiate among five types of motions.



Objective 1

State the purposes of following
parliamentary procedure.



Why Do Groups Use Parliamentary Procedure?



To give
every
member a
chance to be
heard



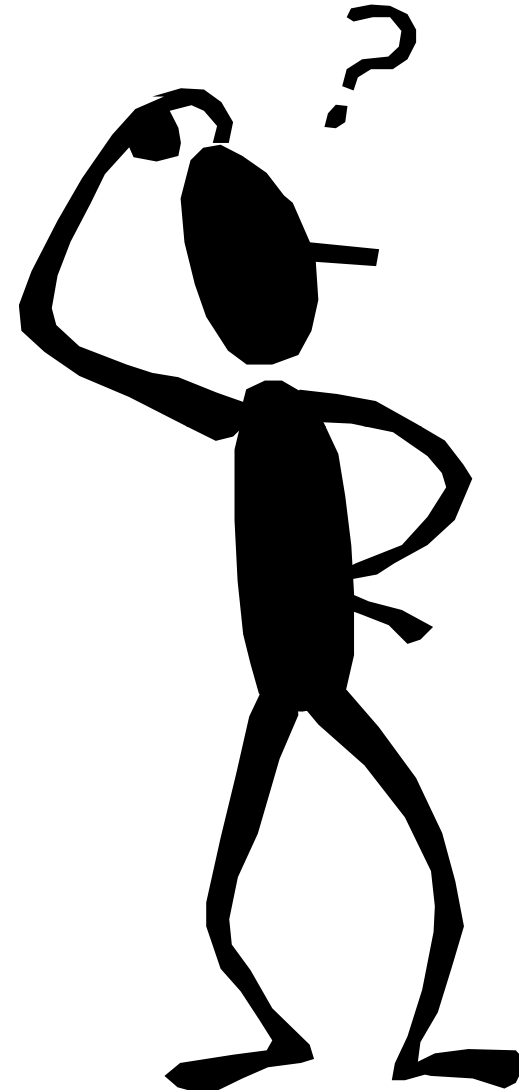
To allow
everyone to
be a
participating
member in an
orderly group



To establish
and maintain
order in a
meeting



To prevent
confusion
when
discussing
club
business



To keep the
meeting
moving



Objective 2

Recognize the five basic principles of parliamentary procedure.



Five Basic Principles

Discuss
one
subject at
a time.



Five Basic Principles

Allow full
and free
discussion of
each idea
presented.



Five Basic Principles

Treat all members
with
justice and
courtesy.



Five Basic Principles

Carry out the rule of the majority, and respect the rights of the minority.



Five Basic Principles

Bring together the wishes of all group members to form a cooperating, united club.



Objective 3

Identify steps involved with
presenting a motion.



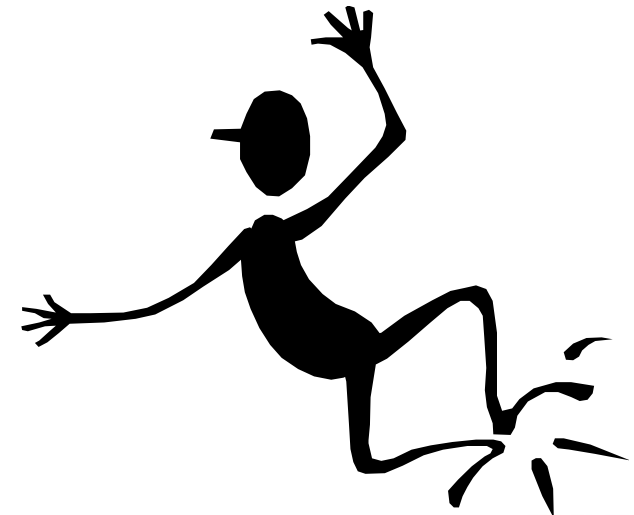
Motion

- A motion is a formal way to bring an idea, proposal, or plan of action before a group.
- A motion is part of an orderly way to conduct business using parliamentary procedure.
- A motion calls for discussion and action by the group.



Steps to Make and Handle a Motion

- Discussing
- Amending
- Voting



A member
who wants the
club to do
something
makes a
motion.



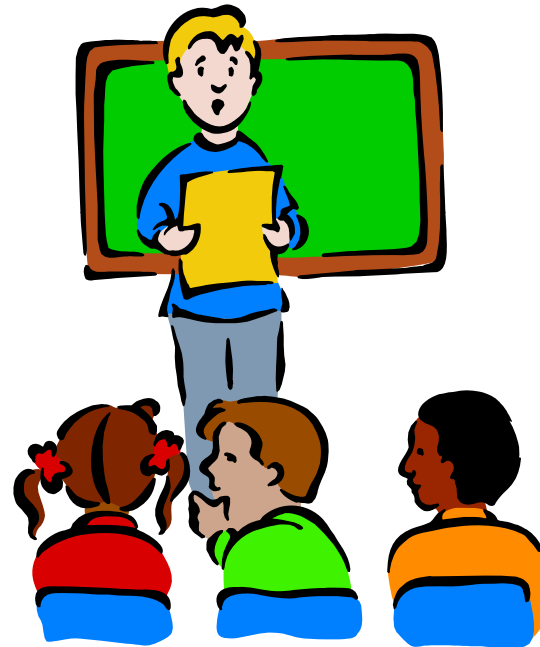
The member
must
address the
President.



The member must
be called on by the
President.



The member may
make a motion
by saying, “I
move...”.



The motion
is then
seconded
by another
member.



The president restates the motion and asks for discussion.



Discussion
is held on
the motion.



Repeat the
motion.

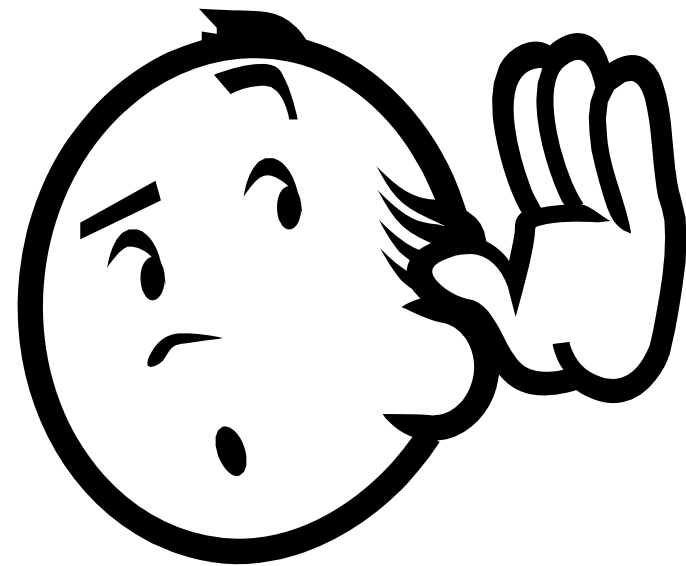
“Are you ready
for the
question?”



A vote is taken to ask who is in favor of and who is opposed to the motion.



All in favor
say “Aye;”
all opposed
say “No.”



“The motion is
passed.”



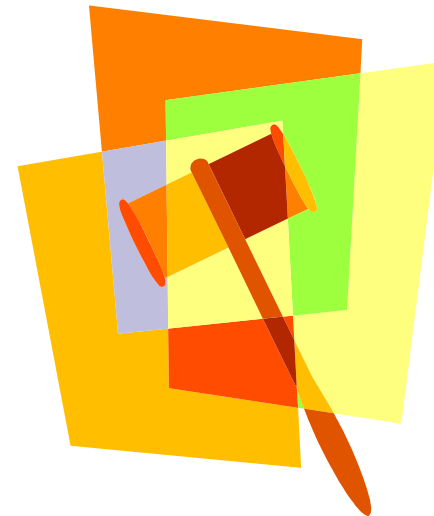
-OR-

“The motion is
lost.”



Before another motion can be made, a motion that is seconded must either be:

- Voted on
- Withdrawn
- Amended
- Tabled



To Amend a Motion

- An amendment is recognized.
- The amendment is seconded.
- Discussion is held.
- A vote is taken on the amendment.
- If approved, discussion is held on the amended motion.
- A vote is taken on the amended main motion.
- Any number of amendments may be made one after the other.



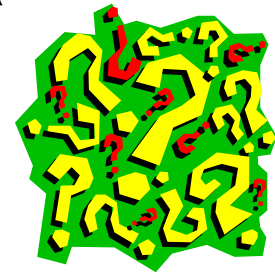
To Withdraw a Motion

Both the person who made the motion and the person who seconded the motion must agree that it be withdrawn.



To Table A Motion

If more information is needed, or there is not enough time to discuss and vote on a motion, it may be tabled.



- A member moves to table the motion.
- Another member seconds the motion.
- A vote is taken.
- No discussion is taken, but tabling does require a majority vote to pass.



Objective 4

Recognize various methods of voting.



Voice Vote

- The chair asks those in favor to say, “Aye” or “Yes.” Those who are opposed are asked to say, “Nay” or “No.”
- The president should not ask those who are opposed to “respond with the same sign.”



Show of Hands

- This method is recommended for small groups.
- Chair asks members who are in favor to raise their right hands. After the count is taken, those who are opposed are then asked to raise their right hands.



Rising to Vote

- This method should be used to verify a voice vote and on motions requiring a 2/3 majority vote.
- Chair asks those in favor of the motion to rise. After counting, these members are asked to sit. The chair then asks those opposed to rise.



Ballot Vote

- This method involves writing a vote on a slip of paper.
- This is a good way to vote for officers, or to vote upon controversial motions.
- The chair should appoint individuals to distribute, collect, and tally the ballots.



Objective 5

Differentiate among five types of motions.



Privileged Motions

- These motions do not relate to the pending question.
- However, they involve matters of such urgency or importance that, without debate, they will interrupt the consideration of anything else.



Incidental Motions

- These motions deal with questions of procedure and arise out of another pending motion or item of business.
- With the exception of the motion to appeal from the ruling of the chair, they're not debatable.



Subsidiary Motions

- These motions assist the group in treating or disposing of a main motion.
- They can hasten action upon, delay action upon, or modify the main motion.



Main Motions

- These motions bring business before the group.
- These allow formal discussion upon an item of business before the group makes an informed decision.

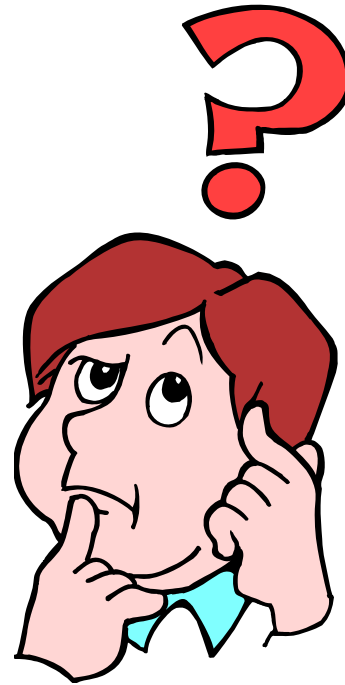


Unclassified Motions

- These enable certain items to be reconsidered.
- In general, they are brought up when no business is pending.



Conclusion & Quiz



Sources

- Adams, James P. (2005). *A Guide to Parliamentary Practice for Your Club*. Kansas State University.
- Ohio 4-H Clubs Advisors Handbook. *Parliamentary Procedure for 4-H Club Use*. Retrieved November 20, 2007, from <http://advisorshandbook.ohio4h.org/clubmanagement/meetings.html>.



Sources

- The Pennsylvania State 4-H Council. Parliamentary Procedure Manual. Retrieved November 20, 2007, from <http://downloads.cas.psu.edu/4H/Council/CouncilParliProManual.pdf>.
- Texas 4-H Management Guide System. (2005) *Putting It in Drive*. Retrieved November 20, 2007, from <http://texas4-h.tamu.edu/mgtguide/MemUnits/MU-6.htm>.



Sources

- Van Winkle, R., Martin, D., and Derby, A. (2006). *Gaveling Your Way to Better Meetings*. Oregon State University. Retrieved November 20, 2007, from <http://tarrant.tamu.edu/youth/Parlpropow.ppt>.

