

# Parliamentary Procedure Fact Sheet

## ***Parliamentary Procedure Is Used to:***

- Give everyone a chance to be heard
- Allow members to participate in an orderly group.
- Establish and maintain order in a meeting
- Prevent confusion when discussing club business
- Keep things moving.

## ***Basic Principles of Parliamentary Procedure:***

- Discuss one subject at a time.
- Each idea presented for consideration is entitled to full and free discussion.
- All members are to be treated with courtesy and justice.
- The rule of the majority must be carried out and the rights of the minority of respected.
- The wishes of each group member should come together to form a cooperating, united club.

## ***Motion***

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

## ***Steps to Make and Handle a Motion***

- A member who wants the club to do something makes a motion.
- The member must first address the president.
- The member is then called on, or recognized, by the president.
- The member then makes the motion (by saying, "I move..."). Saying "I move to make a motion that..." or "I make a motion that..." are common statements, but are incorrect.
- The motion is seconded by another member (this indicates someone else feels the motion warrants discussion).
- After the motion is seconded, the president restates the motion and asks for discussion. A motion cannot be discussed until it is seconded.
- Discussion is held on the motion so that all members may have a voice on the topic.
- After discussion, the president repeats the motion and asks, "Are you ready for the question?", which means, "Are you ready to vote?"



- A vote is taken, asking first for those in favor of the motion, and then for those who are opposed to the motion.
- The president asks all those who are in favor of the motion to say “Aye!” The president then asks all who are opposed to say “No!” (The president should not ask those who are opposed to “respond with the same sign.”)
- If more are in favor of the motion than are opposed, the president declares that the motion has passed (or is approved). If more are in opposition to the motion than are in favor of it, the president declares that the motion has failed (or is lost).
- Before any other business can come before the group, the motion made and seconded must be voted upon, withdrawn, amended, or tabled.
- To amend a motion, the procedure is the same as for the main motion: an amendment needs to be recognized; the amendment needs a second; there needs to be discussion on the amendment; and then a vote on the amendment is taken. Discuss and then vote on the main motion as amended.
- To withdraw a motion, both the person who made the motion and the person who seconded the motion must agree to withdraw it.
- 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, and a vote is taken. No discussion follows, but tabling a motion does require a majority vote to pass.

### ***Methods to Vote***

- Voice vote
- Show of hands
- Rising to vote
- Ballot vote

### ***Types of Motions***

- Privileged
  - Do not relate to pending question, but are urgent and important
- Incidental
  - Deal with questions of procedure and arise out of another pending motion
- Subsidiary
  - Assist the group with treating or disposing the main motion
- Main
  - Facilitate formal discussion upon an item of business
- Unclassified
  - Enable certain items to be reconsidered