

Parliamentary Procedure



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Objectives

- Why parliamentary procedure—history
- Basic definitions
- Types of motions



WHY do we need rules???

Facilitate the orderly transaction of the business of an assembly

Maintain decorum

Ascertain the will of the majority

To preserve the rights of the minority

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HISTORY

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History of Parliamentary Procedure

1. One subject should be discussed at a time (adopted 1581).
2. The chair must always call for the negative vote (1604).

History of Parliamentary Procedure

3. Personal attacks and indecorous behavior are to be avoided in debate (1604): "He that digresseth from the Matter to fall upon the Person ought to be suppressed by the Speaker....No reviling or nipping words must be used."
4. Debate must be limited to the merits of the question (1610): "A member speaking, and his speech, seeming impertinent, and there being much hissing and spitting, it was conceived for a Rule, that Mr. Speaker may stay impertinent speeches."

Who was the first to define parliamentary rules in America?



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General Henry Martyn Robert

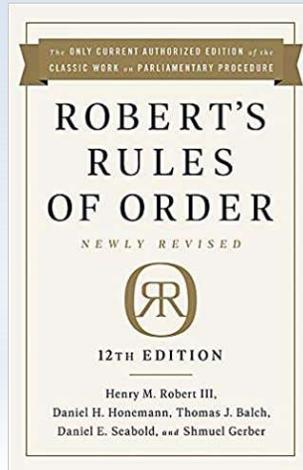


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History of Parliamentary Procedure



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- Is *Robert's Rules of Order* and parliamentary procedure the same?

Hmmmm????



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Parliamentary Procedure

- Refers to the rules of democracy
- Commonly accepted way a group of people come together, present and discuss possible courses of action, and make decisions
- How groups of people can most effectively meet and make decisions in a fair, consistent manner—and make good use of everyone’s time

Parliamentary Procedure

- That the organization makes decisions efficiently but with consideration for every member’s opinion
- It aims to ensure that every member is satisfied by the **manner** in which the decision was made
- **Cannot** guarantee that every member of an organization is pleased with the outcome of a decision

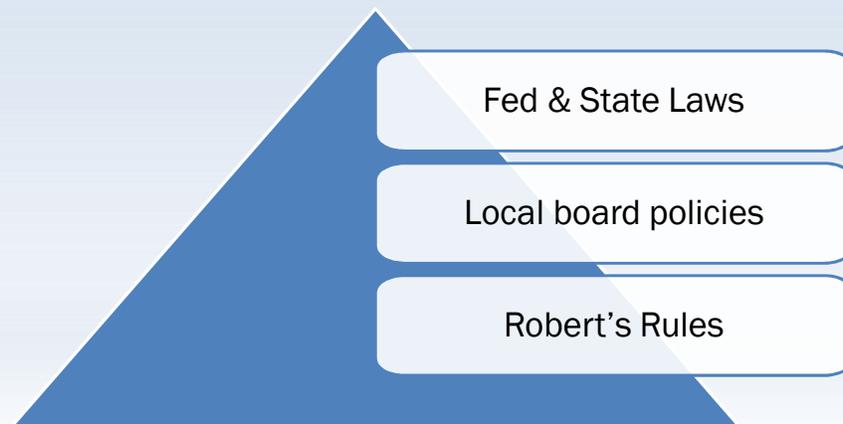
- Government and civic organizations
- Corporations
- Non-profit organizations

Who uses parliamentary procedure?



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The Hierarchy: Robert's Rules and School Boards



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Board Policy 2:220

School Board Meeting Procedure

Rules of Order

- Rules of Order
- Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use *Robert's Rules of Order, Newly Revised* (11th Edition), **as a guide** when a question arises concerning procedure.³⁷

³⁷Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect (105 ILCS 5/10-20.5).

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The Bottom Line



The purpose of a meeting is to determine the will of the majority in an efficient manner, while protecting the rights of the minority.

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MOTIONS

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Know Your Motions!

- Main motion
- Subsidiary motions
- Privileged motions
- Incidental motions
- Motions that bring a question again before the assembly

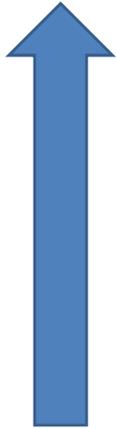


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Ranking of Motions



| | |
|--------------------|--|
| Privileged Motions | Fix the time to which to adjourn |
| | Adjourn |
| | Take a recess |
| | Raise a question of privilege |
| | Call for the orders of the day |
| Subsidiary Motions | Lay on the table |
| | Previous question |
| | Limit or extend limits of debate |
| | Postpone to a certain time (or definitely) |
| | Commit |
| | Amend |
| | Postpone indefinitely |
| Main Motion | |

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Main Motion

- Lowest ranking motion
- Needs a second
- Debatable
- Amendable
- All kinds of things can happen to it!
- Needs majority vote
- Only one main motion on floor



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Steps in handling a motion

1

- A member makes a motion.

2

- Another member seconds the motion.

3

- The chair states the question.

4

- Members debate/discuss motion.

5

- The chair puts the question to a vote.

6

- The chair announces the results of the vote.

Subsidiary Motions

- May be applied to a main motion by:
 1. Modifying it
 2. Delaying action on it
 3. Disposing of it
- Take precedence over the main motion (#1)

Subsidiary Motions



- Lay on the table
- Previous question
- Limit or extend limits of debate
- Postpone to a certain time
- Commit or refer
- Amend
- Postpone indefinitely (kills motion)

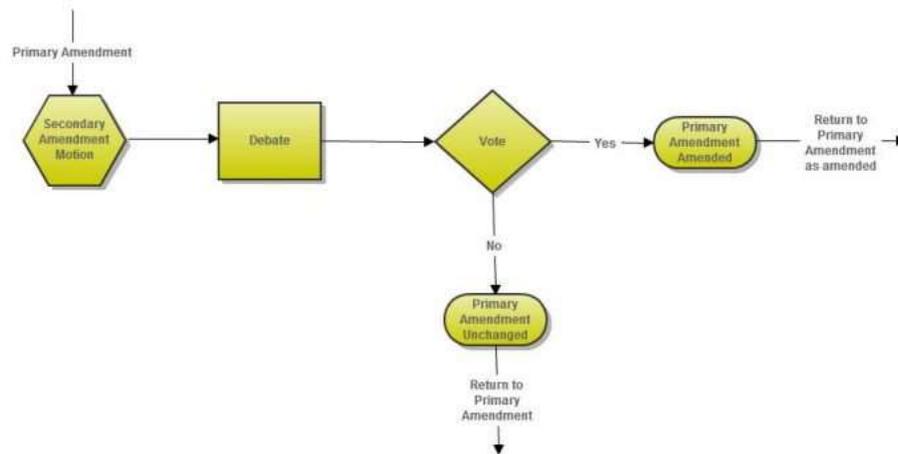
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Things to Remember About Amendments

- A motion to amend modifies main motion, requires second & is subject to debate, and is amendable
- Three types of amendments: insert, delete (or strike), or strike and insert
- Main motion limited to an amendment and an amendment to an amendment
- Amendments limited to immediately pending motion and must be germane
- Friendly Amendments

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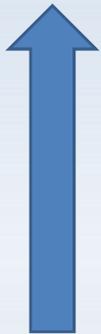
Secondary Amendment



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Privileged Motions



- Fix the time to which to adjourn
- Adjourn
- Take a recess
- Raise a question of privilege
- Call for the orders of the day

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Incidental Motions

- Point of Order
- Appeal the decision of the Chair
- Point of information
- Parliamentary inquiry (similar as Point of order)



Incidental Motions

- Suspend the rules
- Division of the question
- Consider by paragraph (same as Division of question)



Re-Do Motions

- Reconsider
- Rescind
- Amend item previously adopted
(same as Rescind)



“Must-Know” Motions

1. Adjourn
2. Recess
3. Lay on the table
4. Previous question
5. Limit or extend debate
6. Postpone to a certain time (definitely)
7. Refer to committee
8. Secondary amendment (amend amendment)
9. Primary amendment
10. Main motion



Common Mistakes During School Board Meetings

- The chair dominates the meeting.
- Improper handling of motions-motion not restated.
- Allowing too much informality.
- Forget to manage the pace of the meeting.

Common Mistakes During School Board Meetings

- Poor agenda planning.
- Allowing discussions without a pending motion.
- Discussion allowed on multiple issues at same time.
- Allowing negatively worded motions.

Voting

- Roll call
- Voice vote

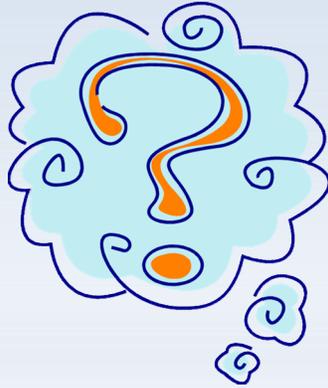


It's All About a Balance

Robert's Rules simply helps
you find the balance between
efficiency and democracy



Questions



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Thank YOU!

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References

Robert's Rules of Order Newly Revised 11th edition

Complete Idiot's Guide to Robert's Rules

Parliamentary Procedure at a Glance

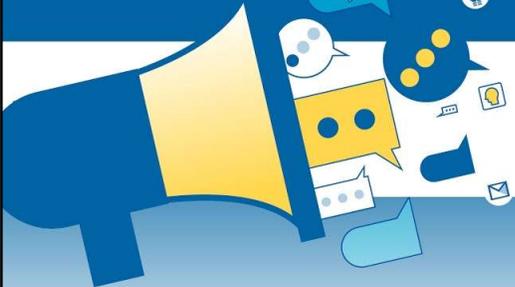
Roberts Rules of Order – Newly Revised in Brief

<http://www.jimslaughter.com/handouts.cfm>

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