

PARLIAMENTARY PROCEDURES

BASED ON ROBERT'S RULES OF ORDER - Newly Revised, Latest Edition

"PARLIAMENTARY LAW" is simply a code of everyday good manners applied to the situation arising when a large number of people gather together to consider common problems which demand some form of group attention. This code of good manners is democratic and efficient - democratic in providing for the rule of a majority at the same time it protects the rights of the minority, and efficient in providing for group consideration of but one thing at a time, disposing of each item of business before taking up another.

There is no rigid rule to determine how formal, or parliamentary, the procedure should be. It may be assumed, however, that the larger the number of members there are in a group and the more formal its organization, the greater should be the standardized procedures of parliamentary law.

It is important to remember that all business transacted by an organization is brought before the group in one of two (2) ways; by a communication or by a motion made by a member. When it is introduced by a communication, it must be disposed of by a motion, if action is required.

There are two (2) kinds of motions, a main motion and a secondary motion. The main motion is one that brings before the club a new subject. A secondary motion is one relating to business already introduced or to a former motion.

A MOTION IS MADE AS FOLLOWS:

A member rises and addresses the Chair, saying, "Madam President."

The member is recognized by the Chair, saying, "Jane Smith." The member proposes the motion, saying "I move.....". Another member seconds the motion. The President states the motion to the club and asks if there is any discussion. The motion is discussed or debated if desirable. If not, or after discussion, the President asks, "Are you ready for the question?" If there is no objection or further discussion, she puts the question to a vote. The President announces the vote and instructs the Recording Secretary to make a note of it or refers it to the proper committee for action, or does anything to further complete its effect.

THE FOLLOWING MOTIONS DO NOT REQUIRE A SECOND:

1. Question of privilege or raise question of order
2. Objection to the consideration of a question
3. Call for order of the day
4. Call for a motion to reconsider nominations
5. Leave to withdraw a motion
6. Inquiries of any kind

A MOTION IS MADE AS FOLLOWS.....

In many clubs there are small groups, and an air of informality should prevail. To keep the rules of common courtesy in mind will solve most of our problems. Privileged and subsidiary motions will rarely be needed in most clubs. When these are necessary, a parliamentary authority should be followed.

DUTIES OF THE PARLIAMENTARIAN

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The Parliamentarian is appointed by the President with the approval of the Board Of Directors.

The duties of the "PARLIAMENTARIAN" is to attend all Board of Directors and General Membership meetings ensuring that parliamentary procedure, as outlined in **ROBERT'S RULES OF ORDER NEWLY REVISED** and the **CLUB BYLAWS**, are followed in the conduct of all business.

The Parliamentarian advises the presiding officer on points of parliamentary law when so requested. Even though an opinion may be rendered, the final decision is made by the presiding officer.

The Parliamentarian cannot act on a committee where sides will be taken and is not a voting member of the Board of Directors. However, the Parliamentarian is allowed to vote at a General Membership meeting as is the right of any member, but with the understanding that the role of Parliamentarian has automatically been relinquished at the time of the vote.