

BASIC PARLIAMENTARY PROCEDURE

What is Parliamentary Procedure?

It is an organized system used for making decisions in an effective and orderly manner. It is not meant to speed up the decision making but to make sure things are run in an organized manner.

How to Make a Motion

1.) Raise your hand and wait until called upon by the chair.

2.) State your motion by starting with "I move to..."

If you are amending a motion start with "I move to amend..."

When dealing with budget allocations: "I move to allocate (x number of dollars) to (name of program or organization) coming out of (which fund is the money coming out of)..."

3.) In order for discussion there needs to be a "second". Only second if you feel the motion is worthy of a discussion. Just because you "second" a motion, it does not mean that you agree on the matter.

4.) We move down to a discussion/questions. No one is allowed to speak more than once unless everyone who wants to speak on the matter has. It is up to the chair to decide whether or not to call on a person twice.

This is a discussion not a conversation. You cannot reply to a person after you have spoken.

Make sure you get your point across the first time as you may not be called on again.

At any point in this discussion can someone call to question.

5.) Once discussion closes the chair will go down to a vote. It could be a vocal vote, raise of hands, or roll-call vote.

6.) Results

How to dispose of a motion

1.) The person who made the original motion can withdraw it.

2.) It can be tabled or postponed indefinitely

Voting is *crucial*. Each person has the power to vote given to them by the students. Abstaining should only occur when there is a conflict of interest or when you don't have enough information on the motion on the table.

Key Parliamentary Terms to Know

Amend: Changing the original motion by either, striking out, adding, removing, or substituting to it.

Minutes: An official record of discussions/actions taken at a previous meeting.

Quorum: The number of members required to be present to for a meeting to start.

Point of Privilege: When one needs to be excused for a personal reason such as illness, restroom break, or an emergency.

Point of Order: Is called when the rules of parliamentary procedure seem to have been broken.

Point of Clarification: When someone needs clarification on the discussion or motion.

Point of Information: When someone wants to offer their knowledge on the discussion.

Call the Question: When the discussion has dragged on and people start repeating the same points, you would “call the question” and discussion comes to a stop as long as there is no objection then we go down to a vote.