

PARLIAMENTARY PROCEDURE

BASED ON THE PRINCIPLES OF ROBERT'S RULES OF ORDER

INTRODUCTION

The establishment of the rules of basic Parliamentary Procedure, also called Robert's Rules, is due, in turn, based on the Rules of Debate as established within the English Parliament and specifically of the Rules of Order codified by General H. M. Roberts in 1876 and revised in 1893. Now based on the scientific notion that no group of more than two people in the English speaking world could get together for any practical purpose without the meeting turning into chaos without such a framework. In today's liberalized society we like to believe we are above the need for such stringent codification and that reasonable people with reasonable goals can, indeed, do without them. Thus, we have prepared this chart to be easily carried and stored away, only to be brought out if absolutely needed. This should be about 15 minutes into the first meeting. Bear in mind, though, that, even at the time of its creation, the Rules themselves carried the reputation to do away with or modify many, if not all of its strictures. In short, this is a tool that can be extremely useful in containing and moving an agenda. In its use, one may choose to be, fifty-fifty.

A Note on structure: The Rules followed herein the framework established by General Roberts and all the subsequent followers. Due to the fact that the Rules themselves do not set out almost overwhelming subject of structure, whereas each part of a meeting is dependent upon what comes before it and what goes after it, almost every section refers to one or more other sections. For ease of understanding, we have placed any "cross-reference" numbers and other references in parentheses immediately following the section explanation.

ORGANIZING A MEETING TO CONDUCT BUSINESS

Parliamentary Procedure is used within Organizations established to conduct business in the form of a Meeting. An Organization can be a formally chartered group with long term and diverse goals, or any group of people getting together for one or more specific purposes. Business is the reason for the participation. And the Meeting is the specific period during which the group is together at any one time.

Prior to formally beginning a meeting of any group for the first time, the following is necessary:

1. Selecting a Chair and a Secretary.

To begin the first meeting of any organization, the two officers needed are a Chair and a Secretary. The Chair (as named because he/she will occupy the Chair of Office) is the person who will control the meeting and keep it orderly. The Secretary will record the minutes directly: a minute by minute log of all events of the meeting for a formal record. In practice, any one can step forward and nominate anyone (including him/herself) to be Chair. This is done by simply announcing: "I move that we select as our elected Chair, _____." Someone else must then second the motion by saying, well... "I second the motion." (Others may then "move" other names in combination). In any event, after one or more names are moved and seconded a vote is called for

MEETING

There are, for all practical purposes, two types of meetings: Regular and Special.

- Regular meeting** is one held according to a prearranged schedule (daily, weekly, monthly, etc.) to consider the ongoing work of an existing organization.
- Special meeting** may be called within an organization or may be set up by one or two (initially for the moment) body. Although there is no actual limit on matters that can be brought up at a special meeting, it usually confines itself to one or two topics of discussion. The meeting now begins:
 - The Chair calls the meeting to order.
 - In a Special Meeting the Chair "recognizes" (i.e. calls upon) a member of the audience who will make a motion to discuss the matter for which the meeting was called. In a Regular Meeting the Chair proceeds as discussed in the Minutes that follow.
 - Whether the meeting is "Special" or "Regular" from this point on, it is guided by, and follows, the procedures that follow.

ARTICLE I INTRODUCTION OF BUSINESS

SECTION 1. COMMUNICATING BUSINESS

- Make a Motion.**
 - Present a plan of action** for the committee to undertake.
 - Formally presented as: "I move that..."
 - It cannot be moved enough that a "motion" is the action. It is not a "suggestion." When, ultimately, a motion is "carried" (i.e. voted for), it will be implemented.
- Present a Communication.**
 - May come from within or outside of the group.
 - Discontinuous the group to undertake certain actions.
 - Some groups may require a motion to receive a communication, but this can be waived.

SECTION 2. OCCUPYING THE FLOOR

- Rise and address the Chair by Title** (i.e. "Mr./Madam Chairperson") and, when recognized, make motion or statement.
 - The Chair, however, has the highest priority as "speaker." If the Chair rises first, you must remain seated. (24)
 - If two or more rise at the same time, Chair decides whom to recognize based on:
 - Motion of Motion takes initial precedence, in discussion.
 - Now speaker takes precedence over one who has already spoken to motion. (24)
 - Advocate for opposing view.
- Note: There are some certain motions that take precedence over any others which are discussed at the appropriate places. (11, 22, 23, 24, 25, 27)*

formally, but not necessarily, by the holder of the motion and the Chair is selected by the majority. The Chair now calls for nominations for Secretary. One or more names will be put into nomination, and a vote will affirm the Secretary. **Copyrighted Material**
This first official meeting is now ready to begin.

ARTICLE I CONTINUED

SECTION 3. MAKING PRELIMINARY AND A QUESTION

- Motion is made. (24)
- Motion is seconded. (For exceptions see (24, 24, 27))
- Motion is stated by the Presiding Officer so that all are clear on exactly what is, and is not, under discussion. (26)

SECTION 4. DISCUSSING THE MOTION BY EXAMINING AND OPPOSING IT

- All principal Motions (1), Amendments, and Instructions to Committees should be in writing although this is not mandatory. It is, however, common sense.
- Motion may be divided, as long as the component parts are not interdependent. If they are, an Amendment (25) - not a division - is called for.
 - A motion to have a floor time can be divided into a motion to have a time and a motion to divide the motion.
 - A motion to vote a vote instead of a time means for an amendment to the "time" motion.

SECTION 5. ANALYZING THE MOTION OF A MOTION BY ONE PERSON

- A modification to a motion already on the floor cannot be made by the mover, prior to disposition of the motion, if any other person objects (17, 21).
 - First the motion to amend a floor time must be voted upon and previously defined before a motion to amend a floor time can be moved/seconded/voted on.

ARTICLE II CLASSIFICATION OF MOTIONS

SECTION 6. ORDINARY BUSINESS MOTIONS

- A new motion on any subject.
- Does not take precedence over any other motion.
- Cannot be made while any other motion is on the floor.
- Cannot conflict with rules, by-laws, etc. of the organization.

SECTION 7. SUBORDINATE MOTIONS

- Applied to another motion for purposes of disposing of the other motion.
 - Types of Subordinate Motions are: Table (29); Previous Question (20); Postpone to Certain Day (21); Commit/Refer (22); Amend (23); Postpone Indefinitely. (24)
- Take precedence over Principal that not Privileged (25) or Incidental. (26)

SECTION 8. INCIDENTAL MOTIONS

- Arise out of, and take precedence over, other motions.
- Yield only to Privileged Motions.
- Cannot be amended or brought for Amendment (24).
- Types of Incidental Motions are: Appeal (24); Objection to Consideration (25); Reading of Papers (26); Withdrawal of Motion (27); Order Suspension (28)

SECTION 9. PRIVILEGED MOTIONS

- Unrelated to Pending Motion.
- Take Precedence over all other motions.
- Not debatable. (31)
- Types of Privileged Motions are: Set Adjournment Time (30); Adjourn (31); Questions of Privilege (32); Call for Orders of the Day. (33)

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DJ Losen



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Parliamentary Procedure BarCharts, Inc., Andre D. Brisson, 2009 **The Encyclopedic Dictionary of Business Terms** Mary A. DeVries, Mary Ann De Vries, 1997 The Encyclopedic Dictionary of Business Terms is the all in one handbook for business and professional people students and job hunters a comprehensive A to Z reference that includes detailed definitions of both general and specialized business terms as well as useful information on business practices procedures and standards worldwide **Robert's Rules of Order** BarCharts, Inc., 2011-05-31 Everything you need to know about parliamentary procedure in terms of organizing and running different types of meetings can be found in this comprehensive 3 panel guide All of the guidelines featured in the original Robert's Rules of Order publication from key definitions to step by step meeting procedures are described in up to date detail through BarCharts handy color coded format **Black Enterprise**, 1989-01 BLACK ENTERPRISE is the ultimate source for wealth creation for African American professionals entrepreneurs and corporate executives Every month BLACK ENTERPRISE delivers timely useful information on careers small business and personal finance **Parliamentary Debates, House of Representatives, Weekly Hansard** Australia. Parliament. House of Representatives, 1972 **Parliamentary Debates, Senate, Weekly Hansard** Australia. Parliament. Senate, 1982 **Army RD & A Bulletin**, 1993 **Congressional Record** United States. Congress, 1979 **Army RD & A.**, 1993 **Abstracts of Books, Reports and Articles**, 1978 **The Weekly Review**, 1993 **2005 Index of Economic Freedom** Marc A. Miles, Mary Anastasia O'Grady, 2005 A practical guide to understanding global economies Written for the public students and the media as well as economists government officials and finance professional Index of Economic Freedom uncovers the reasons why some economies flourish while others lag behind **Official Report of the Debates of the House of Commons** Canada. Parliament. House of Commons, 2009-11-17 **2004 Index of Economic Freedom** Mark A. Miles, Edwin J. Feulner, Mary Anastasia O'Grady, 2004 This is the bedrock conclusion of the 2004 Index of Economic Freedom published annually by The Heritage Foundation Washington's preeminent think tank and The Wall Street Journal the world's leading international business daily This 10th anniversary edition of the Index is a practical reference guide to the world's economies It includes country by country analyses and the most up to date data available on foreign investment codes taxes tariffs banking regulations monetary policy informal markets and more The Index of Economic Freedom is also available in two other forms as a CD ROM and on the Web Based on years of continuing research and analysis the internationally acclaimed Index of Economic Freedom remains one of the world's most reliable and authoritative guides to economic growth an essential resource for anyone who wants to understand why some countries prosper while others still lag behind Book jacket **House of Commons Debates, Official Report** Canada. Parliament. House of Commons, 1963 **Official Reports of the Debates of the House of Commons of the Dominion of Canada** Canada. Parliament. House of Commons, 1964 **The Bulletin of the National Association of Secondary School Principals** National Association of Secondary School

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revelatory trip both upstairs and downstairs at Buckingham Palace anecdotes the best of the lot The New York Times
Congressional Record United States. Congress,1979

Parliamentary Procedure Quickstudy Business: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have charmed audiences this year. Parliamentary Procedure Quickstudy Business : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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