

ESA Foundation Workshop

The a-b-c's of PARLIAMENTARY
PROCEDURE

<https://www.epsilonsigmaalpha.org/about/ESAFoundation>





What is Parliamentary Procedure?

It is a set of rules for conducting business at meetings and public gatherings.

Why Is Parliamentary Procedure Important?

Because it allows everyone to be heard and to make decisions without confusion.

**Parliamentary Procedure
Means:**

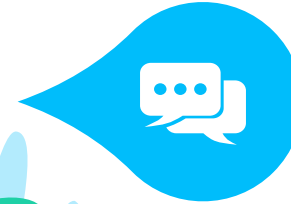
Majority Rule



Flexibility



Protection of Rights



A fair hearing for everyone

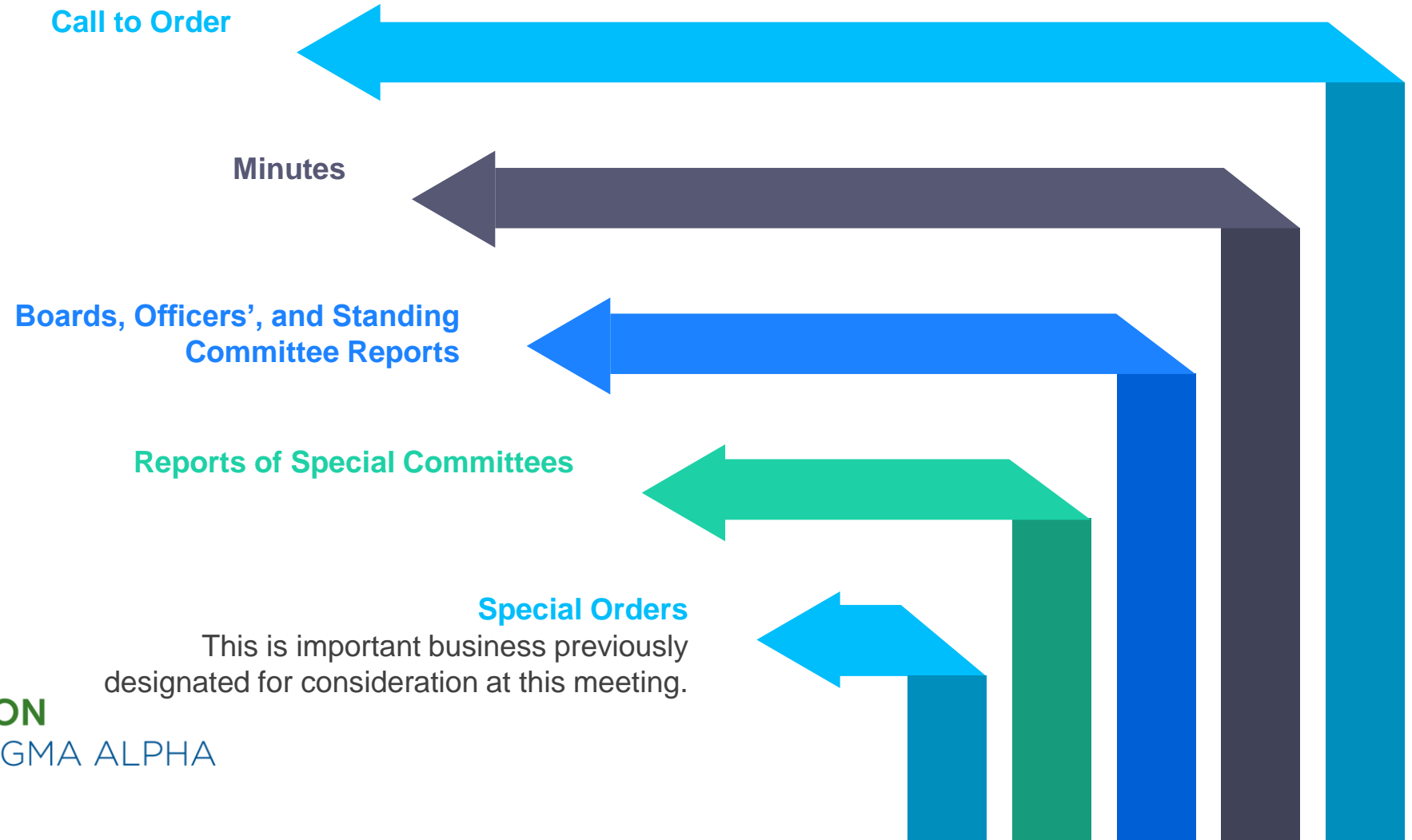


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A Fixed Agenda

or order of business, is generally followed by organizations using parliamentary procedure. Here's a typical example:



A Fixed Agenda (Continued)

Unfinished Business

This is business that has come over from the previous meeting.

New Business

New topics are introduced.

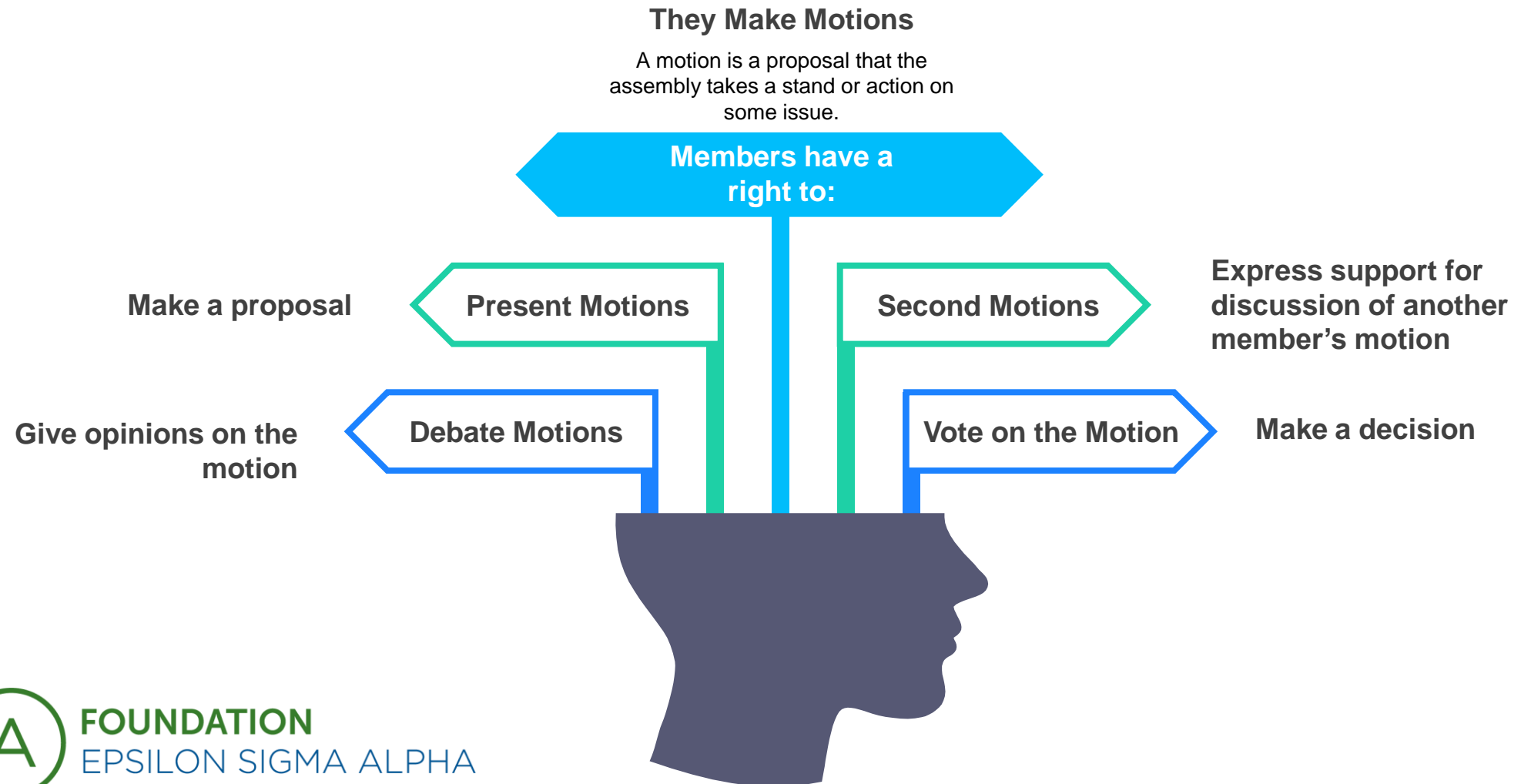
Announcements

These inform the assembly (the people at the meeting) of other subjects and events.

Adjournment

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was prearranged by vote).

How Do Members Get their Say?



There Are 5 General Types of Motions

Main Motions

These introduce subjects for consideration.

Privileged Motions

These concern special or important matters not related to pending business.

Motions That Bring A Question Again Before The Assembly

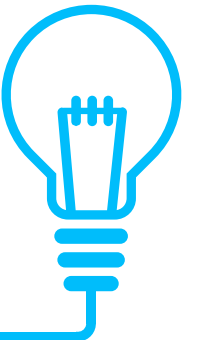
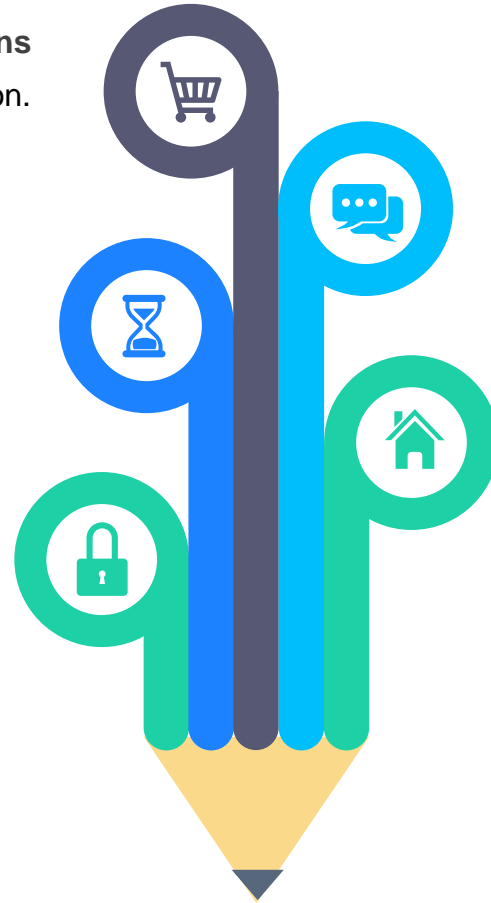
These enable certain items to be reconsidered.

Subsidiary Motions

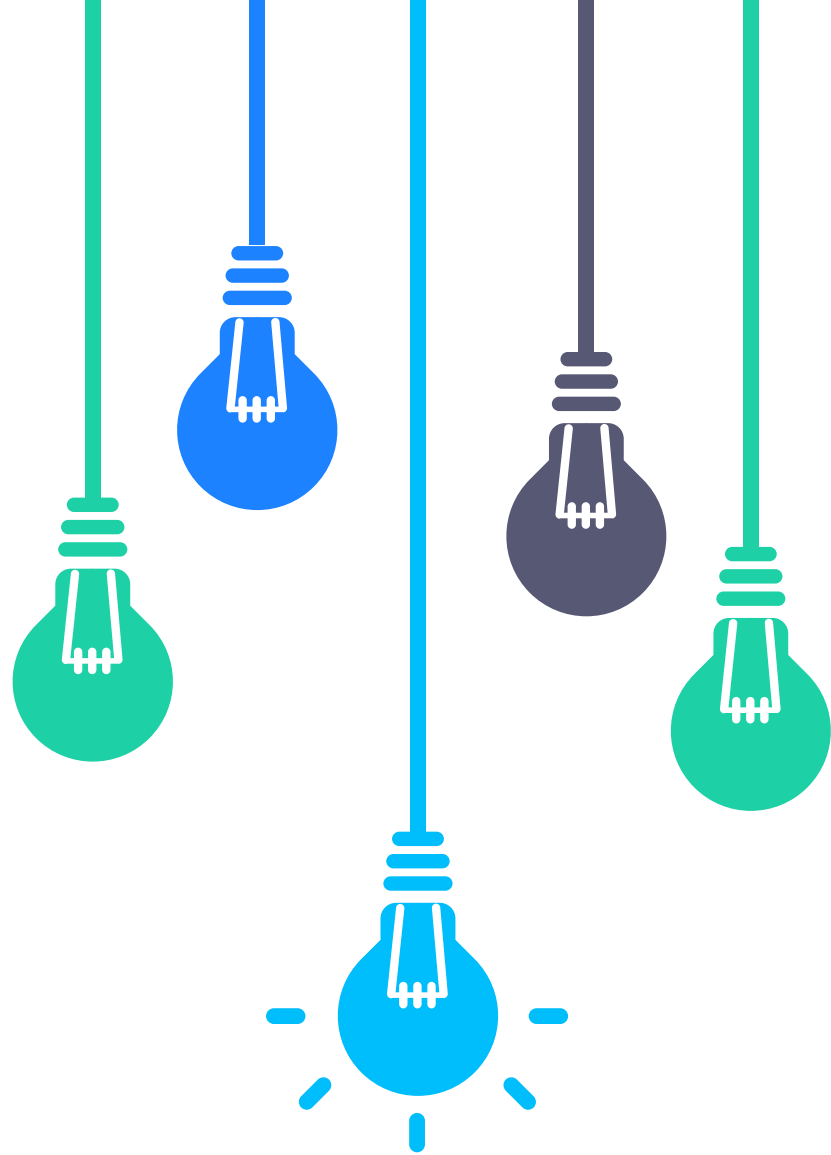
These change or affect how the main motion is handled.

Incidental Motions

These are question of procedure that arise out of consideration before the other motion.



Some Questions Relating to Motions



Is It in Order?

Your motion must relate to the business at hand and be presented at the right time.



May I Interrupt the Speaker?

Some motions are so important that the speaker may be interrupted to make them.



Do I Need a Second?

Usually, yes. A second indicates that another member would like to consider your motion.



Is It Debatable?

Parliamentary procedure guards the right to free and full debate on most motions.



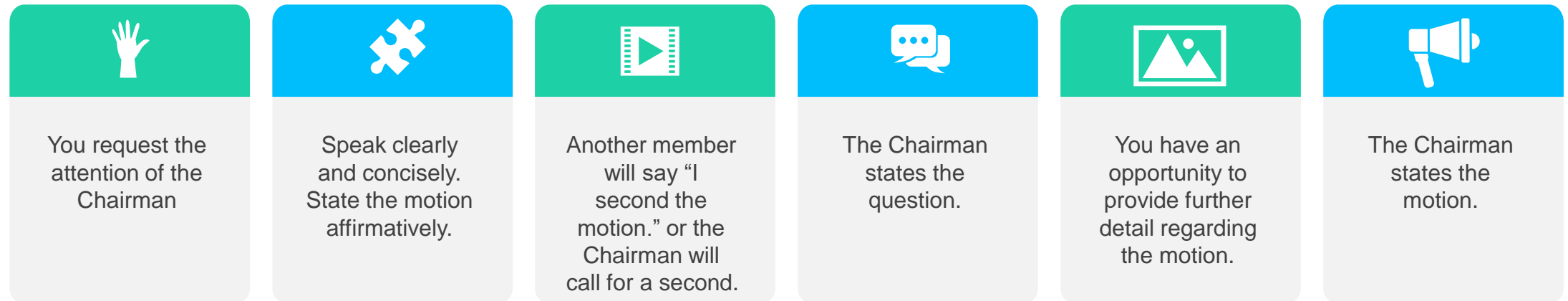
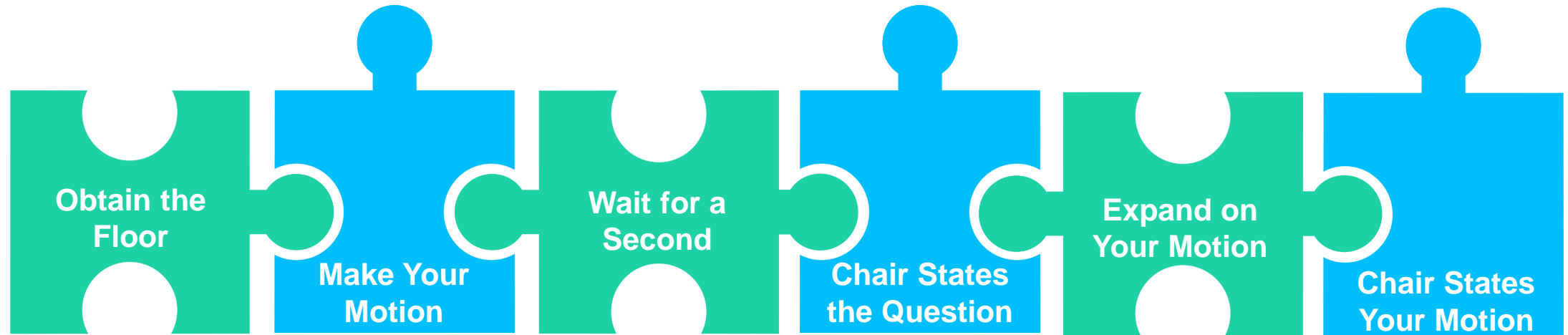
Questions???

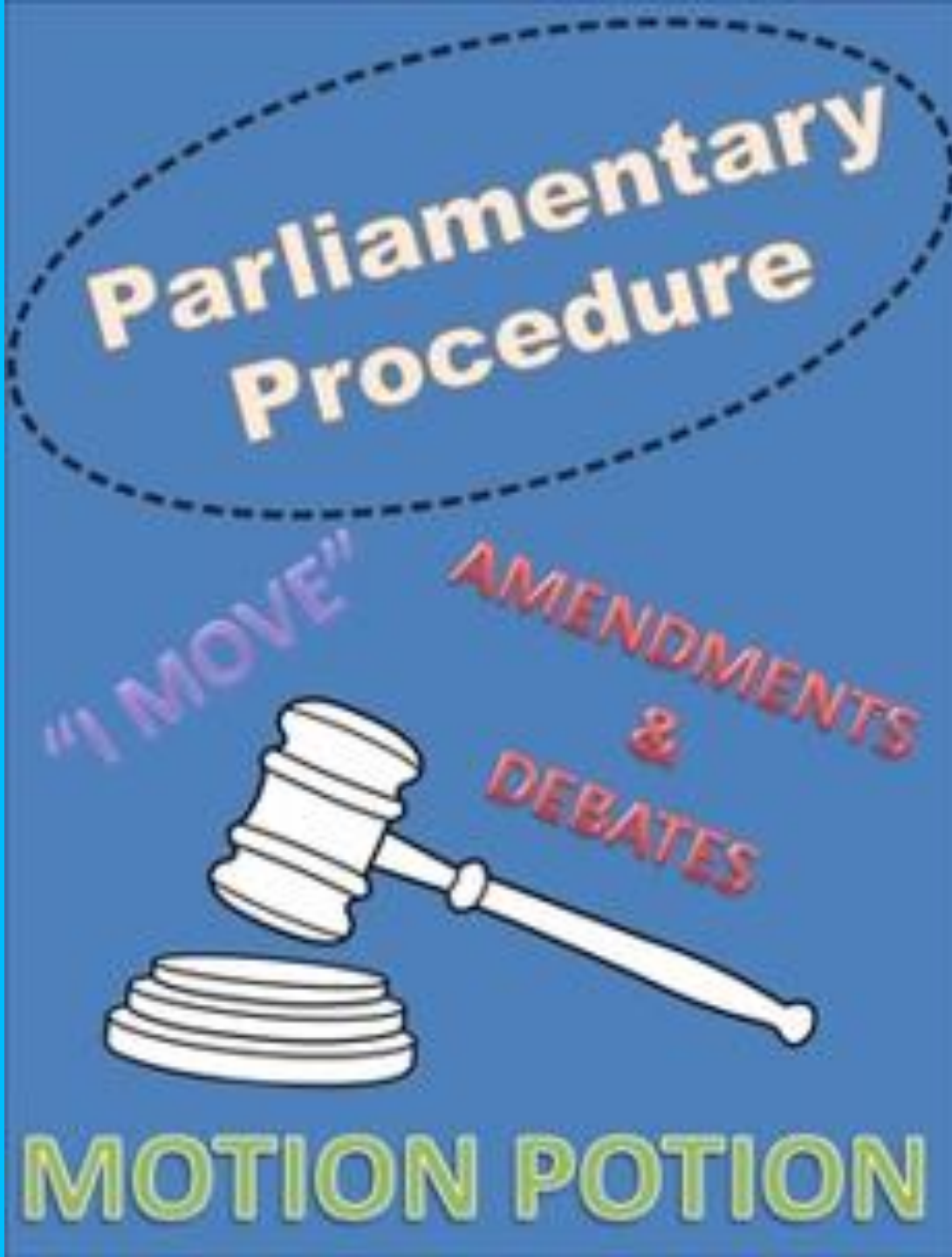
Can It Be
Amended?

What Vote Is
Needed?

Can It Be
Reconsidered?

How Do I Present My Motion?





The Method Of Voting On a Motion

The Method of Voting on a Motion depends on the situation and on the bylaws of your organization.

You may vote by:



Voice: The Chair asks those in favor to say “aye” and those opposed to say “nay”.



Roll Call: If a record of each person’s vote is needed each member answers “yea,” “nay,” or “present”.



General Consent: When a motion isn’t likely to be opposed, the chair says, “If there is no objection...”

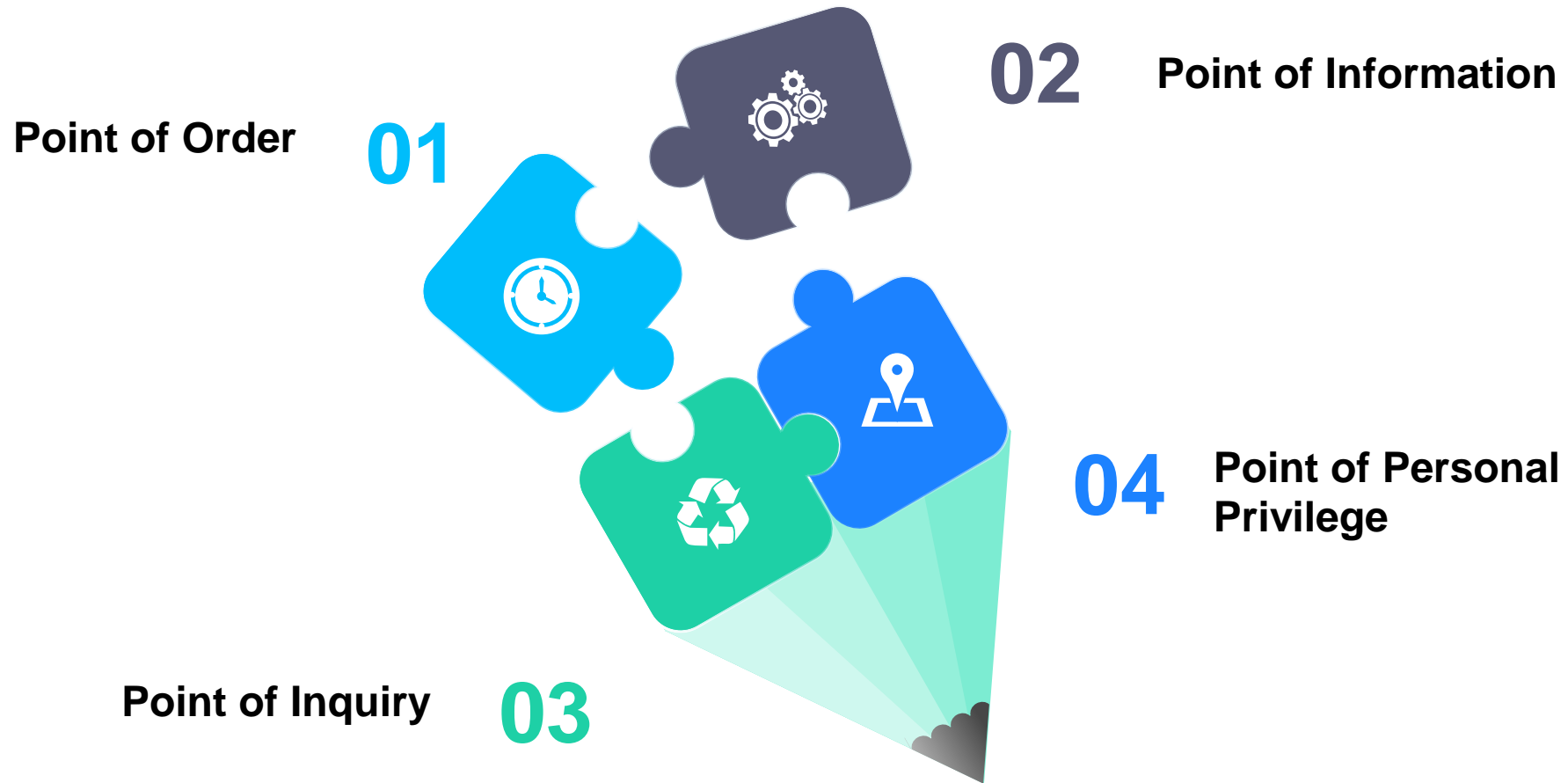


Show of Hands: Members raise their hands to verify a voice vote, or as an alternative to it.



Ballot: Members write their vote on a slip of paper when secrecy is desired.

Requesting Points of Something



More About Voting

A Motion to Lay on the Table

This motion is used to lay something aside temporarily.

A Motion to Postpone Indefinitely

This is parliamentary strategy.



Electronic Meetings



Some organizations may prefer to hold electronic meetings, via the Internet or telephone, rather than require participants to be physically present.

Added Rules

Consider adopting additional rules as appropriate to conduct electronic meetings.

Meeting Details

It is also important to note that notices for electronic meetings should include sufficient details on how to participate.



Questions Anyone?



Chat Feature

Paste your question in the Zoom chat feature and the moderator will read your question to the panel.

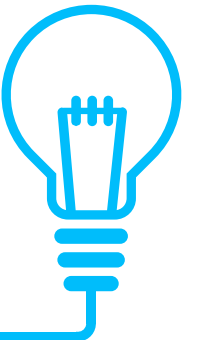


Unmute and ask a question

Simply unmute yourself and ask a question when there is an opening in the conversation.

References:

- *Robert's Rules of Order Newly Revised*, 12th Edition, Perseus Publishing, 2020
- *Robert's Rules of Order Newly Revised In Brief*, H.M. Robert, *et al*, Da Capo Press, 2004
- *The Complete Idiot's Guide to Robert's Rules*, N. Sylvester, Penguin Group, 2004
- *Notes and Comments on Robert's Rules*, Jim Slaughter, Fifth Edition
- *Robert's Rules for Dummies*, C.A. Jennings, Wiley Publishing, 2005





Thank You

- Have suggestions for future programs? Contact Rosalie Griffith, rosalie.griffith2@aol.com



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