

Parliamentary Procedure Empowers You as a Leader

- Allows you to control your meetings and make them move smoothly
- Allows you to avoid hurt feelings
- It “forces you” to be fair
- It gives you a result that is “legitimate,” and allows you to tell people who lost to get on board with the decision

Parliamentary Procedure Empowers Your Members

- Allows them to participate in meetings more effectively
- Gives them the ability to question leadership, if they feel something is not fair
- Teaches them a skill that will translate into other areas of their lives

Parliamentary Procedure Strengthens Your Club

What happens without Parliamentary Procedure?

- You can have a failure of leadership
- You can have a failure of membership
- The organization can suffer damage
- Example: GFWC Special Emphasis Project and the 2006 Convention

Motions to be Familiar With:

Lay on the Table

- Temporarily put aside the question currently being debated so that you can address something more urgent that has come up.
- Understanding is that debate will be resumed at the appropriate time.
- You should not allow this motion to be used to dispose of a question.

The Previous Question

- This is calling for an end to all debate and an immediate vote on the pending question.
- Requires a 2/3 vote to pass

Limit or Extend Time for Debate

- Just what it sounds like
- Note that unless decided otherwise by the body, there is no limit in debate
- Extend limits previously imposed (e.g., in the Convention Rules)
- Requires a 2/3 vote to pass

Postpone to a Certain Time

- Again, just what it sounds like.
- Example: "I move that we postpone consideration of this question until the next regular business meeting."

Commit or Refer

- You are going to send this issue off to a committee for further study and recommendations.
- You can send it to an existing committee or to one that the President can appoint for this purpose.

Amend

- Motion to amend only requires a majority vote to pass, even if the motion being amended requires a 2/3 vote to pass (e.g., a proposed amendment to the bylaws).
- You can have one motion to amend the amendment, but no more.

The Main Motion

- It is the motion we are all familiar with: it brings business before the assembly.
- It can only be made when there is no other motion pending.
- Member Obtains the Floor
- Stands and addresses the chair
- In a large assembly (e.g., convention), gives her name and identification
- Waits to be recognized by the chair
- The motion is made: “I move that . . .”
- Another member seconds, without rising.
- The Chair states the question:
- “It has been moved and seconded that . . . Is there any discussion?”
- Note that before the Chair states the question, the maker of the motion can accept “friendly” amendments or even withdraw the motion.
- Once the question has been stated by the Chair, the question is out there until voted upon.
- Members debate the motion
- Before speaking in debate, members obtain the floor.
- The maker of the motion has first right to the floor if claimed promptly.
- All remarks must be addressed to the chair.
- Debate must be confined to the merits of the pending motion.
- The Chair puts the question (motion) to a vote:
- The chair asks: “Are you ready for the question?”
- If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says:
- “The question is on the motion that (to) [state the motion].
- “Those on favor of the motion say aye. (Pause for response.)”

- “Those opposed, say no. (Pause for response.)”
- The Chair announces the result of the vote.
- First, report which side is more numerous: “The ayes have it” or “The noes have it.”
- Then, declare the result: “The motion is adopted” or “The motion is lost.”
- Give a statement indicating the effect of the vote or ordering its execution.
- Make the announcement: “The next item of business is” Or, ask the question: “Is there further new business?”

Parliamentary Procedure and Your Bylaws

- Always remember that Parliamentary Procedure works with your Bylaws, not against them.
- The order is Charter, Bylaws, Parliamentary Procedure

The Role of the Parliamentarian or Parliamentary Advisor

- Your Parliamentarian (or Parliamentary Advisor) is not an elected officer; she has “no vote and no voice.”
- She is there to advise; she does not “rule,” and she cannot tell officers (or members) what to do.
- Do your best to appoint someone who is qualified for the job.