

***What is Parliamentary Procedure? Also known as Parli Pro, Parliamentary Procedure is a tool for running a meeting that allows for everyone to get a chance to speak in an orderly fashion. While there are some basic rules, they may be modified to fit the needs of any organization.***

**Making a motion**

- 1. Obtain the Floor — Wait for the chair or president to recognize you.**
- 2. Make the motion — Say “I move” and state the motion.**
- 3. Wait for a second — another group member will state “I second the motion.” If they do not, the motion dies.**
- 4. The chair restates the motion and opens the floor for debate.**
- 5. The party making the motion speaks first and explains the reason motion was made and why people should vote in favor.**
- 6. Vote — after debate, the chair “calls for the question” and the members vote on the motion**

**Fast fun fact: Parliamentary Procedure was created in England and brought to America by the first European settlers. Mr. Robert formalized it in 1876 when he published Robert’s Rules of Order.**

Motion Information	Votes needed for approval
<u>In order of Immediacy (top must be dealt with first)</u>	
Adjournment	Majority
Call an intermission (recess)	Majority
Question of Privilege (to discuss leaving the meeting, problems with temperature, noise etc.)	No vote
Table a motion	Majority
Move the Previous Question an immediate vote)	2/3
Postpone discussion or refer to committee	Majority
Amend a motion	Majority
Introduce a new motion	Majority
<u>No Immediacy</u>	
Point of Order (to clarify the rules)	No vote
Suspend the Rules	2/3
Remove a matter from the table	Majority
Reconsider an action	Majority
Point of Information (seeking clarification)	No vote

**Voting:**

Voice — Aye for yes, Nay for no. Any member may then request an exact count.



Show of Hands — Best practice: the chair and one other person count.

Roll Call — The Secretary reads the names of each member who votes when his or her name is called. Good for recording how each member voted.

Ballot — For secret votes. Each member writes the vote on a piece of paper. The chair collects the papers and counts the votes.

General Consent — When the vote is likely to be unanimous, the chair says, “If there is no objection . . .” If no member verbally objects, the motion passes.

**General Tips:**

- ◆ Most motions need a second. If no one volunteers, the chair may ask, “Do I have a second?” Without a second, there is no debate or vote.
- ◆ Motions to amend a main motion must be debated and voted upon before the main motion.
- ◆ The chairperson of the meeting should be addressed as Mr. President, Madam President, Mr. Chair, or Madam Chair.