

## PARLIAMENTARY PROCEDURE

- Refers to the rules that help maintain and order and ensure fairness in business meetings.

### BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges and obligations.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
7. No member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

**MOTION-** is a formal proposal that the assembly either adopts a certain view or takes a certain action on a question pending before it.

- is identified by the prefatory phrase " I move that" or " I propose that".

### CLASSIFICATIONS OF MOTION

1. **MAIN MOTIONS-** are subdivided into two classes- general main motions and specific main motions.
  - General Main Motions-** are those through which certain subjects or ideas are proposed to the assembly for its consideration.
    - Ex. To purchase new set of furniture, adopt a resolution,etc
  - Specific Main Motions-** are those which in effect bring before the assembly a proposal for its consideration in the manner of general main motions but which have been given special names because of their long and frequent usage.
    - Ex. To rescind
    - To reconsider

2. **Subsidiary Motions**- generally designed to either modify or dispose of temporarily or permanently a main motion that may be pending before the assembly.
  - Ex. To modify the limits of debate
  - To postpone definitely
  - To amend
3. **Privileged Motions**- are designed to meet the urgent needs of the assembly.
  - Ex. To fix the time to which to adjourn
  - To adjourn
  - To take a recess
  - To take a question of privilege
  - To call for orders of the day
4. **Incidental motions**- arise only incidentally out of the business or proceedings of the assembly.
  - Ex. To suspend the rules
  - To raise a point of information
  - To appeal from the decision of the chair

## **ESSENTIAL STEPS IN HANDLING A MOTION DURING SMALL MEETINGS**

### **STEP 1**

When there is no main motion pending, a member rises, addresses the chair and offers a motion by saying “ I move that...” As soon as the motion is completed, the member stops speaking( or sits down if the member had been standing), knowing that he will have the first opportunity to speak to the motion after step 3 has been completed. To obtain recognition of the presiding officer, the member raises a hand or stands, depending upon the formality of the meeting and waits for the presiding officer to recognize. If the member is entitled to the floor at that time ( the presiding officer recognizes the member by stating the member’s name or in more informal surroundings, by granting some other sign of recognition). The member states the motion.

### **STEP 2**

Another member who wishes the motion to be considered then seconds the motion by stating, “ I second the motion”. The member does not need to be recognized by the presiding officer for the purpose of seconding the motion. The purpose of requiring a second is simply to prevent time from being consumed by discussion of a motion that only one member wishes to see introduced.

### **STEP 3**

When the presiding officer determines that the motion made and seconded is in order, he formally places it before the meeting by stating the question, that is, he repeats the motion exactly as it is stated by the maker, and by indicating that the motion is now open for discussion. The presiding officer

would usually say, “ It is moved and seconded that... We are now ready for discussion of the motion.” After the motion has been stated by the presiding officer, it becomes the property of the assembly and cannot be withdrawn or amended by the maker of the motion without the assembly’s consent.

#### **STEP 4**

Immediately, after stating the motion, the presiding officer should turn to the maker of the motion to see if he wants to speak. The maker of the motion is entitled to speak first on the motion, although there is no requirement that he be the first speaker. After the first speaker has been heard, the presiding officer should be guided by the following rules:

- A. The presiding officer, should alternate between the favoring and those opposing the motion.
- B. No one is entitled to the floor a second time in debate on the same motion as long as any other member who has not spoken desires the floor. Debate must be confined to the merits of the pending motion. The presiding officer can interrupt to remind a member for the requirement that comments must be germane to the question before the assembly.

#### **STEP 5**

When the debate appears to have ended, the presiding officer asks “ Are you ready for the question? Or Are you ready to vote?” If one member then seeks recognition, the presiding officer states exactly the motion that is pending. If no amendments have been adopted, the motion as stated in step 3 will be stated in step 5. After stating the motion to be voted on, the presiding officer indicates how the vote will be taken and proceeds to call for those in favor of the motion to indicate in the prescribed manner. The presiding officer must call the negative vote no matter how nearly unanimous the affirmative vote may appear.

#### **STEP 6**

Immediately after taking the vote, the presiding officer should announce the results, always indicating the number in favor and the number opposed if the vote was counted. On a voice vote, the presiding officer might say “ The ayes have it and the motion is adopted or the naves have it and the motion is lost”. Note: The presiding officer votes only if his vote will affect the result. The presiding officer may of course abstain from voting at any time as can any member of the organization.

### **ORDER OF BUSINESS FOR A MEETING**

1. **CALL TO ORDER** – ( Presiding officer stands, strikes gavel) “ This meeting of the SJIT Supreme Student Government will come to order. Please stand for a prayer to be led by\_\_\_\_\_. Generally the presiding officer stands when talking and sits when someone else is delivering a report.

2. **ROLL CALL** – “ The secretary will call the roll.”
3. **READING OF THE PREVIOUS MINUTES**- “ The secretary will read the minutes on the last meeting.”( Secretary stands, reads minutes, and then sits) The president stands and asks, “ Are there any additions or corrections? Pause a moment. If not, they stand approved as read.”
4. **REPORTS OF COMMITTEES**- If an officer or committee report requires action, usually the person making the report makes a motion at the end of the report. Committee recommendations do not require a second since more than one person decided to make the recommendation from the committee. The presiding officer then repeats the motion and asks for discussions.
5. **UNFINISHED BUSINESS**- Something discussed but not decided at the previous meeting, “ Secretary, were there any motions postponed until this meeting? “ Is there any other unfinished business? If not, we will proceed to the new business.”
6. **NEW BUSINESS**- “ Is there new business to be brought before the assembly? Is there additional new business to be brought before the body?
7. **ADJOURNMENT**- “Is there a motion to adjourn?” Receive motion and second. “ It has been moved and seconded that the meeting be adjourned. All in favor say “AYE”. All opposed, say “NO”. “Meeting adjourned.” ( Tap the gavel).

### **RULES GOVERNING DEBATE**

1. When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than 10 minutes unless the consent of the group is obtained.
2. Rights in debate are not transferable. A member cannot yield an unexpired portion of his time to another member or reserve any portion of time later.
3. Proper decorum in debate must be observed. Remarks should be addressed to the chair. Stand when speaking.