Making Parliamentary Procedure Work for You

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Why use parliamentary procedure?

• Allow orderly conduct of meetings
• Accomplish majority will while protecting rights of minority
• Provide uniform standards to ensure fair & equitable treatment of issues and people

• Should not interfere with substantive deliberation or become focus
Parliamentary Governance

- Your bylaws
- Adopted parliamentary authority
  - Robert’s Rules of Order (most common)
  - The Standard Code of Parliamentary Procedure (more authority to presider)
  - Rosenberg’s Rules of Order (simple, but)
  - The Modern Rules of Order (mixed reviews)
  - Others

Find what works for you!
Small Boards

• No more than 12 members
• Board adopts standing rules to follow simplified procedures
Examples of Small Board Procedures

Members
• Raise hand to be recognized
• Seated when speaking
• No second required for motions
• No limit on speaking
• Informal discussion allowed w/o motion
• Vote w/o motion if everyone clear

Chair
• Chair can speak in informal discussion
• Chair can make motions
• Chair can submit proposals
• Chair can vote on all questions

RONR, p. 487-488
Basic Order of Business

- Call to order
- Reading & approval of minutes
- Reports of officers standing committees, special committees
- Unfinished business
- New business
- Adjourn
What is a motion?

• Formal proposal by member for action

• Format
  1. Stand or raise hand to request recognition
  2. Chair recognizes member
  3. “I move that ...” (recognized member)
  4. “I second the motion” (another member)
  5. Chair restates motion
  6. Discussion (recognized members)
  7. “If there is no further discussion, the motion is ...” (chair)
  8. “All those in favor of ... say aye. All opposed say no.” (chair)
  9. “The motion is carried” or “The motion is lost” (chair)
Types of Motions

• Main – bring business before group
• Subsidiary – treat or dispose of main motion
• Privileged – deal with special matters of immediate or overriding importance
• Incidental – procedural related to business at hand
• Bring Question Again – reconsider, rescind, take from table
Amendments to Motions

• Modify wording of motion already made (insert words, add to end, remove words, replace words or phrases)
  – Primary: change to original motion
  – Secondary: change to primary amendment only
  – No additional changes until amendment has been addressed

• Format same as motion

• Requires second

• Voted on before main motion
Most Common Motions

- Main
- Amendment
- Postpone indefinitely
- Refer to a committee
- Postpone to a definite time
- Limit or extend debate
- Call for the previous question
- Lay on the table
- Call for orders of the day
- Question of privilege
- Recess
- Adjourn
- Point of order
- Objection to consideration
- Withdraw
- Take from the table
- Reconsider
- Rescind
Out of Order Motions

- Suspend bylaws
- Conflict with bylaws or articles of incorporation
- Outside scope of organization
- Conducting business w/o quorum
Etiquette

• One person speaks at a time, recognized by chair
• Every members gets chance to speak on issue
• One issue considered at a time
Parliamentary Procedure Resources

www.uaex.edu