

# QUICK TIPS

## Fundamental Rules of Parliamentary Procedure Require That Members:

1. Adopt rules of procedure for their meetings.
2. Elect a chairperson and a recording secretary.
3. Discuss only one question at a time.
4. Speak first on motions they make (with the right to speak last before the vote is taken).
5. Speak only once on a motion until all others have had the opportunity to speak once.
6. Treat one another with justice and courtesy.
7. Accept the rule of the majority.
8. Respect the rights of the minority.
9. Have equal rights.

\* Source: Cann, M. (1991). Robert's Rules of Order - Simplified, p. 2-3.

### Parliamentary Procedure:

#### Voting

##### Methods

- Acclamation
- Show of Hands
- Standing Votes
- Secret Ballot
- Secret Roll Call Ballot (Members Sign Ballots)
- Roll Call (Members Verbally Respond)

##### Types

- Majority (More than half of number of votes cast)
- Two-Thirds
- Tie Vote (Chair casts tie-breaking vote)
- Plurality Vote (Largest number of votes cast)
- Unanimous (No dissenting vote)
- General Consent (Chair assumes has consent of members)
- Vote by Secretary (Unanimous vote used only when one name is presented for nomination)

\*Source: Cann, M. (1991). Robert's Rules of Order -Simplified, p. 15-16.



# P A R L I A M E N T A R Y

## PROCEDURE

**TIGER  
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CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

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# Parliamentary Procedure

## **FIVE BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE:**

1. Only one person may claim the attention of the assembly at one time.
2. Each motion/resolution presented for consideration is entitled to full and free debate.
3. Every member has rights equal to every other member.
4. The will of the majority must be carried out and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the organization.

## **MOTIONS:**

1. Member rises and addresses the presiding officer for recognition.
2. The member must make the motion, which must then be seconded.
3. The assembly can now discuss or debate the motion.  
Preference should be given to any member who has not spoken yet to the motion.
4. The presiding officer takes the vote on the motion. Voting can be done by voice, show of hands or balloting.
5. The presiding officer announces the result of the vote.

**Amending a Motion:** The purpose of the motion TO AMEND is to modify a motion that has already been presented in such manner that it will be more satisfactory to the members.

### **Methods of amending:**

1. By addition or insertion
2. By elimination or by striking out
3. By substitution of a word, phrase, a clause or an entirely new motion.

### **Order of Voting On Amendment:**

1. Discussion is held on the amendment to the motion.
2. The vote is taken upon the amendment to the motion.
3. When the vote on this has been taken, discussion upon the original or main motion as amended is opened and when completed a vote is taken upon it.

## **REFER, TABLE, AND POSTPONE:**

There are three motions which are commonly misunderstood. These three motions are the motion to "REFER", the motion to "TABLE" and the motion to "POSTPONE". These are often misused and misunderstood.

To REFER a motion requires a majority vote and may be considered when the body feels that it is necessary to redraft the motion before the group. The motion to refer may have special instructions on when the committee is to report back. In essence, the committee may return with an entirely different wording of a motion.

To TABLE means that the body would like to set it aside and take up something of urgency. It should rarely be used. When the "table" motion is used, it is not debatable.

To POSTPONE has two subcomponents. First, a member of the group may postpone to time certain, when they specify when it will be brought back before the body. The second is to postpone indefinitely, where no time is specified. The motion must be preceded by a motion to "move previous question" which requires a majority vote, but after the motion to previous question, the body must immediately move to the motion to postpone indefinitely and it requires a two-thirds vote.

## **Common Questions:**

1. When someone calls for the "previous question", must debate, stop immediately?  
NO. This is NOT debatable and requires a two-thirds vote. It does close debate and brings the body to an immediate vote, but it does not necessarily mean it will pass by the two-thirds vote. Individuals making the motion must wait their turn to speak on the issue. They may not interrupt individuals who are seeking to speak on the issue.
2. What is a "friendly amendment"?  
There are times when someone offers what they term a friendly amendment. Once a motion is introduced into the assembly, it no longer belongs to the maker of the motion and the assembly must amend it either by voice vote or unanimous consent. For example, the presiding officer may say as for an amendment or may ask the body if they would like to accept this by unanimous consent.