

Parliamentary Basics

C.J. Cavin, Esq.
Certified Professional Parliamentarian-Teacher
Professional Registered Parliamentarian

Objective

This presentation will discuss
parliamentary procedure
basics.



PARLIAMENTARY PROCEDURE FUNDAMENTALS



BASIC RULES

Their purpose is to expedite business, to maintain order, to ensure justice, to provide equal treatment for all members, and to help an organization accomplish the purpose for which it was formed.



BASIC RULES

The rules of parliamentary law are based on a regard for the rights:

- The Majority;
- The Minority (greater than 1/3);
 - Individual members;
 - Absentees; and
- and of all of these together.



RONR – Principles Underlying Parliamentary Law

BASIC PRINCIPLES

The rights of an organization's total membership are paramount.

Decisions made by the organization's assembly supersede those of any individual or small group of individuals. The power of any meeting is in the hands of the voting members.



1

BASIC PRINCIPLES

All members have equal rights.

Includes:

- participating in the business meetings of their organization by making motions,
- speaking in debate, and
- voting.



2

BASIC PRINCIPLES

Must have a quorum, the minimum number of members present, to conduct business legally.



3

BASIC PRINCIPLES

Only one main proposition may be before the assembly at a time, and only one member may have the floor at any one time.



4

BASIC PRINCIPLES

Full debate before action on a main proposition is a right.

That right can be suspended only by a two-thirds vote.



5

BASIC PRINCIPLES

A proposition or issue is the item under discussion, never the person who introduced it.

Personal remarks are always out of order.



6

BASIC PRINCIPLES

A question, once decided, may not be presented in that same form in the same session.

This is to avoid wasting time.



7

BASIC PRINCIPLES

A majority vote decides a question except in cases involving the basic rights of members or a change in previous action; then, a larger vote is required.

Note: A majority vote is defined as more than half of the votes cast by persons entitled to vote, not counting blanks or abstentions.



8

BASIC PRINCIPLES

A two-thirds vote is necessary for any motion that deprives a member of his rights in any way—such as changing the rules of debate, cutting off debate, closing nominations or the polls, or rescinding action without notice.



9

BASIC PRINCIPLES

Silence gives approval.

Those who do not vote when the vote is taken
allow the decision to be made by those who do
vote



10

BASIC PRINCIPLES

**Every member is entitled to an
efficient meeting.**



BONUS

PROCESSING A MOTION



SIX STAGES OF A HANDLING BUSINESS

Processing a Motion



MOTION

A member introduces a motion by saying, I move that . . .



1

SECOND

Seconding the motion. Without rising, another member says, I second the motion, I second it, or simply, Second.



2

PRESIDING OFFICER STATES

Stating the motion. The chair states the motion, It is moved and seconded that . . . and opens it to debate by saying,

Is there any discussion?

3



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DISCUSSION

Debating the question. After stating the motion, the chair looks toward the maker of the motion to see whether he wishes to speak first in debate. This is his right if he wishes to claim it.

4



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VOTE

When the discussion appears to have ended, the chair again says, Is there any discussion?

If no one responds, the chair takes the vote by saying: The question is on the adoption of the motion that. . . Those in favor say aye.

Those opposed say no.



5

ANNOUNCEMENT OF THE VOTE

The chair announces: The ayes have it , and the motion is adopted, or The noes have it, and the motion is lost. The chair then adds a brief explanation of the resulting action or the steps that will be followed to carry out the decision just made. Action is not complete until the chair has announced the result of the vote and gives the resulting action.



6

RANKING MOTIONS



RANKING MOTIONS

Note: Each ranking motion takes precedence over those motions listed below it and must yield, or give way, to any or all of those above it.

Privileged Motions

13. Fix the Time to Which to Adjourn
12. Adjourn
11. Recess
10. Raise a Question of Privilege
9. Call for the Orders of the Day

Subsidiary Motions

8. Lay on the Table
7. Previous Question
6. Limit or Extend the Limits of Debate
5. Postpone to a Certain Time or Definitely
4. Refer (or Commit)
3. Amend
2. Postpone Indefinitely

-
1. Main Motion



TIPS AND RESOURCES



TIPS

- Agenda
- Script
- Minutes
- Possible Motions
- Decorum



TIPS

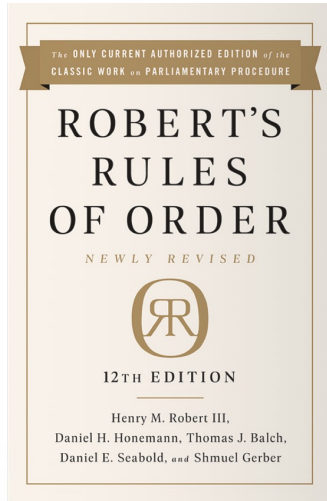
- Use scripts – for everything.
- Use unanimous consent.
- If possible, use multiple podiums.
- Write out motions in advance.



RESOURCES



ROBERT'S RULES OF ORDER



Robert's Rules of Order Newly Revised is the most recognized guide to smooth, orderly, and fairly conducted meetings.

It is the only book to have been maintained since 1876 under the continuing program established by General Henry M. Robert himself and his descendants in cooperation with the official publishers of Robert's Rules of Order.

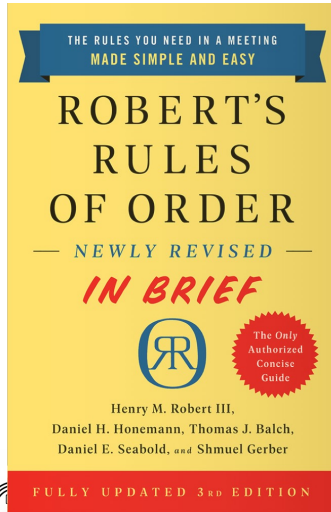


ROBERT'S RULES OF ORDER

Robert's Rules of Order is one of America's foremost guides to parliamentary procedure. It is used by more professional associations, fraternal organizations, and local governments than any other authority.



RONR, IN BRIEF



A step-by-step guide to the rules for meetings.

Sample dialogues to get you confidently through motions, nominations, elections, votes, debate, amendments, and more.

Invaluable tips for keeping meetings orderly and on track

A chapter answering the most frequently asked questions



RONR, IN BRIEF

Part I: Why Have Rules?

Chapter 1: The "Why and Wherefore" of Meeting Rules

Part II: So You're Going to a Meeting

Chapter 2: What Happens at a Meeting?

Chapter 3: How Decisions Are Made at a Meeting: Handling Motions

Chapter 4: Debate

Chapter 5: Amendments

Chapter 6: Postponing and Referring to a Committee

Chapter 7: How Can a Group Change Its Mind?

Part III: Voting and Elections

Chapter 8: Voting

Chapter 9: Nominations and Elections



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Part IV: Bylaws and Other Rules and How to Use Them

Chapter 10: What Are the Basic Types of Rules?

Chapter 11: How Are Rules Enforced and How Are They Suspended?

Part V: Beyond the Basics

Chapter 12: Looking Up the Rules: How to Use RONR

Chapter 13: Frequently Asked Questions

Chapter 14: A Summary of Motions



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Part VI: So You've Been Elected (or Appointed) ...

Chapter 15: President or Vice-President

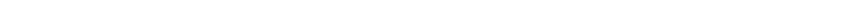
Chapter 16: Secretary

Chapter 17: Treasurer

Chapter 18: Board Member

Chapter 19: Committee Chairman or Member

Chapter 20: Convention Delegate or Alternate



QUESTIONS

cj@cjcavin.com

