

CCI Parliamentary Procedure

HOW CAN I SURVIVE A FORMAL
MEETING?



Use the KISS Method

Keep It Simple Stupid!

What is Parliamentary Procedure?

Set of rules and guidelines that allow the following:

- Majority rules
- Minority is heard
- Handling one item at a time
- Maintains order



History of Parliamentary Procedure

Thomas Jefferson, A Manual of Parliamentary Practice, 1801

Robert's Rules of Order, written by Henry M. Robert in 1876.

First revised in 1915.

Extensively Revised in 1970.

Last revised in 2011.



How do we get things done?

Moving Main Motions

Using subsidiary motions

Using privileged motions

Using incidental motions

Using unclassified motions



Terminology

The floor: point where attention of meeting should be focused.

Germane: discussion or motion pertains to main motion being considered.

Quorum: amount of members present required to conduct a meeting.



Other considerations

The taps of the gavel (symbol of leadership, represents chair's authority).

- 1 tap: be seated, announce vote.
- 2 taps: call to order
- 3 taps: all rise
- Series of taps: restore order



Other Considerations

Types of votes:

- Simple majority: one more than half the votes cast.
- Super majority: required majorities that are greater than a simple majority.
- Plurality: the most votes received, but not always a simple majority.
- 2/3 vote on certain motions



Other Considerations

The two-thirds vote:

- Motions that require a two-thirds vote are those that limit or eliminate the members' rights in some way.



Main Motions

Means of introducing business to a meeting.

Requires:

- Second
- Is debatable
- Is amendable
- Majority vote



Anatomy of a Main Motion

Always starts with “I move...”

May be prefaced



Seconding a motion

Seconding ensures the following:

- Get on record as supporting motion.
- Puts the motion to a vote.



Debating a motion

Raise concerns about the motion.

Persuade others to vote one way or another.

Provide information about motion.

Debate must be germane to the motion.

Motion maker has first right to debate.



Amending a Motion

Allows for changes to a main motion to appease both sides or improve the motion.

Amendment must be germane to the main motion.

Friendly amendments must be handled the same as any amendment unless there is unanimous consent.

To Substitute is a motion to amend and must be germane to the original motion.



Voting on a Motion

Can be done by the following means:

- Voice
- Visual
- Ballot
- Roll call
- Mechanical device



Privileged motions

Motions that fulfill individual needs or the interest of the group individually.

Motions do not pertain directly to the business being discussed.



Privileged Motions

Include the following:

- Fix Time to Which to Adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for Orders of the Day



Fix Time to Which to Adjourn

Set date and time to hold next meeting

Requires:

- Second
- NON-Debatable
- Amendable
- Majority Vote



Adjourn

Privileged motion that ends current meeting immediately.

Requires:

- Second
- Non-debatable
- Non-amendable
- Majority vote



Recess

Temporary break in a meeting.

Requires:

- Second
- Non-debatable
- Amendable to time only
- Majority vote



Raise a question of Privilege

Secures comfort/convenience for members.

Requires:

- Nothing. Question posed by member is decided upon by the chair.



Call for Orders of the Day

Demand compliance with agenda, or seek information on order or agenda.

Requires:

- Nothing. Addressed by chair when posed by member.



Subsidiary Motions

Motions that alter, change or dispose of main motions.



Subsidiary Motions

Include the following:

- Lay on the Table
- Extend or Limit Debate
- Call for Previous Question
- Postpone Definitely
- Refer to a Committee
- Amend
- Postpone Indefinitely



Lay on the Table

Delays motion briefly, until taken from table.

Requires:

- Second
- Non-debatable
- Non-amendable
- Majority vote



Call for Previous Question

Ends debate immediately.

Requires:

- Second
- Non-debatable
- Non-amendable
- 2/3 vote



Extend or limit debate

Sets a limit on debate time or number of debates.

Requires:

- Second
- Non-debatable
- Amendable
- 2/3 vote

Postpone Definitely

Delays motion to a certain time.

Requires:

- Second
- Debatable
- Amendable
- Majority vote



Refer to a Committee

Assign main motion to a committee.

Requires:

- Second
- Debatable
- Amendable
- Majority vote



Refer to a Committee

Two types of committees:

- Standing.
- Ad Hoc, or special committee appointed by the chair.



Refer to a Committee

Reasons for referring to a committee:

- Gather more information
- Act on a motion



Amend

Changes or alters a main motion by:

- Striking out
- Inserting
- Striking out and inserting
- Substituting



Amend

No more than two amendments can be considered at one time.

Requires:

- Second
- Debatable
- Amendable
- Majority Vote



Postpone Indefinitely

Kills motion without a direct vote.

Requires:

- Second
- Debatable
- NON-Amendable
- Majority Vote



Incidental Motions

Motions that:

- Correct ill-advised actions
- Correct improper use of parliamentary procedure.



Incidental Motions

Include the following:

- Object to the Consideration of Question
- Appeal from the Decision of the Chair
- Rise to a Point of Order
- Withdraw a Motion
- Suspend the Rules
- Call for Division of the House
- Rise to Parliamentary Inquiry
- Division of the question



Object to the Consideration of Question

Stops offensive or inappropriate measures.

Requires:

- NO Second
- Non-Debatable
- Non-Amendable
- Two-thirds Vote



Appeal the Decision of the Chair

Allows members to overrule chair

Requires:

- Second
- Yes/No - Debatable only if motion being overruled was debatable
- NON-Amendable
- Majority Vote



Point of Order

Have parliamentary errors corrected.

Requires:

- Nothing. Error presented by member is decided by the chair.



Rise to Parliamentary Inquiry

Check on parliamentary questions, or ask how to carry out a parliamentary ability.

Requires:

- Nothing. Question presented by member is address by the chair.



Division of the House

Requires countable vote, if voice vote was announced incorrectly by chair.

Can only be called for after vote has been announced.

Requires:

- Nothing. Addressed by chair upon being called.



Withdraw a Motion

Retracts motion proposed. Can only be moved by motion maker.

Requires:

- Nothing. If chair asks for objections and there is none, withdraw stands. If there is an objection, a majority vote is needed for passage.
- A motion can not be withdrawn after debate



Suspend the Rules

Make exceptions to by-laws of organization's constitution.

Requires:

- Second
- Non-Debatable
- Non-Amendable
- Two-thirds Vote



Division of the question

Divide a 2 part motion into separate motions to be dealt with individually.

Requires

- Second
- Non-debatable
- Amendable
- Majority vote

Unclassified Motions

Motions that do not fit other parliamentary categories

Motions usually pertain to actions already taken at previous meetings.



Unclassified Motions

Include the Following:

- Reconsider
- Rescind
- Take from the Table



Reconsider

Correct ill-advised or erroneous action.

Member who moves to reconsider must have been on prevailing side of motion being reconsidered.

Must be done on the same day or following day

Requires:

- Second
- Yes/No - Depending if motion being reconsidered was debatable
- NON-Amendable
- Majority Vote



Rescind

Revoke or nullify previous action.

Requires:

- Second
- Debatable
- Amendable
- Two-thirds Vote



Take from the Table

Resume consideration of tabled motion.

Requires:

- Second
- Non-debatable
- Non-amendable
- Majority Vote



CCI Parliamentary Procedure

Remember KISS

Treat everyone with
respect

Have fun

Make great decisions

