

# CCI Parliamentary Procedure

HOW CAN I SURVIVE A FORMAL  
MEETING?



# Use the KISS Method

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Keep It Simple Stupid!

# What is Parliamentary Procedure?

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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

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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?

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Moving Main Motions

Using subsidiary motions

Using privileged motions

Using incidental motions

Using unclassified motions



# Terminology

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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

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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

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## 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

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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

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Means of introducing business to a meeting.

Requires:

- Second
- Is debatable
- Is amendable
- Majority vote



# Anatomy of a Main Motion

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Always starts with “I move...”

May be prefaced



# Seconding a motion

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Seconding ensures the following:

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



# Debating a motion

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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

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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

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Can be done by the following means:

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



# Privileged motions

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

Motions do not pertain directly to the business being discussed.





# Privileged Motions

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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

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Set date and time to hold next meeting

Requires:

- Second
- NON-Debatable
- Amendable
- Majority Vote



# Adjourn

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Privileged motion that ends current meeting immediately.

Requires:

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



# Recess

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Temporary break in a meeting.

Requires:

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



# Raise a question of Privilege

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Secures comfort/convenience for members.

Requires:

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



# Call for Orders of the Day

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

Requires:

- Nothing. Addressed by chair when posed by member.



# Subsidiary Motions

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Motions that alter, change or dispose of main motions.



# Subsidiary Motions

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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

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Delays motion briefly, until taken from table.

Requires:

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



# Call for Previous Question

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Ends debate immediately.

Requires:

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



# Extend or limit debate

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Sets a limit on debate time or number of debates.

Requires:

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

# Postpone Definitely

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Delays motion to a certain time.

Requires:

- Second
- Debatable
- Amendable
- Majority vote



# Refer to a Committee

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Assign main motion to a committee.

Requires:

- Second
- Debatable
- Amendable
- Majority vote



# Refer to a Committee

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Two types of committees:

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



# Refer to a Committee

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Reasons for referring to a committee:

- Gather more information
- Act on a motion



# Amend

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Changes or alters a main motion by:

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





# Amend

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

Requires:

- Second
- Debatable
- Amendable
- Majority Vote



# Postpone Indefinitely

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Kills motion without a direct vote.

Requires:

- Second
- Debatable
- NON-Amendable
- Majority Vote



# Incidental Motions

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Motions that:

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



# Incidental Motions

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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

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Stops offensive or inappropriate measures.

Requires:

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



# Appeal the Decision of the Chair

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Allows members to overrule chair

Requires:

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



# Point of Order

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Have parliamentary errors corrected.

Requires:

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



# Rise to Parliamentary Inquiry

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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

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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

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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

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

Requires:

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



# Division of the question

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

Requires

- Second
- Non-debatable
- Amendable
- Majority vote

# Unclassified Motions

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Motions that do not fit other parliamentary categories

Motions usually pertain to actions already taken at previous meetings.



# Unclassified Motions

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Include the Following:

- Reconsider
- Rescind
- Take from the Table



# Reconsider

Correct ill-advised or erroneous action.

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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

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Revoke or nullify previous action.

Requires:

- Second
- Debatable
- Amendable
- Two-thirds Vote





# Take from the Table

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Resume consideration of tabled motion.

Requires:

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



# CCI Parliamentary Procedure

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Remember KISS

Treat everyone with  
respect

Have fun

Make great decisions

