

PARLIAMENTARY PROCEDURE

BASED ON THE PRINCIPLES OF ROBERT'S RULES OF ORDER

INTRODUCTION

The establishment of the rules of basic *Parliamentary Procedure*, (so called because it was, in turn, based on the Rules of Debate as established within the English Parliament) and specifically of the *Rules of Order* codified by General H. M. Roberts in 1876 and revised in 1893, was based on the realistic notion that no group of more than two people in the English speaking world could get together for any practical purpose without the meeting turning into chaos without such a framework. In today's liberated society we like to believe we are above the need for such stringent codification and that reasonable people with reasonable goals can, indeed, do without them. Thus, we have prepared this chart to be easily carried and stored away, only to be brought out if absolutely needed. This should be about 15 minutes into the first meeting. Bear in mind, though, that, even at the time of its creation, the Rules themselves carried the apparatus to do away with or modify many, if not all of its strictures. In short, this is a tool that can be extremely useful in containing and moving an agenda. It is not, nor was it ever meant to be, Holy Writ.

A Note on structure: We have followed herein the framework established by General Roberts and all his subsequent followers. Due to the fact that the Rules attempt to codify an almost overwhelming subset of structures, wherein each part of a meeting is dependent upon what comes before it and what goes after it, almost every section refers to one or more other sections. For ease of understanding, we have placed any "cross-reference" sections (and there are many) in parentheses immediately following the section explanation.

ORGANIZING A MEETING TO CONDUCT BUSINESS

Parliamentary Procedure is used within Organizations established to conduct business in the form of a **Meeting**. An **Organization** can be a formally chartered group with long term and diverse goals, or any group of people getting together for one or more specific purposes. **Business** is the reason for the get-together. And the **Meeting** is the specific period during which the group is together at any one time.

Prior to formally beginning a meeting of any group for the first time, the following is necessary:

1. Selecting a Chair and a Secretary.

To begin the first meeting of any organization, the two officers needed are a **Chair** and a **Secretary**. The **Chair** (so named because he/she will occupy the **Chair of Office**) is the person who will control the meeting and keep it orderly. The **Secretary** will record the **minutes** (literally: a minute by minute log of all events) of the meeting for a formal record. In practice, any one can step forward and nominate anyone (including him/herself) to be **Chair**. This is done by simply announcing: "I move that so-and-so be named **Chair**." Someone else must then second the motion by saying...well... "I second the motion." (Others may then "move" other names in nomination). In any event, after one or more names are moved and seconded a vote is called for

MEETING

There are, for all practical purposes, two types of meetings: **Regular** and **Special**.

A. **Regular meeting** is one held according to a prearranged schedule (daily, weekly, monthly, etc.) to consider the ongoing work of an existing organization.

B. **Special meeting** may be called within an organization or may be set up by an ad hoc (literally: for the moment) body. Although there is no actual limit on matters that can be brought up at a special meeting, it usually confines itself to one or two topics of discussion. The meeting now begins:

1. The Chair calls the meeting to order.
2. In a **Special Meeting** the Chair "recognizes" (i.e. calls upon) a member of the audience who will make a motion to discuss the matter for which the meeting was called. In a **Regular Meeting** the Chair proceeds as discussed in the Articles that follow.
3. Whether the meeting is "Special" or "Regular" from this point on, it is guided by, and follows, the procedures that follow.

ARTICLE I. INTRODUCTION OF BUSINESS

SECTION 1.

INTRODUCING BUSINESS

1. Make a Motion.

A. Present a plan of action for the committee to undertake.

1. Formally presented as: "I move that..."

a. It cannot be stressed enough that a "motion" is for action. It is not a "suggestion." When, ultimately, a motion is "carried" (i.e. voted for), it will be implemented.

2. Present a Communication.

A. May come from within or outside of the group.

1. Demand/request the group to undertake certain actions.

a. Some groups may require a motion to receive a communication, but this can be waived.

SECTION 2.

OBTAINING THE FLOOR

1. Rise and address the Chair by Title (i.e. "Mr./Madam Chairperson") and, when recognized, make motion or statement.

A. The Chair, however, has the highest priority as "mover." If the Chair rises first, you must remain seated. (36)

2. If two or more rise at the same time, Chair decides whom to recognize based on:

A. **Maker of Motion** takes initial precedence, in discussion.

B. **New speaker** takes precedence over one who has already spoken to motion. (26)

C. **Allowance for opposing view.**

Notes: There are certain motions that take precedence over any others which are discussed at the appropriate place. (11,12,13,14,15,27)

(usually, but not necessarily, by the initiator of the motion) and the **Chair** is selected by the majority. The **Chair** now calls for nominations for **Secretary**. One or more names will be put into nomination, and a vote will affirm the winner.

Now first official meeting is now ready to begin.

ARTICLE I CONTINUED

SECTION 3.

REAL PRECEDENCE DEBATE ON A QUESTION

1. Motion is made. (46)

2. Motion is seconded. (For exceptions see 13,14,15)

3. Motion is stated by the Presiding Officer so that all are clear on exactly what is, and is not, under discussion. (53)

SECTION 4.

MOTIONS TO BE PUT IN WRITING AND DEBATING THEREON

1. All principal Motions (63), Amendments, and Instructions to Committees should be in writing although this is not mandatory. It is, however, common sense.

2. Motions may be divided, as long as the component parts are not interdependent. If they are, an Amendment (23) - not a division - is called for.

A. A motion to hire a blue bus can be divided into a motion to hire a bus and a motion to decide the color.

B. A motion to rent a car instead of a bus must be an amendment to the "bus" motion.

SECTION 5.

MODIFICATIONS OF A MOTION BY THE PERSON MOVING

1. A modification to a motion already on the floor cannot be made by the mover, prior to disposition of the motion, if any other person objects (17, 39).

A. First the motion to rent a blue bus must be voted upon (and presumably defeated) before a motion to rent a red bus can be moved/seconded/voted on.

ARTICLE II. CLASSIFICATION OF MOTIONS

SECTION 6.

PRINCIPAL/MAIN MOTIONS

1. A new motion on any topic/subject.

A. Does not take precedence over any other motion.

B. Cannot be made while any other motion is on the floor.

C. Cannot conflict with rules, by-laws, etc. of the organization.

SECTION 7.

SUBSIDIARY/SECONDARY MOTIONS

1. Applied to another motion for purposes of disposing of the other motion.

A. Types of Subsidiary Motions are: **Table** (19); **Previous Question** (20); **Postpone to Certain Day** (21); **Commit/Refer** (22); **Amend** (23); **Postpone Indefinitely**. (24)

2. Take precedence over Principal but not Privileged (9) or Incidental. (8)

SECTION 8.

INCIDENTAL MOTIONS

1. Arise out of, and take precedence over, other motions.

2. Yield only to Privileged Motions.

3. Cannot be amended or (except for Appeals) debated.

4. Types of Incidental Motions are: **Appeal** (34); **Objection to Consideration** (15); **Reading of Papers** (16); **Withdrawal of Motion** (17); **Rule Suspension**. (18)

SECTION 9.

PRIVILEGED MOTIONS

1. Unrelated to Pending Motion.

2. Take Precedence over all other motions.

3. Not debatable. (35)

4. Types of Privileged Motions are: **Set Adjournment Time** (10); **Adjourn** (11); **Questions of Privilege** (12); **Call for Orders of the Day**. (13)

Parliamentary Procedure Cheat Sheet

Ralph Ward



Parliamentary Procedure Cheat Sheet:

The Complete Idiot's Guide to Robert's Rules, 2nd Edition Nancy Sylvester, 2010-07-06 The whens hows and whys of keeping order Robert's Rules have long been the ultimate guide for running meetings and outlining procedures The Complete Idiot's Guide to Robert's Rules Second Edition teaches readers everything from the ladder of motions to how to use Robert's Rules for any size or type of meeting or political caucus This book includes sample minutes a sample agenda and scripts for every type of meeting situation Includes a complete reproduction of Sylvester's Basics of Parliamentary Procedure a handy guide based on Robert's Rules of Order Newly Revised as an appendix Gives readers a practical one stop shop in the category they can buy one book and get a copy of the rules and a book on how to use them [African Union Public Administration Cabinet & State of Somalia Public Administration Cabinet](#) Ahmed Ceegaag, 2020-12-20 This book I started 2009 it took 12 yrs and it long time It takes about African government and local governments system This book is my favorite book and I am going to helping my mom land It helped our youngest and old my people Since 1935 we have a problem came from different ways God helps to us and we are going to fighting each other and we have a long Civil war in the world I Our civil war came from Middle East United Nations western and African Union States We didn't know why are we fighting each other In conclusion this book is rebuilding African Union States and State of Somalia That why I said African Union Public Administration Cabinet State of Somalia Public Administration Cabinet

Coaching Winning Model United Nations Teams Edward Mickolus, Joseph Brannan, 2013-07-31 By some counts Model United Nations MUN has become the single most popular extracurricular academic activity among high school students More than two million high school and college students have assumed the roles of ambassador from real United Nations member countries participated in spirited debate about the world's most pressing issues and called Point of order Mr Chairman Now in Coaching Winning Model United Nations Teams Edward Mickolus and Joseph Brannan give MUN teachers and coaches the information they need to succeed In this informative volume the authors MUN coaches themselves provide detailed guidance for each step of the MUN path from the first meeting in the teacher's classroom to the final days of an official MUN conference Coaches will learn about the ins and outs of parliamentary procedure and the most effective ways to help their students draft position papers and resolutions Most important Mickolus and Brannan illustrate the many ways that teachers can inspire their students to take an active role in making the world a better place By the time their students move on MUN coaches will have instilled in them such important qualities as empathy self confidence and grace under pressure Coaching Model United Nations Teams is a fun useful guide for teachers and coaches who are working to help develop tomorrow's leaders today

Robert's Rules For Dummies C. Alan Jennings, 2012-06-25 Discover why Robert's Rules rule If you belong to any type of organization from school board to garden club to bowling league to trade association chances are this book can save you many boring meeting minutes This friendly guide translates Robert's Rules of Order the essential guide for conducting meetings of all types into

principles you can understand and apply the next time Billy Bully tries to dominate the discussion or Debbie Dictator issues another edict If you've ever been frustrated at the way condominium association business was or wasn't conducted or fidgeted while PTA members debated whether to have goldfish or pencils as prizes for the elementary school carnival this is the book for you Written by a Professional Registered Parliamentarian it covers everything from the basics of bylaws that establish the real framework of your organization to the requirements for a legal meeting from how to use an agenda to plan your next meeting and keep things on track to voting procedure and putting ideas into motion and so much more This new edition is published in response to the revised 11th edition of Robert's Rules of Order Techniques for following parliamentary procedures to effectively manage meetings of any size Helps you stay current with the latest updates to the rules of order and parliamentary procedure Complete with a glossary of parliamentary terms and sample agendas reports and minutes this guide has everything you need but a gavel Whether you belong to an elite country club or a civic organization an investment club or a volunteer fire department when you use the principles in this book meetings won't be dominated by the loudest or pushiest member or go on and on and on and on and on

Hacking the Boardroom Ralph Ward, 2025-09-01 It's scary in the boardroom Global board members now face punishing hands on oversight demands for risk technology liability diversity and sustainability Yet the board of directors system our universal governance model was never designed for such a demanding tactical role Board members urgently need solid tips tools and advice to make this exploding governance transition survivable Ralph Ward's new book gathers these first hand best practice boardroom hacks from around the world intelligence that boards must have now to do a better oversight job with less time less effort and fewer legal dangers These are how to insights from front line board members CEOs corporate staffers top consultants and legal advisors Such intelligence is learned the hard way through trial and error in most boardrooms Now readers can discover this valuable boardmanship insight collected in a single volume Topics include What are the hottest new demands on boards tech oversight risk ESG etc and how are boards managing them How on earth does a director absorb the huge amount of data reports and research required for governance now How board committees are taking on the heavy lifting of oversight and blueprints for committee management How smart boards and staff are turning technology online board portals and meetings and AI into practical tools to shake up meetings What sticky behind boardroom doors leadership liability personal and process flashpoints bring the most danger and how are directors resolving them

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Supervision and Management Marie Keen Shaw,Hali R. Keeler,2018-09-18 Many library support staff LSS who do not have management training will assume supervisory roles in library services during their careers This book is written to help LSS understand support and apply the basic principles of library supervision and management in their work on the topics of regulations and bylaws hiring staff performance expectations leadership and professional learning Readers will learn how to engage in effective decision making and participate in productive library meetings The importance of library policies and procedures are explained through many practical examples The scope of the book addresses many different aspects and examples of library management and how LSS can seek supportive roles to enhance library services and programs Chapters are written on these topics Basic regulations and bylawsPrinciples of managementHiringStaff performance expectationsLeadership professional learningLibrary policies and proceduresThe book also addresses budget fundraising and grants partnerships community demographics marketing goal management customer service conducting meetings and effective decision making This book is aligned with the revised ALA LSSC competency standards for management and supervision and may be used as a textbook by instructors of Library Science programs or as a reference manual for library support staff who are learning on the job about the ever changing environment of working with others *365 Tips* Tanoa Lynne Poirier,2015-06-04 You have just passed the test to become a licensed community association manager Congratulations Now what Where would you like to begin your journey Have you considered what area of community management you would prefer Would you like to manage vertical homes high rise condominiums or horizontal homes typically homeowner associations How about all age or active adult communities Are you interested in large or small communities Are your prepared to manage staff coordinate projects assists in the preparation of community budgets I know it is a lot to think about right You can do it Dive in for an idea of what you may experience as a practicing community association manager I promise you it will not be boring [Anglo-Dutch Connections in the Early Modern World](#) Sjoerd Levelt,Esther van Raamsdonk,Michael D. Rose,2023-02-10 This ground breaking collection reveals the networks of interrelation between Early Modern England and the Dutch Republic As people ideas and goods moved back and forth across the North Sea or spread further afield in the vanguard of globalisation and empire Anglo Dutch relations shaped all aspects

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Parliamentary Debates (Hansard). Great Britain. Parliament. House of Commons,2008 The Model Arab League manual Philip A. D'Agati,Holly A. Jordan,2016-05-01 This textbook provides a comprehensive overview of the Model Arab League MAL programme for first time and returning students Drawing on over fourteen years of combined experience in successfully leading award winning MAL delegations Philip D Agati and Holly A Jordan provide students with an introduction to being a delegate and tips on effective research techniques as well as simplifying the complex process of taking on the identity of a state and then representing it effectively in a MAL debate *Michigan Municipal Review* ,2003 *The Spectator* ,1914 A weekly review of politics literature theology and art Proceedings of the Parliament of South Australia with Copies of Documents Ordered to be Printed South Australia. Parliament,1968 *Congressional Record* United States. Congress,1973

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