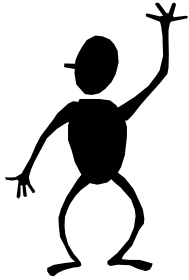


Presenting a Motion:

- Obtain the floor by waiting until the previous speaker is finished. Rise and address the chair.
- Make your motion by speaking clearly and stating it affirmatively. "I move that we do . . ." Stay on the subject.
- Wait for another member to second your motion. If there is no second, your motion will not be considered.
- Expand on your motion by directing all comments to the chair.



- Chair states your motion. At this point debating or voting can occur.
- Your motion is now "organization property" and you cannot change it without consent of the organization.
- If there is no more debate, a vote is taken and the chair will announce the results.

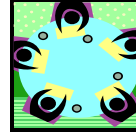
There are different ways a vote can be conducted. A few examples include: by voice, where the chair simply asks for those who are in favor to say "yes" or "aye", a roll call where each person's name is called, a show of hands, where members raise their hands to verify their vote, or a ballot, where members write their vote on a slip of paper.

Parliamentary Procedure Resources

For more information about Parliamentary Procedure check out the following book available in the Involvement Office:

Robert's Rules of Order

By Robert, Evans, Honemann, & Balch



Check out the Involvement Office handout on Parliamentary Procedure At a Glance

Check out these websites:

Department of Student Activities-
www.studentactivities.uconn.edu

Parliamentary Procedure Online
www.parlipro.org

California State University-
www.csufresno.edu/comm/cagle-p3.htm

Parliamentary Procedure Q & A
www.now.org/organization/conference/1998/procedur.html

Visit the Involvement Office for information on more topics such as:

Officer Transition Time Management
 Conflict Resolution
Recruiting Members Motivating Members
 Event Planning

Leadership Programs

Department of Student Activities
Division of Student Affairs
University of Connecticut
Student Union Room 302
486-6588
www.leadership.uconn.edu



University of Connecticut

Department of Student Activities

Involvement Office

Parliamentary Procedure



How can you use parliamentary procedure in your meetings?

What is

Parliamentary Procedure?

It is a set of rules for conducting business at meetings and public gatherings. It originated in the early English Parliaments and made its way to America with the first European settlers. In 1876, Henry Robert published a manual on parliamentary procedure, which is commonly known as Robert's Rules of Order.

Why is Parliamentary Procedure Important?

It is important because it allows everyone to be heard and for decisions to be made in an organized and timely manner. It can be adapted to fit the needs of any organization.

Order of Business:

A fixed agenda or order of business is generally followed by organizations choosing to use parliamentary procedure.

Example:

1. Call to Order
2. Minutes
3. Officer's Reports
4. Reports of Special Committees
5. Special Orders
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

Call to Order: If a quorum (the number of members that must be present for business to be conducted as stated in the organization's bylaws) is present, the person conducting the meeting says, "The meeting will come to order."

Minutes: The secretary or designated person reads a record of the previous meeting.

Officer Reports: Officers and standing or permanent committees report on their activities.

Reports of Special Committees: Special (temporary) committees report on their activities.

Special Orders: Discussion turns to important business previously designated for consideration at this meeting.

Unfinished Business: The organization now discusses business that has been carried over from the previous meeting.

New Business: New topics are introduced to the organization.

Announcements: Members are informed of events or organizational happenings.

Adjournment: The meeting ends by a vote or by general consent.



How do members get their say?

They make a motion, which is a proposal that the organization take a stand or take action on some issue.

All members have the right to:

Present Motions

Second Motions

Debate Motions

Vote on Motions

5 Types of Motions

1. *Main Motions* - These introduce subjects for consideration. They cannot be made when another motion is before the organization.

Example: "I move that we purchase. . ."

2. *Subsidiary Motions* - These affect how the main motion is handled. This type of motion is voted on before the main motion.

Example: "I move to amend the motion by striking out. . ."

3. *Privileged Motions* - These concern important matters not related to pending business. Generally, these motions are considered before any other type of motions.

Example: "I move we adjourn."

4. *Incidental Motions* - These are questions of procedure that come out of other motions. They must be considered before the other motion.

Example: "I move to suspend the rules for the purpose of. . ."

5. *Motions That Bring a Question* - These allow certain items to be reconsidered. Generally, these are brought up when no business is pending.

Example: "I move to reconsider. . ."

Motions must relate to the business at hand. They must not be frivolous or in conflict with the bylaws. Some motions are so important that the speaker may be interrupted to make them. It helps to have a second motion to show that another member would like to consider your motion. This prevents spending time on a question that interests only one person. Most motions require a majority vote. However, motions concerning the rights of the organization and its members need a 2/3 vote to be adopted.