

# BACK TO BASICS PARLIAMENTARY PROCEDURE

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# LEARNING OBJECTIVES



The Process for Approving the Minutes



How Officer and Committee Reports are Presented



What is Unfinished Business



What is New Business



How to Manage Debate in a Meeting

# CALL TO ORDER

**Start on time**

**One rap of gavel**

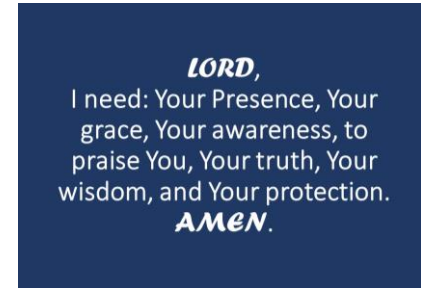
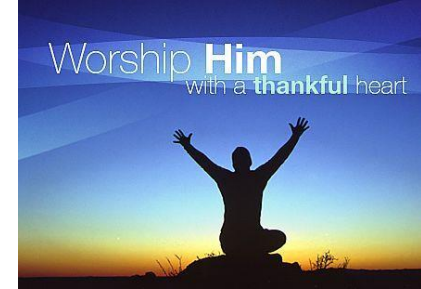
**The Chair says,  
“*The meeting will  
come to order.*”**

**This action  
signals the  
beginning of the  
actual agenda**



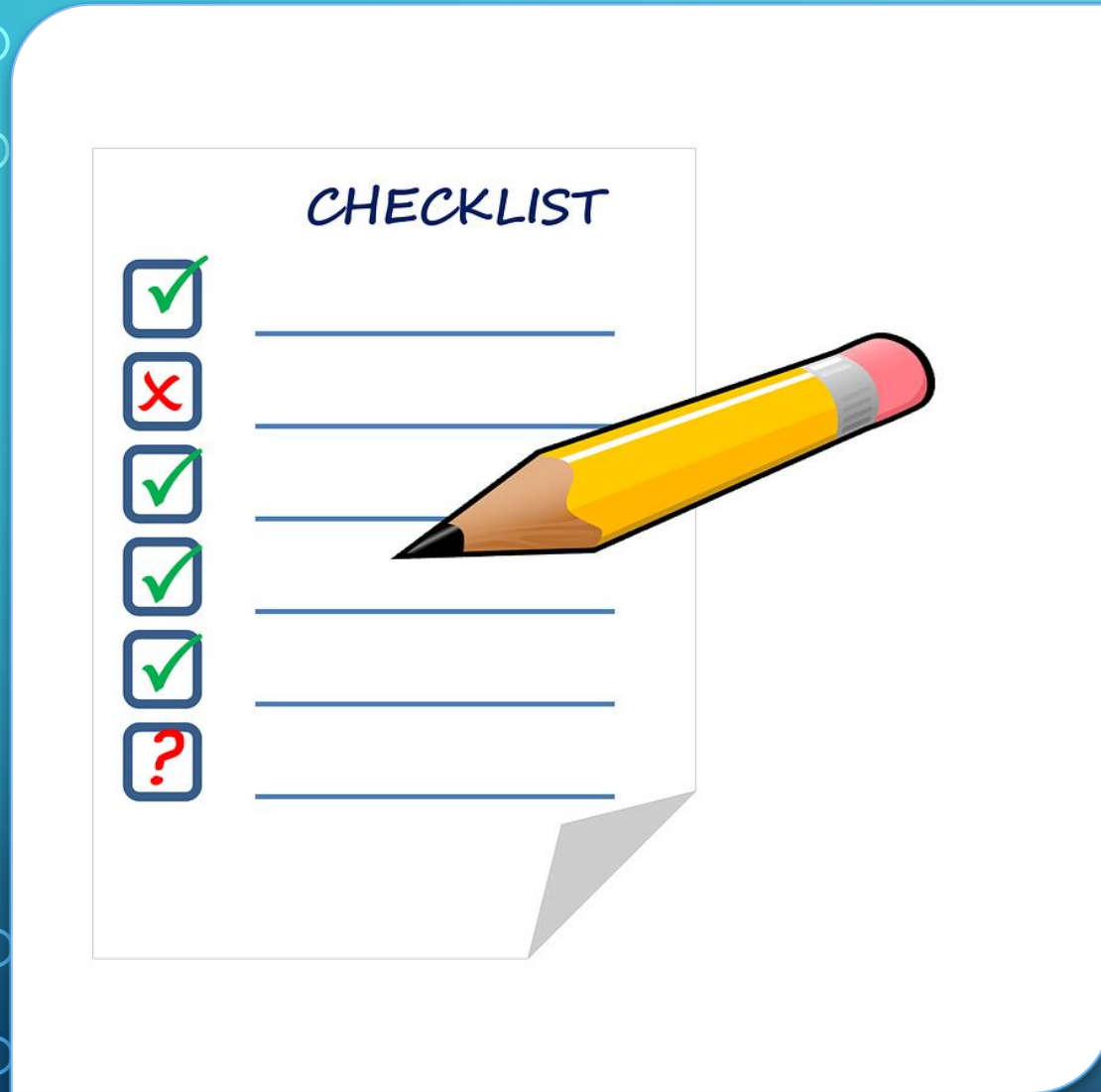
# OPENING CEREMONIES

- Invocation/Devotion
- Pledge of Allegiance
- Inspiration
- Welcome and Introductions



# ESTABLISH A QUORUM

- Attendance sign-in
- Roll Call
- Adoption of the Agenda
  - *As presented*
  - *As amended*





# ADOPTION OF THE AGENDA

**Chair:** The first item of business is the adoption of the agenda. Are there any additions to the agenda? [Pause]

**Chair:** Hearing none, [Pause] the agenda is adopted as presented.

OR

**Chair:** The agenda is adopted as amended.



# STANDARD ORDER OF BUSINESS



- Minutes
- Report of Officers, Boards and Standing Committees
- Special Committee Reports
- Special Orders
- Unfinished Business and General Orders
- New Business

# MINUTES



Minutes are adopted as presented, mailed or corrected

Minutes are approved in chronological order

The Chair asks, "Are there any corrections to the minutes?"

No motion is required

SOMETIMES YOU NEED TO GO BACK TO GO FORWARD



# REPORTS



- Officers report in the order *listed in the bylaws*
- Board of Directors or Executive Board report next
- Standing committees report in the order *listed in the bylaws*
- Special committee report in the order *created*

# RECOMMENDATIONS IN REPORTS

## OFFICERS

- Report as necessary
- Cannot move to adopt recommendations in their own report
- Motion by a member other than the reporting officer; **second required**
- **Incorrect** to move to accept an officer's (except historian's final report)

## COMMITTEES

- Report as necessary
- Committee chair moves to adopt the recommendations
- A second is not needed

*Example: On behalf of the Stewardship and Finance Commission, I move the adoption of the proposed 2021-2022 budget.*



# SPECIAL COMMITTEE REPORTS

Created for a particular purpose

Created pursuant to the bylaws or by a motion of the assembly if the bylaws are silent

Automatically cease to exist at the completion of their task and presentation of their final report

Cannot be assigned a task that is listed in the bylaws for a standing committee

# SPECIAL ORDERS



Items postponed from the previous meeting by a 2/3 vote



May be considered at a specific time



May interrupt any pending business



Items required by the bylaws to be handled at a particular meeting

# UNFINISHED BUSINESS & GENERAL ORDERS

Items on the agenda that were not completed at the last meeting

Items that were postponed from the last meeting



# NEW BUSINESS

Any new items of business  
can be introduced when  
no other question is  
pending

**Chair:** Is there any new business?

**Member A (Stands):** Madam President!

**Chair:** The chair recognizes Member A

**Member A (Stands):** I move that we purchase a new laptop computer and printer for the secretary

**Member B (Seated):** Second!



## HOW TO CONTROL DEBATE (RULES AND RIGHTS)

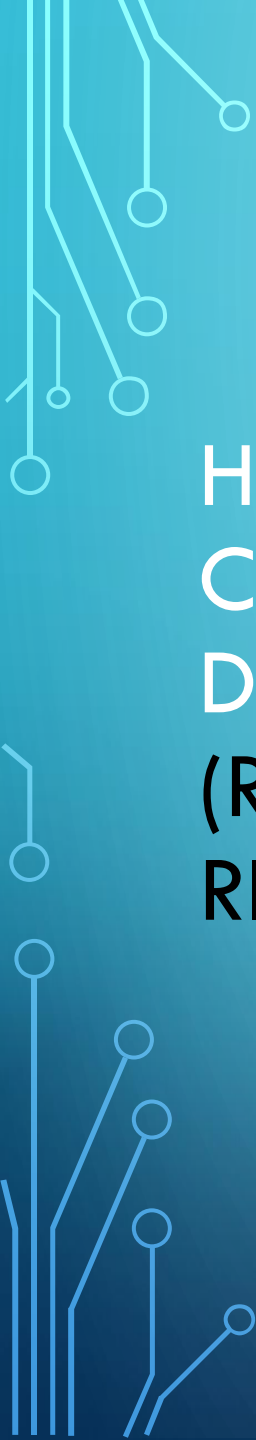
Speak no more than twice on the same question on the same day

Limited to 10 minutes per speech

No member can speak a second time on an item so long as another member is requesting the floor to speak the first time on the same item

The maker of the motion has the right to speak first in debate. However, they may not speak against their own motion; but they can vote against it

Once a motion is state by the chair, it belongs to the assembly and no longer to the maker of the motion



## HOW TO CONTROL DEBATE (RULES AND RIGHTS)

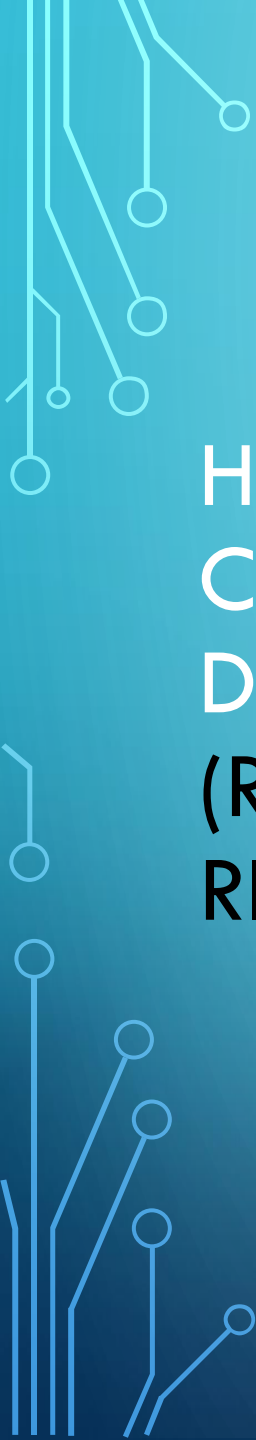
All remarks must be addressed to and through the chair

Personal remarks should be avoided, and motives of the members must not be questioned

Members are seldom referred to by name – officers are referred to by title

Members must be seated when another member is assigned the floor and during any interruption by the presiding officer

All remarks must be limited to the merits of the subject



## HOW TO CONTROL DEBATE (RULES AND RIGHTS)

The chair has the right to vote but usually refrains when it cannot alter the result

The chair must always call for the negative vote

The chair should relinquish the chair to another individual if they have a strong opinion on a subject

No member may speak to a question after the voting has been completed

A main motion, once defeated, cannot be reintroduced at the same session, however it can be reconsidered

# CLOSING ACTIVITIES



- Good of the Society
- Announcements
- Program
- Adjournment (motion is not needed)

## **Script**

Chair: Is there any further business to come before the assembly? [Pause]

If there is no further business to come before the assembly, [Pause] the meeting is adjourned

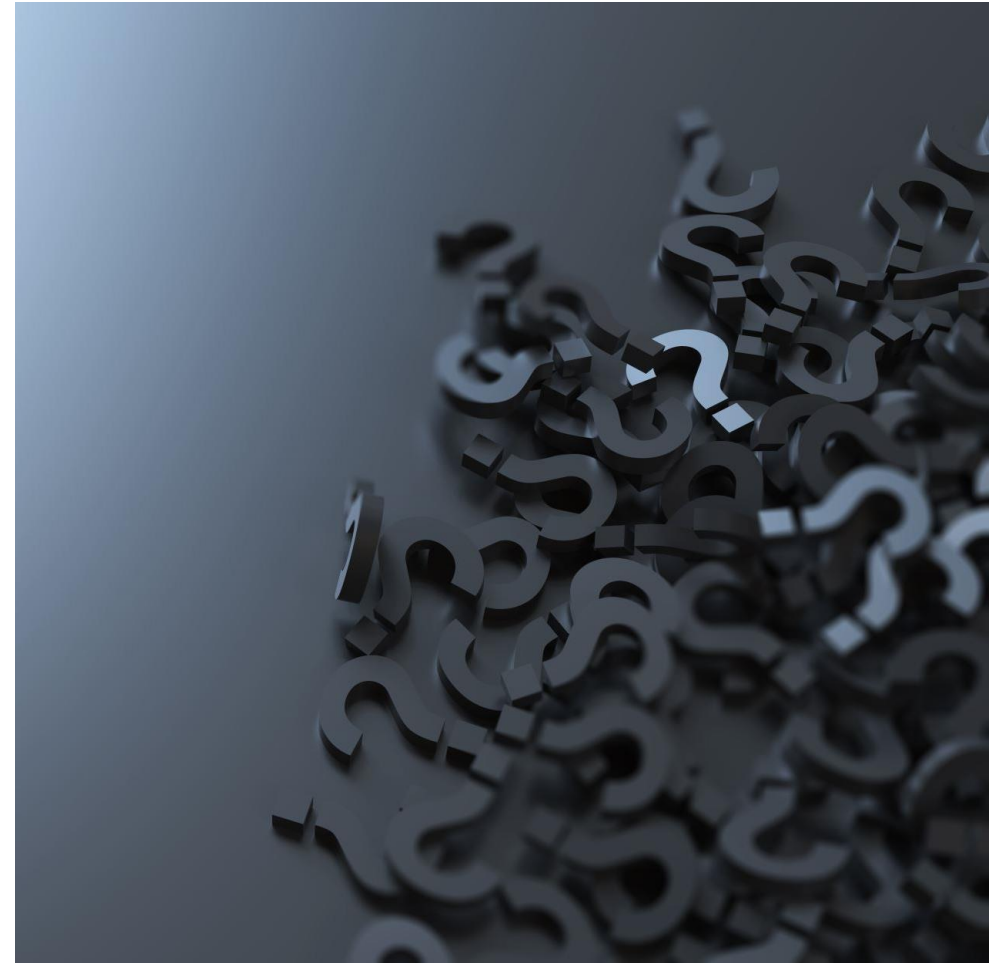


# POLL QUESTIONS (MULTIPLE CHOICE)



## Learning Assessment

# QUESTIONS (YOUR TURN)



SOMETIMES YOU NEED TO GO BACK TO GO FORWARD