



## MEET BOB

Parliamentary Law is based on two principles: 1) the right of the individual to free speech, and 2) the right of the majority to take action. Roberts Rules of Order Newly Revised is *the* leader's guide to parliamentary procedure. Everyone can do it! So be your Best with Bob, Rule like Robert, and enjoy Parli Pro!

### **Ocean's Motion—People Move: Script for Making a Motion**

**Member:** [rise and address the chair "Mr. Chairman/President" or "Madam Chair/President"]

**Chair:** [already standing, acknowledges the member and says "Miss Bergeron" or "Mr. Underwood"]

**Member:** "I move that (to) . . ."

**Chair:** "Is there a second to the motion?" [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

**Second Member:** "I second the motion."

**Chair:** "It is moved and seconded that" [state the motion exactly as it was presented—rely on your secretary to help you!]. "Is there any discussion?" [Since the maker of the motion has first right to speak on the motion, the chair should call on the maker of the motion first.]

[It is during this time that a motion is considered pending and secondary motions may be applied to it.]

**Chair:** [After discussion] "Is there any further discussion? Are you ready for the question?" [Pause] "The question is on the adoption of the motion to [clearly restate the motion]."

**Chair:** [Most common voting is a voice vote] "Those in favor, say aye." [Pause for response] "Those opposed, say no." [If the chair is in doubt of the results of a voice vote, the chair should state "The chair is in doubt, therefore a rising (or counted) vote will be taken." Then proceed with a rising or counted vote.]

**Chair:** "The 'ayes' have it and the motion is adopted to [restate the motion]" or "The 'no's have it and the motion is not adopted [state the action that will not be taken]."

**Other Voting Methods** [refer to RONR for proper procedure]

- Show of hands vote
- Rising vote
- Ballots



## Order of Precedence

- Order of Precedence directs a member at any given time, in any given meeting, whether the motion that the members wishes to make is in order [find rank of motions or chart of motions in RONR].
- One can motion higher in precedence than the immediately pending motion
- Vote on pending motions in inverse order from which they are made
- **Three basic steps:** 1) Move it; 2) Debate/Amend; 3) Refer/Postpone or Stop Talking and Vote

## How to Get The Floor [the right to speak]

1. Stand, address the chair by title (e.g. "Mr. Chairman" or "Madam President")
2. The Chair recognizes the member by name (e.g. "Mr. Garrett" or "Madam Vice President")
3. The member then states their motion (e.g. "I move that (to)....")
4. Another member must second the motion [in most cases]
5. Chair then says, "It is moved and seconded that (to)..."

## Privileged Motions

### ▼ Call for the Orders of the Day [Used to return back to the agenda]

**Member:** "Mr. President I call for the orders of the day." [Doesn't require a second or the chair to recognize] **Chair:** "Will the assembly proceed to the orders of the day?" [Now you're back on track!]

### ▼ Question of Privilege [Used to help improve the meeting process]

**Member:** "Madam President, I rise to a question of privilege." **Chair:** "State your question." **Member:** can now state/ask their question (e.g. adjust the room temperature, adjust the microphone level or close the door so everyone can hear, turn the lighting up so everyone can see, bring order to disruptive members, etc.). [Doesn't require a second, vote, debate, or amendment. Once the question is stated, it is at the chair's discretion to act or not.] **Chair:** "Your question has been noted [then the chair either directs action or denies it]."



## ▼ **Recess** [Used to take an unscheduled break]

Can be made at any time unless the "Adjourn" or "Fix the Time" has been made and is pending]. **Member:** "Madam Chair, I moved to recess for [example: 15 minutes]."  
**Another Member:** "I second." **Chair:** "It has been moved and seconded to recess for 15 minutes. Is there any discussion? [Pause for discussion] Are you ready for the question? All those in favor of adopting the motion to recess for 15 minutes say 'aye' [pause] all those opposed say 'no' [pause]. The 'ayes' have it and the motion is adopted and we will now recess for 15 minutes [recess happens immediately!] or "The 'no's have it and the motion is not adopted, we will now proceed to [next motion or business at hand]. Motion to recess is amendable, debatable, and does require a second.

## ▼ **Adjourn** [Used to end the meeting]

Business may or may not be concluded. Any business still on the table, would become "Unfinished Business" for the next meeting]. **Member:** "I move to adjourn." **Another Member:** "I second." **Chair:** "It has been moved and seconded to adjourn. Is there any discussion? [pause] All those in favor of adopting the motion to adjourn say 'aye' [pause] all those opposed say 'no' [pause]. The 'ayes' have it and the motion is adopted and the meeting is now adjourned. –or- The 'no's' have it and the motion is not adopted and will not proceed to [the next item of business]." Motion to adjourn is debatable, and does require a second.

## ▼ **Fix the Time To Which to Adjourn** [Used to set the time and/or place for the next meeting to convene]

This is the highest ranking motion and takes precedence over all others. **Member:** "I move that when this meeting adjourns, it adjourns to meet at \_\_\_\_\_ [time] and [place]."  
**Another Member:** "I second." **Chair:** "It has been moved and seconded that when this meeting adjourns, it adjourns to meet at [time] and [place]. Is there any discussion? [it can be debated and amended]. All those in favor of adopting the motion to [state the motion] say 'aye' [pause] all those opposed say 'no' [pause]. The 'ayes' have it and the motion is adopted, [restate the motion] –or- The 'no's' have it and the motion is not adopted and we will now proceed to [the next item of business]." Motion to adjourn is debatable, and does require a second.



## BASIC PROCEDURE FOR MOST PARLI PRO MEETINGS:

### STEP 1—Get the Main Motion on The Floor

1. Must have a Main Motion on the floor prior to debate; **“I move to...”**
2. Requirement of “Second” (at least one member thinks the motion is worth “talking about”)
3. Secretary of the meeting should record the motion and maker of the motion in the minutes.
4. Then the Chair restates the motion: **“It is moved and seconded to... Is there any discussion?”**

### STEP 2—How to Direct Debate

1. Debate is discussion about the *immediately pending* motion
2. Call on the maker of the motion first
3. Alternate between Pro and Con
4. Call on a new speaker before allowing anyone to speak a second time

### STEP 3—How to Amend a Motion

1. Motion is amendable if it is *variable in wording*: **“I move to amend by....”** (someone says “Second”)
2. First and second degree amendments are acceptable, but NO third degree; there is no limit to the number of amendments to a motion as long as there *is only one amendment of the same rank* on the floor at a time.
3. Three ways to amend: a) Add or insert consecutive words, b) Strike consecutive words, c) Strike and add words
4. Substitute Motion
5. Amendment can be hostile to specific intent of the motion as long as it’s germane to the general intent of the motion

### STEP 4—How to Close Debate or Call for the Previous Question

1. “To Close Debate” is more understandable than the motion to “Call for the Previous Question,” although it means the same thing: to end debate.
2. “Those in favor of closing debate” or use the unanimous consent short-cut “If there is no objection, we will close debate.”
3. Debate is also closed when no one else wishes to speak on a motion; “Seeing no one else wishing to speak, debate is now closed.”

### STEP 5—How to Take the Vote

1. Main motions require a majority to pass.
2. Give negative vote same cue as affirmative: “Those in favor of Main Motion #1, say ‘aye’. Those opposed to Main Motion #1 say ‘no’.”
3. Tie Vote: There is no such thing as a tie vote!
  - a) Majority Vote: More than half the votes cast
  - b) Chair votes on when the chair’s vote will *affect the outcome*.
  - c) Secretary records the vote count in the minutes.



## Tips on Meeting Procedure

- Chair/President cannot make motions
- Chair/President does not vote unless there is a tie
- Ex-Officio Members do not vote
- When a motion passes the Chair announces “the motion has been adopted”
- When a motion fails the Chair announces “the motion is not adopted”
- A meeting member must make a motion before an item can be formally discussed
- A motion must be seconded before it can be discussed and voted upon
- The Secretary records the name of the person who makes the motion—but it is not necessary to records the person(s) who second the motion
- The Chair repeats the motion three times (after the motion is made by a member, prior to the vote, when announcing the vote on the motion)
- The term “ney” is not longer used to signify “no” in Parliamentary Procedure, the simple term “no” (e.g. “all those opposed signify by saying ‘no’)
- The gavel only gets wrapped twice during the meeting (once to open and once to close)

## Sample Agenda

- I. Call to Order (by the chair)
- II. Opening Ceremony (optional)
  - a) Flag ceremony and/or pledge
  - b) Greeting and statement of mission and meeting objective
- III. Roll Call of Members
- IV. Approval of Previous Meeting’s Minutes
- V. Officer’s Reports
- VI. Committee Reports
- VII. Unfinished Business and General Orders
  - a) Pending questions from the last meeting
  - b) Questions postponed to this meeting
- VIII. New Business
- IX. Announcements
- X. Adjournment

**RECITE THE PLEDGE/CREED/  
OPENING CEREMONY  
TO OPEN YOUR MEETINGS!**

*Use an “AC CHART” to record the actions that  
should be taken by embers  
following a decision.*

*Even if you’re not in an official business meeting,  
practice using Parliamentary Procedure to get  
used to the process and terminology!*

**Have fun!**  
*Remember...the leader who  
knows the rules...**RULES!***



## MINUTES/RECORD KEEPING FORMAT

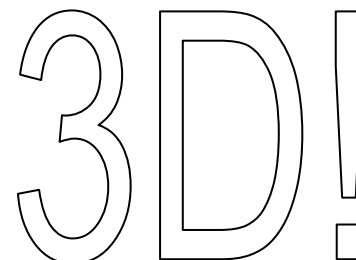
Name of Executive Council/Committee

### MINUTES

\_\_\_\_\_  
Location & Time

#### Mission Statement

**ITEM A:** (Corresponds to "Item A" on the Agenda)



#### DISCUSSION

*Record general discussion; summarize key points and items for decision.*

#### DECISIONS

*Record the official motion for the decision. Should be short and sweet. It was moved by \_\_\_\_\_ and seconded to \_\_\_\_\_. The motion passed \_\_\_\_\_ (unanimously/# of yes; # of no; # of abstentions).*

#### DIRECTION

*Every decision should result in action or direction of some kind. Record it here.*

(Continue with this format for each item on the meeting agenda)

