

Name: _____

NOTE GUIDE

PARLIAMENTARY PROCEDURE

General Information & Definitions

1. **Parliamentary Procedure:** Rules used to keep a group of people on task when solving a problem
2. **4 objectives of parli-pro**
 - A. Focus on one thing at a time
 - B. Courteous to everyone
 - C. majority rules
 - D. protect the rights of the minority
3. **Chairperson:** (president) – person in charge of keeping things in order.
 - cannot state their opinion on ideas
 - cannot vote on ideas unless they are making or breaking a tie
4. **Gavel:** tool used to keep the meeting running smoothly
5. **Voting:**
 1. _____ – all in favor of the motion say “aye” – all opposed say “no”
 2. _____ – all in favor of the motion please stand – opposed please stand
 3. _____ – used in elections
 4. _____ – each member is asked to vote individually
6. **Use of the Gavel**
 - A. _____ : announce a decision of the chairperson, or to adjourn (end) the meeting.
 - B. _____ : calls the meeting to order (begin the meeting)
 - C. _____ : have members stand up in the meeting
 - D. _____ : restore order to the room

Parliamentary Procedure Abilities:

1. **Main Motion:** way of presenting your idea to the group to be voted on.
 - a. Stand and ask permission to speak - stand and say “Mr./Mdm. Chairperson”
 - b. wait to be recognized before you speak - “go ahead Mr. Hibbard”
 - c. present your idea by saying “I move...”
 - d. someone needs to second the motion “second”
 - e. chairperson states the idea to the group and asks for discussion
 - f. discuss the idea within the group – convince others to vote your way
 - g. vote

Solving a problem: you must answer – where, when, what, who, who’s in charge, (budget or any other small details to make sure the activity happens)

2. **Point of Parliamentary Inquiry:** ask a question about parli pro
 - a. stand and say “I rise to a point of parliamentary inquiry”
 - b. wait to be recognized
 - c. ask your question
3. **Amendment:** used to change a motion by adding, substituting, or striking out
 - a. stand and ask permission “Mr./Mdm. President”
 - b. wait to be recognized
 - c. say “I move to amend the motion by ...”
4. **Question of privilege:** ask a question about something other than parli pro
 - a. stand and say “I rise to a question of privilege”
 - b. wait to be recognized
 - c. ask your question
5. **Division of the Assembly:** used to call for a re-vote on a motion where the voice vote was unclear.

- a. stand and say “I rise to a division of the assembly”
 - b. President will ask for re-vote by rising and announce the final result.
6. **Previous Question:** used to stop discussion and move directly to a vote
- a. stand and say “Mr./Mdm. President”
 - b. wait to be recognized
 - c. “I move the previous question”
 - d. vote on ending discussion without allowing debate. Requires a 2/3 vote
7. **Point of order:** used to call attention to a mistake in Parli Pro
- a. Stand and say “I rise to a point of order”
 - b. wait for recognition
 - c. state the mistake
8. **Adjourn:** used to end a meeting
- a. Stand and say “Mr./Mdm. President”
 - b. wait for recognition
 - c. say “I move to adjourn this meeting”
 - d. after a second the president will take a voice vote – no discussion

Minutes:

Motion 2nd what happened vote

How to solve a problem:

- 1.
- 2.
- 3.
- 4.
- 5.