

Name: _____

NOTE GUIDE KEY

PARLIAMENTARY PROCEDURE

General Information & Definitions

1. **Parliamentary Procedure:** Rules used to run a meeting or group discussion efficiently (parli-pro)
2. **4 objectives of parli-pro**
 - B. Courteous to everyone
 - B. Focus on one thing at a time
 - C. Observe the rule of the majority
 - D. Protect the rights of the minority
3. **Chairperson:** President – person in charge of keeping the group on task.
4. **Gavel:** Hammerlike piece of equipment used by the president to direct the meeting
5. **Voting:** method of determining which side is the majority
 1. **Voice:** “aye” in favor, “no” against
 2. **Rising vote:** stand up to cast your vote
 3. **Secret ballot:** anonymous way to cast your vote
 4. **Roll call vote:** used by elected official so the public has a record of how each person voted.
6. **Use of the Gavel**
 - A. **1 tap of the gavel:** announce a decision of the chairperson, or to adjourn (end) the meeting.
 - B. **2 taps of the gavel:** calls the meeting to order (begin the meeting)
 - C. **3 taps of the gavel:** have members stand up in the meeting
 - D. **Several rapid taps:** 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 - “Mr./Mdm president”
 - b. wait to be recognized before you speak
 - c. present your idea by saying “I move...”
 - d. someone needs to second the motion “second”
 - e. discuss the idea within the group – convince others to vote your way
 - f. vote
2. **Point of Parliamentary Inquiry:** ask a question about parli pro
 - a. “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. ask permission to speak
 - b. wait for permission
 - c. “I move to amend the motion by...”
4. **Question of privilege** – ask a general question
 - a. “I rise to a question of privilege”
 - b. wait to be recognized
 - c. ask your question
5. **Division of the Assembly** – calls for a re-vote on a close vote
 - a. “I call for a division of the assembly”
 - b. Chair will do a revote with a rising vote method
6. **Previous Question:** used to stop discussion and go directly to a vote.

- a. "Mr. President"
- b. wait to be recognized
- c. "I move the previous question"
- d. must have 2/3 majority to pass

7. **Point of order** – correct a mistake in parli pro

- a. "I rise to a point of order"
- b. wait to be recognized
- c. state the mistake made so it can be corrected

8. **Adjourn:** end the meeting

- a. "Mr. President"
- b. wait to be recognized
- c. "I move to adjourn this meeting"
- d. no discussion

Minutes: Notes the secretary takes

Motion	2 nd	what happened	vote
NH	SK	M-Play video games	P

How to solve a problem:

1. Who?
2. What?
3. Where?
4. When?
5. Who's in Charge?