

Parliamentary Procedure

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Parliamentary Procedure

- Definition
 - **Correct rules for conducting or running a successful meeting**

Parliamentary Procedure

- 3 goals of Parliamentary Procedure
 - Make meeting run smoothly
 - Assure everyone gets to voice their opinion
 - Maintain order

Parliamentary History

- Started
 - 1562 in England
 - Sir Thomas Smyth
- Official Rule Book
 - Roberts Rules of Order



Parliamentary History

- Quorum
 - 1/2 of members of a board plus 1
 - Minimum number of members that must be present at a meeting for legal business to be transacted

Parliamentary History

- Majority under Roberts Rules of Order
 - 1/2 of members present at any meeting plus 1 is the minimum number of members required to vote for a motion to pass.

SPECIAL NEW YORK STATE RULES

Although Roberts Rules of Order defines a majority of those members present and voting, New York State Law sets forth a majority of the entire board, not simply those present is required for the board to take official action

Parliamentary Procedure

- Presiding Officer referred to as:
 - Mr./Madam President
 - Mr./Madam Chairperson

Parliamentary Procedure

- Everyone gets the chance to voice their opinion
- Everyone gets the chance to Vote
 - Must take yes and no votes
 - Anyone who doesn't vote is **abstaining**

“10 in favor, 4 opposed, and 2 abstaining”

Parliamentary Procedure

- Only one topic at a time can be discussed
- Whoever makes a motion has the right to discuss it first

The Motions

- Four Types
 - Main
 - Subsidiary
 - Privileged
 - Incidental

The Motions

- Main motion:
 - Used to bring business before the delegation/meeting
 - Also to introduce new ideas

The Motions

- Subsidiary motions:
 - Aid in handling and/or disposing of a main motion

The Motions

- Privileged motions:
 - Deals with special matters of immediate importance.

The Motions

- Incidental motions:
 - Related to pending business and must be decided immediately.

Debate!

Arguing for or against a motion

Debate

- Good debate:
 - Is directed to the chairperson, not another speaker
 - Uses facts and new points to support their discussion, not repeating others
 - Has to be about whatever is currently up for discussion

ROUND ONE

Getting Started



Main Motion

- Used to introduce an idea to the group
 - Must start with “I MOVE...”
 - Cannot be negative
- Example: “I move we buy Jay Worona a car

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Round Two

Changin' it Up



Postpone Indefinitely

- Purpose: to kill a main motion
 - Can only make when the main motion is being discussed
 - Argue against the main motion in your debate
- Example: “I move to postpone this matter indefinitely”

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **YES**

Vote? **Majority**



Amendment

- Purpose: change the current motion
 - Must start with “I MOVE TO AMEND...”
 - Cannot change intent of motion
- Example: “I move to amend by striking car and inserting chicken”

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Amendment

- Purpose: change the current motion
 - Must start with “I MOVE TO AMEND...”
 - Cannot change intent of motion
- Example: “I move to amend by striking “red” and inserting “blue”.

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Amend to Amendment

- Purpose: change the current amendment
 - Must start with “I MOVE TO AMEND the amendment...”
 - Can only change the amendment, not the original motion
- Example: “I move to amend the amendment by inserting the word “shiny” in front of blue.



Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **YES**

Vote? **Majority**



Round Three

Doing more stuff



Refer to Committee

- Purpose: give current topic to a committee to research further
 - Must assign committee and give them a job to do
- Example: “I move to refer this to a committee appointed by the chair to research and report back at the next board meeting”

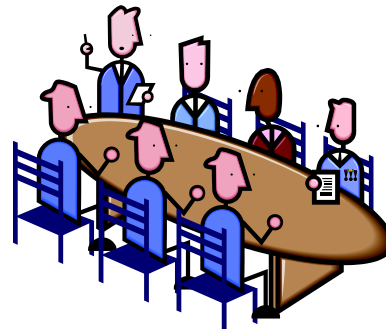
Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Postpone Definitely

- Purpose: to put the vote off to a different time
 - Must specify when you are postponing it to
 - Should be a regularly scheduled meeting
- Example: “I move to postpone this matter to the September meeting of the school board.”

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority**



Lay on the Table

- Purpose: to put the current matter aside
 - You **MUST** have more important business to discuss if you move this
 - Can take from the table later.
- Example: “I move to lay this matter on the table.”

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **Majority**



Take from the Table

- Purpose: to bring up an earlier-tabled topic
- Example: “I move to take the motion that reads “to buy a car” from the table”

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **Majority**



Limit/Extend Debate

- Purpose: set rules for how much debate can happen
 - Either time limit OR
 - Number of speakers
- Example:
 - “I move to limit debate to 5 minutes for this topic”
 - “I move to have three speakers for and three speakers against this motion”



Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **NO**

Vote? **2/3**



Round Four

Getting Down to Business



Previous Question

- Purpose: to end discussion and force a vote
 - Can be for just the item being discussed now
OR
 - Be for all items that are pending
- Example:
 - “I move previous question”
 - “I move previous question on all pending business”

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **2/3**



Suspend the Rules

- Purpose: allow you to break parliamentary rules or constitution for a short time
- Example:
 - “I move to suspend the rules...”

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **2/3**



Modify/Withdraw a Motion

- Purpose: allows maker to take back their motion
 - No vote required if chair has not stated the motion
 - *Majority vote if it has already been stated **and** one person objects to the withdraw
- Example:
 - “M. Chairperson, I withdraw my motion”

Interrupt? **YES**

Second? *

Amend? **NO**

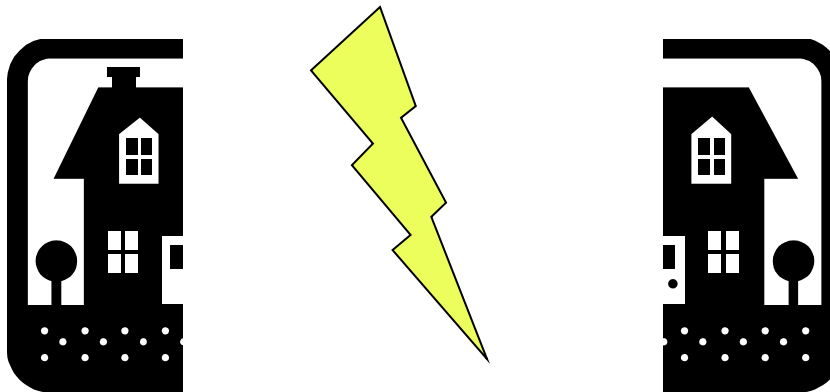
Debate? **NO**

Vote? *



Division of the House

- Purpose: calls for a hand vote if someone has a question over a voice vote
- Example:
 - “I call for a division of the house”



Interrupt? **YES**

Second? **NO**

Amend? **NO**

Debate? **NO**

Vote? **NO**



Adjourn

- Purpose: to end the meeting!
- Example:
 - “I move to adjourn”

Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **NO**

Vote? **Majority**



Round Five

Someone messed up. Now what?



Point of Order

- Purpose: to correct a parliamentary error
 - Can be called on any person
 - Always directed to the chair
 - Chair will decide if “Point well taken” or “Point not well taken”
- Example:
 - “Point of Order. Mr. Chairman, there was no second for that motion”

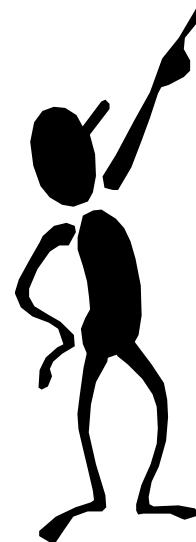
Interrupt? **YES**

Second? **NO**

Amend? **NO**

Debate? **NO**

Vote? **Chair Decides**



Appeal

- Purpose: to reverse the chair's decision if the chair is in error
 - Chair must allow appeal
 - Chair gives explanation
 - Goes to vote to “uphold the decision of the chair”
- Example:
 - “I appeal the decision of the chair”

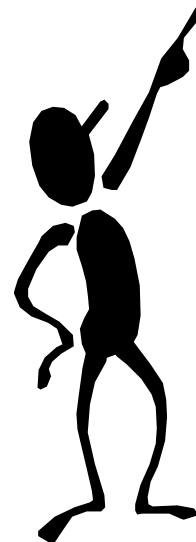
Interrupt? **YES**

Second? **NO**

Amend? **NO**

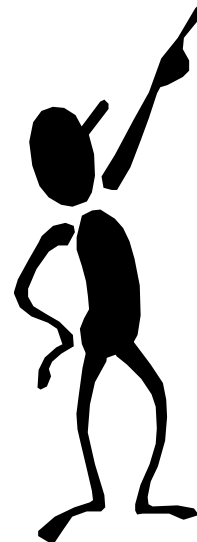
Debate? **YES**

Vote? **Majority**



Question of Privilege

- Purpose: to ask for something that will help the meeting go more smoothly
 - Change temperature
 - Have others speak up
 - Explain a motion, etc
- Example:
 - “Question of privilege, Ms. Chairman.”



Interrupt? **YES**

Second? **NO**

Amend? **NO**

Debate? **NO**

Vote? **Chair Decides**



Reconsider

- Purpose: to reevaluate an earlier decision, usually a no-vote
 - Time limits apply
 - Only made by someone on the winning side
- Example:
 - “I move to reconsider the motion to buy Jay Worona a car



Interrupt? **NO**

Second? **YES**

Amend? **NO**

Debate? **YES**

Vote? **Majority***



Rescind

- Purpose: to reconsider an earlier vote
- Example:
 - “I move to reconsider the vote to buy the cow”

Interrupt? **NO**

Second? **YES**

Amend? **YES**

Debate? **YES**

Vote? **Majority***



ADJOURN!

That means the end.
For now.

