



**PARLIAMENTARY
PROCEDURE
ROBERT'S RULES OF ORDER**

Parliamentary Procedure

Definition

- ▣ Using the correct rules for conducting a successful meeting

Four goals of Parliamentary Procedure

- ▣ Extend courtesy to everyone
- ▣ Focus on one thing at a time
- ▣ Observe the rule of the majority
- ▣ Ensure the rights of the minority

Agenda

- ▣ A meeting should have an agenda.
- ▣ The agenda is an outline that guides a business meeting.
- ▣ An agenda is used to keep the meeting on schedule.

Changes to an Agenda

Can changes be made to the agenda?

- ▣ Yes, you will need 2 motions to make any changes.
- ▣ You can add or eliminate items from the agenda.

AGENDA

INTRODUCTIONS
GUIDELINES
SCHEDULE SESSIONS

How to Begin a Meeting

- ▣ The President calls the meeting to order by tapping the gavel once.
- ▣ The President says, “*The meeting will come to order at _____.*” (2 motions and time)
- ▣ Roll call
- ▣ The minutes of the previous meeting are read by the Secretary or individually.

Beginning a Meeting, cont'd.

- ▣ The President says, *“Are there any corrections to the minutes?”*
- ▣ If there are corrections, the President calls on committee members one at a time.
- ▣ The President says, *“If there are no more corrections, the minutes are approved.”* (2 motions)

Motions

- ▣ You always need 2 motions to approve.
- ▣ I _____name_____ motion to _____.
- ▣ I _____name_____ second motion to _____.
- ▣ President will ask “*All in favor*” “*Any appose*”



Voting

There are four methods used for voting.

- ▣ Voice
- ▣ Standing
- ▣ Roll Call
- ▣ Secret Ballot



Can the Chairman vote?

- ▣ Yes, in order to force a tie, or to break one, if the Chairman is a member of the group.

Parliamentary Procedure Terms

What is a quorum?

- ▣ $\frac{1}{2}$ of the members in the committee plus 1
- ▣ It is the minimum number of members that must be present at a meeting for legal business to be conducted.

What is a majority?

- ▣ $\frac{1}{2}$ of members present at any meeting plus 1
- ▣ It is the minimum number of members that must vote for a motion for it to pass.

How to Make a Motion

Definition: A motion is a suggestion for action.

- ▣ A member may make a motion to introduce new business, suggest a decision, or suggest an action. The member raises their hand, and when called upon by the President, stands up and says, “I suggest that....”
- ▣ A motion must be seconded (another Committee member agrees that the motion should be brought to the members’ attention; the person who seconds the motion does not necessarily agree with the motion). The member says, “I second it.”
- ▣ The motion is discussed and then a vote is taken on the motion. A majority vote or quorum is required for the motion to pass.
- ▣ Results of the vote are announced by the President.

Postponing a Motion

- ▣ A motion is postponed when a decision is made to stop discussion of a motion until later in the meeting to use the restroom, make a call, etc.

Example: President *“I suggest we take a 10 minute break.”*

- ▣ Postponing a motion requires a second motion.
- ▣ Members vote on the motion and a majority vote is required to postpone the motion under consideration.
- ▣ The motion must be noted in minutes.

Limiting or Extending Discussion

- ▣ It may be necessary to limit or extend the discussion on a motion.
- ▣ Limiting and/or discussing a motion are done if a motion has created a lengthy amount of discussion within the Committee, or when meeting time is limited.
- ▣ To limit or extend discussion requires a second motion.
- ▣ Limiting and/or discussing also require a 2/3 (67%) majority vote.

Assigning a Motion to a Focus Committee

- A Focus Committee or group may be chosen by the President to give special consideration to a motion.
- A Committee must have three or more members.
- This action requires a second motion.
- It also requires a majority vote.
- The President decides when the Focus Committee is required to prepare a report.



Announcements

The President asks the Committee if there are any announcements.

- ▣ Example: *“Are there any announcements from the members?”*
- ▣ If any member wishes to speak he/she raises their hand and waits to be recognized by the President.

Adjourning (Ending) the Meeting

- ▣ Two motions are required to end the meeting.
- ▣ The president says *“If there is no further business, the meeting is adjourned at _____.”*



Questions?

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