EFFECTIVE & EFFICIENT MEETINGS PARLIAMENTARY PROCEDURE

Nancy Sylvester, MA, PRP, CPP-T
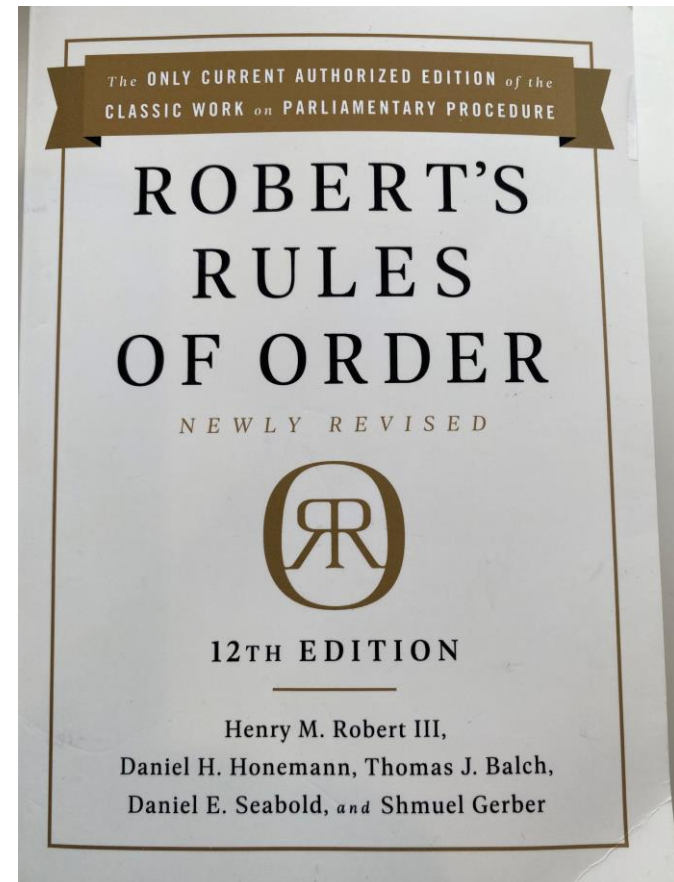**Professional Parliamentarian**

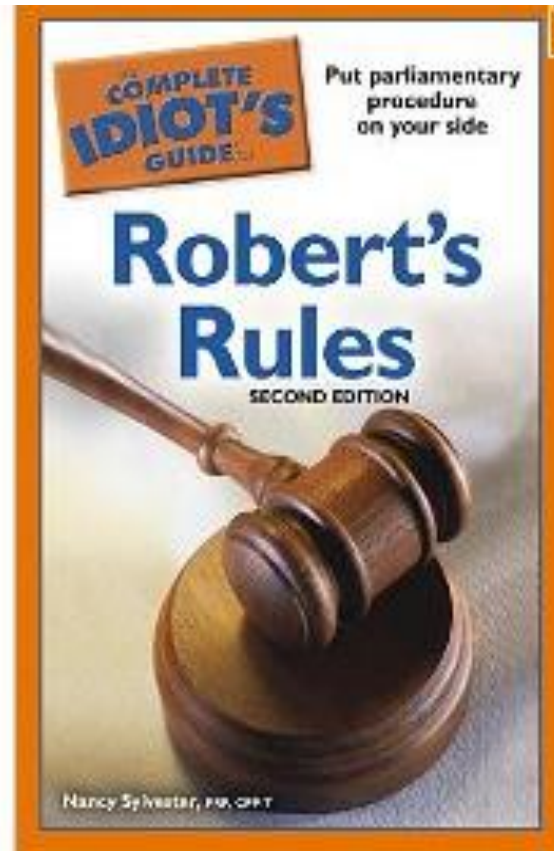# EFFECTIVE & EFFICIENT MEETINGS PARLIAMENTARY PROCEDURE

- Hierarchy of Governing Documents
- Quorum
- Agenda
- Processing a Motion
- Precedence of a Motion
- Meaning of Votes
- Procedures in Small Boards
- Script of a Motion
- Meeting Minutes
- Basic Characteristics of a Motion

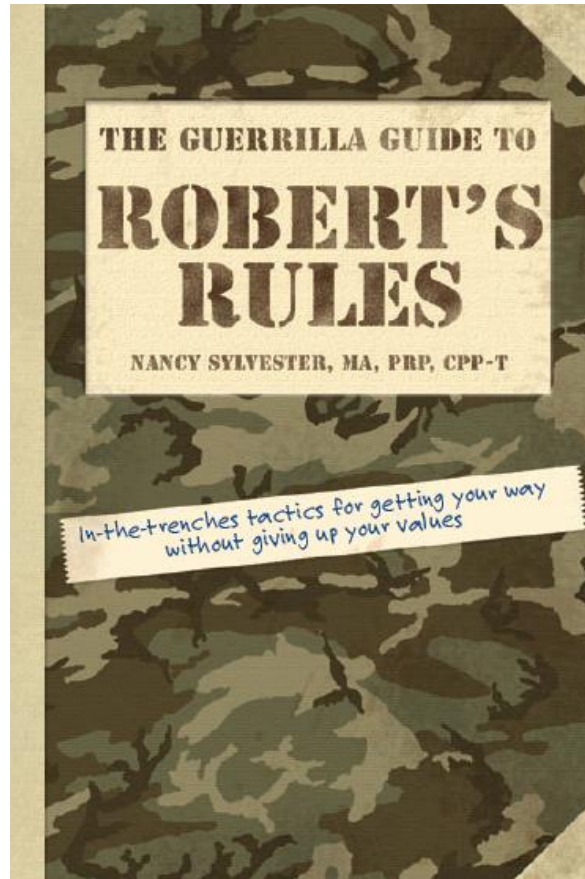# PARLIAMENTARY PROCEDURE

Current
ROBERT'S

PARLIAMENTARY PROCEDURE

PARLIAMENTARY PROCEDURE

THE GUERRILLA GUIDE TO

ROBERT'S RULES

NANCY SYLVESTER, MA, PRP, CPP-T

In-the-trenches tactics for getting your way without giving up your values
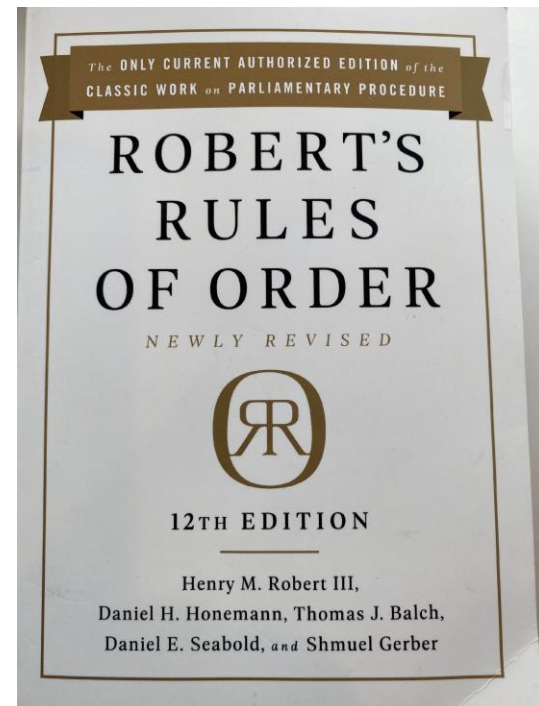
HIERARCHY OF GOVERNING DOCUMENTS

- Federal Laws (e.g. IRS)
- State Statutes
- Articles of Incorporation
- Bylaws
- Standing Rules
- Parliamentary Authority

QUORUM

Number of voting members who must be present for business to be transacted legally

QUORUM

Think of as warm bodies, not votes

QUORUM

- Membership of 9
- Quorum needed: Majority (5)
- If vote:
  - 3 Yes
  - 1 No
  - 1 Abstain

AGENDA

- Minutes
- Reports of officers, boards, standing committees and special committees
- Special Orders
- Unfinished business (not "OLD")
- New Business

AGENDA

- *Robert's*: Consent Calendar
- You: Consent Agenda
- Routine, noncontroversial matters
- No debate
- No amendments
- Any member can have an item removed
- Considered in gross – one vote

STEPS IN PROCESSING A MOTION

1. A voting member makes a motion
2. Another voting member seconds motion
3. Presiding officer states the motion
4. Members debate motion - (motion pending)

STEPS IN PROCESSING A MOTION

5. Presiding officer puts the question to
    a vote

6. Presiding officer announces voting
    results
    Pass or fail
    Effect
    Next business item
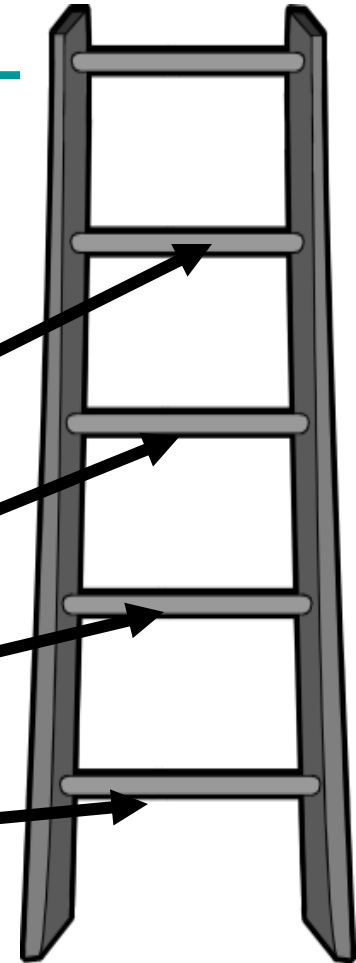
PRECEDENCE OF MOTION

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone definitely
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion

PRECEDENCE OF MOTION

- **"I move that we purchase a computer"**

- **Not to exceed $2,000**

- **Strike $2,000 and insert $4,000**

- **Postpone to the next meeting**

PRECEDENCE OF MOTION

1. **Fix time to which to adjourn**
2. **Adjourn**
3. **Recess**
4. **Raise a question of privilege**
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8. **Limit/extend limits of debate**
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14. **Main motion**

PRECEDENCE OF MOTION

- "I move that we purchase a computer"

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PRECEDENCE OF MOTION

- **"I move that we purchase a computer"**

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PRECEDENCE OF MOTION

- **"I move that we purchase a computer"**

- **Not to exceed $4,000**

PRECEDENCE OF MOTION

- **I move that we purchase a computer, not to exceed $4,000.**

PRECEDENCE OF MOTION

1. Fix time to which to adjourn
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MEANING OF A VOTE

- Majority – More than half, not 1/2 + 1

- 2/3 – Double the NO votes

- Plurality – Largest number of votes

- Abstain – Refrain from voting

MEANING OF A VOTE

Presiding Officer Votes (if member)

- Ballot – with every one else

- Roll Call – Last name called

- If vote affects the results

PROCEDURE IN SMALL BOARDS

- Motions do not need a second
- Presiding officer participates, NOT leave chair
- Informal discussion with no motion pending
- Don't stand, raise hand
- Presiding officer may be seated
- No limit on # times speaking
- Unanimous consent when all agree

PARLIAMENTARY PROCEDURE

SCRIPT OF A MOTION

MEETING MINUTES

- Content
- Not include
- Distribution of Minutes
- Attachments
- Approval
- Signature
- Minutes Book
- Copies

PARLIAMENTARY PROCEDURE

BASIC CHARACTERISTICS OF A MOTION

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ADDITIONAL RESOURCES AT:

www.nancysylvester.com

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QUESTIONS?