



# Parliamentary Procedure

Partners in Policymaking  
February 9, 2019



# Today's agenda

- Description and why important
- Resources
- Planning for a meeting
- Questions



# What is parliamentary procedure?

- A set of rules to conduct a meeting
- No universal set of rules in use
- Importance
  - Allows all entitled to participate to be heard
  - Decisions made in an orderly way
  - Ensures fairness



# Options available

- Robert's Rules of Order
- Demeter's Manual of Parliamentary Law and Procedure
- Rules created by group



# Resources

American Institute of Parliamentarians

<https://aipparl.org/>

National Association of Parliamentarians

[www.parliamentarians.org/](http://www.parliamentarians.org/)

Organization's parliamentarian



# Before the meeting

- Find out which rules are used
  - Chair/leader
  - Administrator/executive director
  - Parliamentarian



# 9 regular motions

- Main
- Amend
- Refer to committee
- Postpone to a time certain
- Limit debate
- Close debate or vote immediately
- Postpone temporarily (lay on table)
- Recess
- Adjourn



# Sample main motion

Madam chair:

I move that we spend \$100 to purchase buttons for distribution at the conference to be held March 1, 2019.





Your turn to make a motion

Who would like to make a motion?



# What happens next?

- Second
- Discussion/debate
- Vote
- Decision announced



## Motion to amend

I move that the motion be amended to strike \$100 and insert \$50.



# What happens next?

- Second
- Discuss only the amendment
- Vote on the amendment
- If approved, vote on the amended motion
- If not approved, vote on the original motion



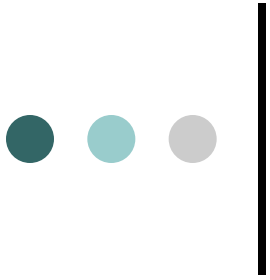
# Division

- Term used to change voting method
- Outcome of vote unclear
- Not debatable
- Chair decides



# Time for practice

- Who would like to make a motion?
- Should the motion be amended?
- What should be done if you want to temporarily delay action on the motion?
- What do you do when the temporary delay is over?



Questions?



# Contact information

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