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/

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?
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