Parliamentary Procedure

Student Senate November 2015
Why is Dean Mulvihill here?

- Student Senators will have a clear understanding of the basic principals of Parliamentary Procedure.
- Student Senators will understand basic meeting management principles.
- Student Senators will have an understanding of the 8 basic motions.
**bLUeprint Foundations**

- **Inclusive Leadership** – this is a fair system that allows all members to be involved.

- **Collaborative Connections** – the process of legislative debate requires the merging and forming of jointly created ideas.

- **Professional Growth & Success** – This is a set of skills and a system of managing business that well accepted and used, but not always well practiced.
What is Parliamentary Procedure

• A systematic ways for groups to make decisions.

• An accepted structure for legislative bodies.

• A fundamentally fair process to allow people the opportunity to voice an opinion.
General Rules

- *One person speaks on one thing at one time.*
- The chairperson has some control and introduces business.
- Debate should be polite, and reasonable, and germane.
- The Majority opinion applies.
- The rights of those with a minority opinion must be preserved.
- Individuals have a right to be involved in the decision making process.

**Doing your job as a senator:**
- Obtain the floor before you speak.
- Keep track of where things are during a meeting.
8 Basic Motions

- **Main Motion**
  - Motion to Amend
  - Motion to Postpone
  - Motion to Refer
  - Motion to Table
- **The previous question (extend/limit debate)**
- **Appeal the decision of the Chair**
- **Adjourn / Recess**
The Main Motion

• This motion motivates the organization to act or do something.
  • “I move that we accept the minutes of the previous meeting as presented.”
  • “I move that we build a 20 foot high statue of Dean Mulvihill near the flag pole.”
  • “I move that we order a pizza.”

• Requires a Second
• Requires a Simple Majority to Pass (in most cases)
• Is Debatable
The Motion to Amend

• This changes the main motion.
  • “I move that the minutes be amended to reflect that the meeting was in room 308.”
  • “I move to amend the motion to read that we build at 25 foot high statue of Dean Mulvihill”
  • “I move that the pizza we order have extra cheese on it.”

• Requires a Second
• Requires a Simple Majority to Pass *(the main motion must still be voted on)*
• Is Debatable
  • May have multiple layers (amending an amendment)
  • May change the meaning of the motion all together
The Motion to Refer

• This Refers the Motion to a Committee.
  • “I move that the minutes be referred back to the executive committee for review and editing before approval.”
  • “I move refer the statue motion to the Committee on Honoring Dean Mulvihill for budgetary and logistical analysis.”
  • “I move that we refer the pizza motion to the planning committee.”

• Requires a Second
• Requires a Simple Majority to Pass
• Is Debatable
  • Can be used to create a new ad-hoc committee
  • Debate me about the referral or the instructions to the committee.
Postpone to a Certain Day

• Postpones action on a particular motion until a certain date.
  • “I move that we postpone accepting of these minutes until the November 10th meeting”
  • “I move that we postpone voting on the statue motion until the January 28, 2016 meeting”
  • “I move that we postpone this motion until we get through the actual business of this meeting”
• Requires a Second.
• Requires a Simple Majority to Approve
• Requires a 2/3 Majority to bring back early.
• Debate limited to propriety of postponement.
INTERMISSION 1

- The Motion to Postpone Indefinitely
  - Postpones for an entire Session
  - Used to gauge feelings for a main motion without actually voting on the main motion
- Order of Precedence
  - What motions can supersede others.
  - Which can impact others
Calling the Question
Part 1

• Ends debate on a motion and moves to a vote.
  • “I call the question.”
  • “I move the previous question.”
  • “I move we vote on this motion.”
• Is always in order unless the motion to table is on the floor.
• Is not debatable
• Requires a 2/3\textsuperscript{rd} Majority to pass \textit{(moves to vote on Motion)}
Calling the Question
Part 2

• Related to Limit/Extend Debate
  • “I move we limit debate on this matter to 15 minutes.”
  • “I move we extend debate for 5 more minutes.”

• Is not debatable

• Requires a 2/3rds Majority to pass
Motion to Lay on the Table

Part 1

• Stops action on a particular motion.
  • “I move that we table the motion on the minutes” *(cannot think of why you would do this)*
  • “I move that we table the motion on the statue”
  • “I move that we table the motion to order a pizza”

• Requires a Second.

• Requires a Simple Majority to Approve

• Is not debatable, is not amendable, takes precedence over any other motion.
Motion to Lay on the Table

Part 1

- **Motion to take from the Table.**
  - “I move that we take the motion on the minutes of the November 3rd meeting from the table”
  - “I move that we take the motion on the statue from the table”
  - “I move that we take the motion to order a pizza from the table”
- Requires a Second.
- Requires a Simple Majority to pass
- Is not debatable, is not amendable, takes precedence over any other motion.
- If the motion passes the body moves into debate immediately.
Appeal the Decision of the Chair

- Calls the action of the chairperson to a vote.
  - “I appeal from the decision of the chair.”
- May interrupt a speaker who has the floor and does not require recognition by the chair.
- Is only in order immediately after a decision from the chair (usually procedural).
- Must be seconded
- Is not debatable (in most cases)
- Simple Majority required to overturn the chair.
  - Those in favor of sustaining the chair say “Aye” Those opposed “Nay”
INTERMISSION 2

• Voting
  • “If there are no objections.”
  • Less to More accurate (Voice, Hands, Ballot, Signed Vote)
  • Call for Division (This is actually a point of order and is asking for a more accurate form of voting.)

• Ties and Tie-Breaking
  • In most cases the chairperson does not vote unless they are breaking (or creating) a tie.
Adjourn / Recess

- **Recess (take a break)** Adjourn (ends the meeting).
  - “I move that we take a 15 minute recess.”
  - “I move that we adjourn”
  - “I move that we postpone this motion until we get through the actual business of this meeting”
- Requires a Second.
- Requires a Simple Majority to Approve
- Is not debatable.
- **Recess has the highest precedence except for adjournment (Always in order).**
  - The chair may not recognize these motions if they are used to obstruct business. (see appeal the decision of the chair)
Other Things to Know

• Rising to a point
  • Point of Order (asking that the rules be enforced properly)
  • Point of Parliamentary Inquiry (Where are we?)
  • Point of Privilege (matters of comfort, amplification, safety)
  • Point of Information (asks a question about the matter)
• May interrupt but should be avoided if possible
• Will likely require a decision by the chairperson
Parliamentary Works


Questions and Answers

• What do you need to know that you don’t know?