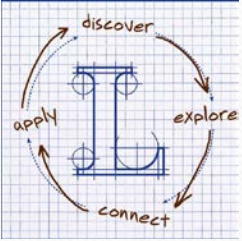


Parliamentary Procedure

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

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- **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 a 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 2/3rds Majority to pass (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

- Robert, H., & Robert, S. (2011). *Robert's rules of order newly revised, 11th edition* (Newly rev. 11th ed.). Philadelphia, Pa.: Da Capo Press.
- Jones, O., & Robert, H. (1990). *Parliamentary procedure at a glance: Group leadership manual for chairmanship and floor leadership* (New enl. and rev. ed.). New York: Penguin Books.

Questions and Answers

- What do you need to know that you don't know?