



Parliamentary Procedure



What is the Purpose of Parliamentary Procedure?

- Does your board use Parliamentary Procedure?
- Is your current process working?
- How could your board improve their meetings?



Purpose of Parliamentary Procedure

- To ensure an accurate record of the meeting is kept through minutes and motions.
- To ensure that the voice of the minority is heard, but the majority rules.
- Promotes courtesy, justice, impartiality and equality.



Board Duties

- Chairman
- Vice-Chairman
- Secretary
- Treasurer



Chairman

- To preside at all times
- Talk no more than necessary while presiding
- Work with District Staff to develop agenda.
- Guide the District Board through Parliamentary Procedure.
- If applicable keep a list of committees on hand at meetings
- Refrain from debating. (“Pass the gavel if necessary”)
- Ensure a quorum is present (three supervisors)



Order of Business (Agenda)

1. “Call to Order” by the chair
2. Minutes of the preceding meeting are read by the secretary and
 - a) May be approved as read
 - b) May be approved with additions or corrections
3. Monthly report from the Treasurer
4. Committee Reports
5. Unfinished business
6. New Business
7. Special Program
8. Adjournment



Vice Chairman

- Replaces the chairman when necessary.
- Cannot fill vacancies where the by-laws state that such vacancies shall be filled by the chairman.



Secretary

- Should issue all notices of meetings.
- Keep a record of all business done in meetings with the exact wording of every motion and whether it was lost or carried.
- Record all committee members
- Update by-laws and/or policies if applicable.
- Keep list of unfinished business.
- Board may delegate some of these duties to the district staff.



Minutes

- The minutes of an organization should contain a record of *what is done and not what is said*, with the exception of items specifically asked to be stated in the minutes.
- Minutes should contain
 1. Date, Place, and time of meeting
 2. Whether it is a regular or special meeting
 3. Name of person presiding
 4. Name of secretary. (In small board, the names of those present should be recorded.)
 5. All main motions, whether adopted or rejected.
 6. The names of the person making the motions; the name of the seconder need not be recorded.
 7. Points of order and appeals, whether sustained or lost.
 8. A motion which was withdrawn should not be recorded.



Amending the Minutes

- Any amendments to the minutes should be stated in the motion to approve.
- Example:
 - I Jack Frost move to accept the minutes with the following changes: change date from January 1, 2009 to January 1, 2010 and correct the spelling of Jane Doe's name (Jan to Jane). Motion second by George Jetson. Motion Carried.



Treasurer

- Is the custodian of funds and receives and disburses them upon authority from the board.
- Should be bonded.
- Should have knowledge of the accounting process if it is delegated to staff.
- Should reconcile bank statements monthly.





MOST COMMONLY USED MOTIONS



Main Motion

- Must be seconded
- Is debatable and amendable
- Must be passed by the majority of the voting delegates.
- When a motion has been made, seconded and stated by the chair, the assembly is not at liberty to consider any other business until this motion has been disposed of.
- If the motion is long and involved the chair can have the mover hand it in writing to the secretary.



Example of a Motion

Main Motion:
“To host a small
acreage workshop.”

Second

Discussion

Pass

Fail



Three Ways to Withdraw a Motion

1. Original motion can be withdrawn by the mover prior to the chair stating the motion
2. With no objection by the assembly the mover can withdraw his motion with approval of the chair
3. Through a motion of withdrawal. Must be seconded, is not debatable, is not amendable, and must pass by majority.

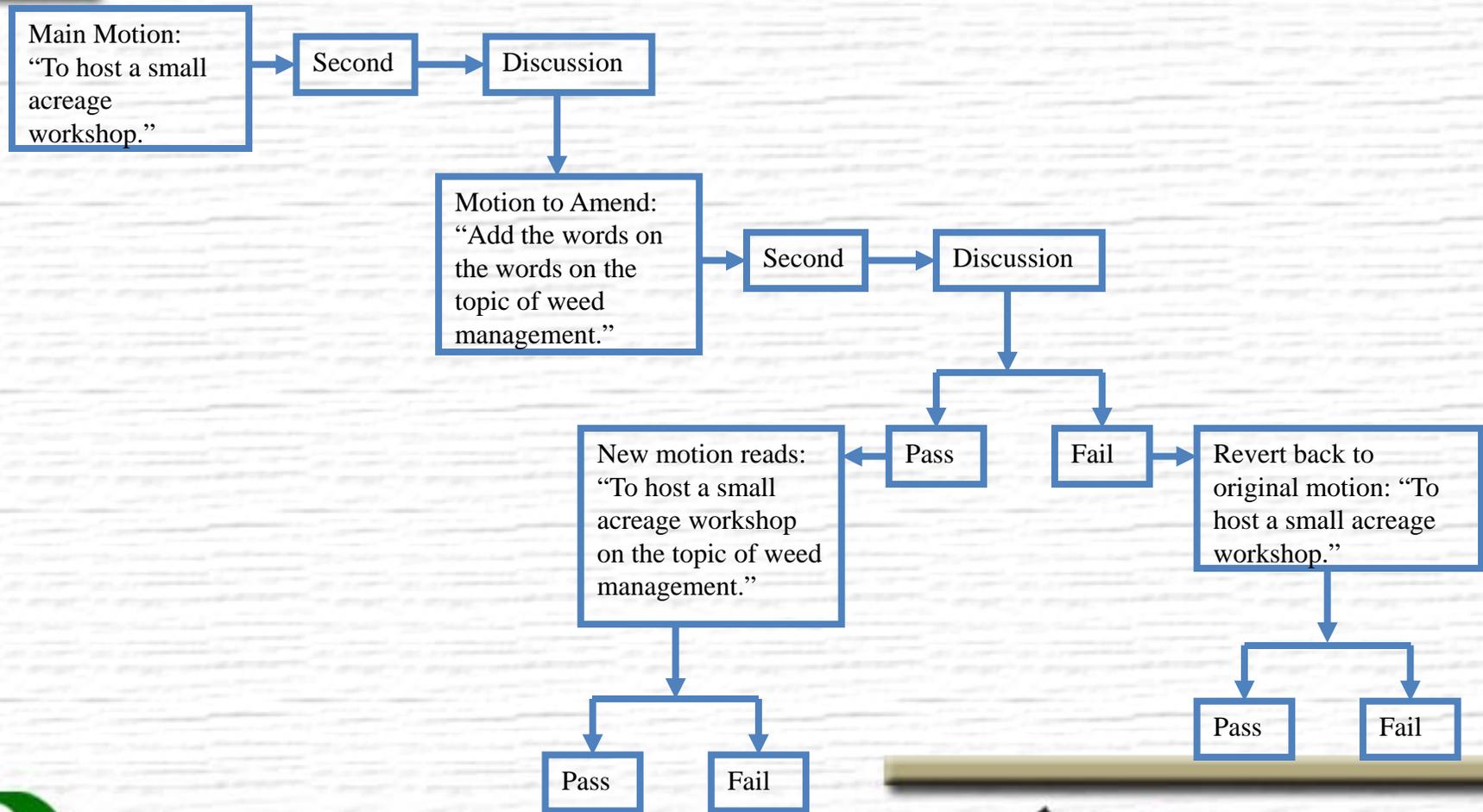


To Amend

- This motion is “to change, add, or omit words” in the original main motion.
- Can not change the intent.
- Is debatable and amendable
- Must be seconded
- Must pass by the majority of the voting delegates.



Example of “To Amend”

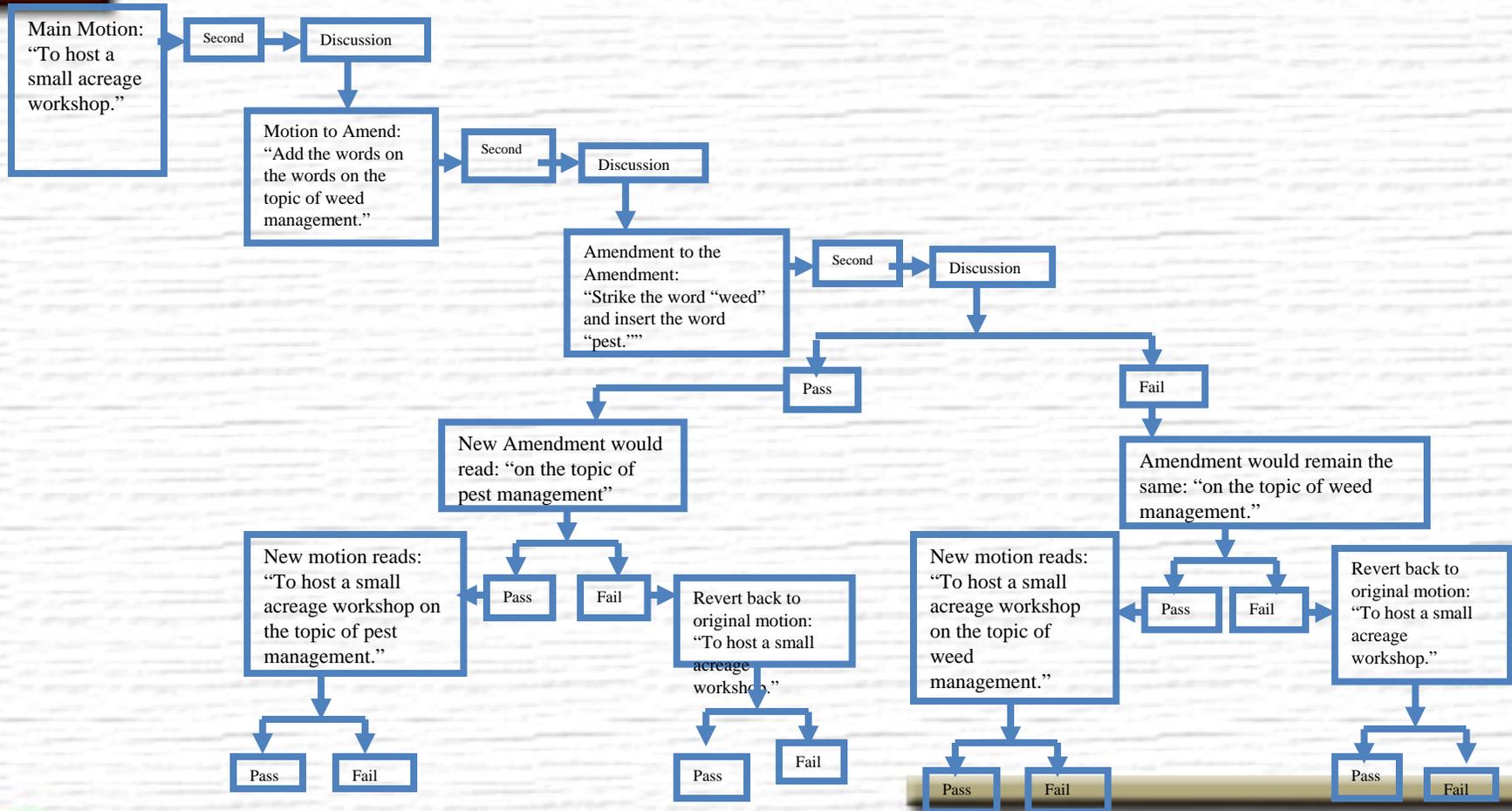


To Amend the Amendment

- An amendment may also be amended. The first amendment is called a **primary amendment** and the amendment to the amendment is called a **secondary amendment**. Only two amendments may be pending at any one time.
- To amend an amendment you would first vote on the secondary amendment and then vote on the original or primary amendment. Lastly, you would vote on the main motion (which may or may not have been amended depending on the results of the amending process).
- This motion is to change , add or omit *words* in the *first amendment*.
- Is debatable
- Is not amendable
- Must be seconded and pass by the majority of the voting delegates.



Example of an Amendment to the Amendment



Notes on Amendments

- The following motions cannot be amended
 - To adjourn
 - To Lay on the Table/To Take from the Table
 - The Previous Question
 - An amendment of an amendment
 - To postpone indefinitely
 - To Reconsider

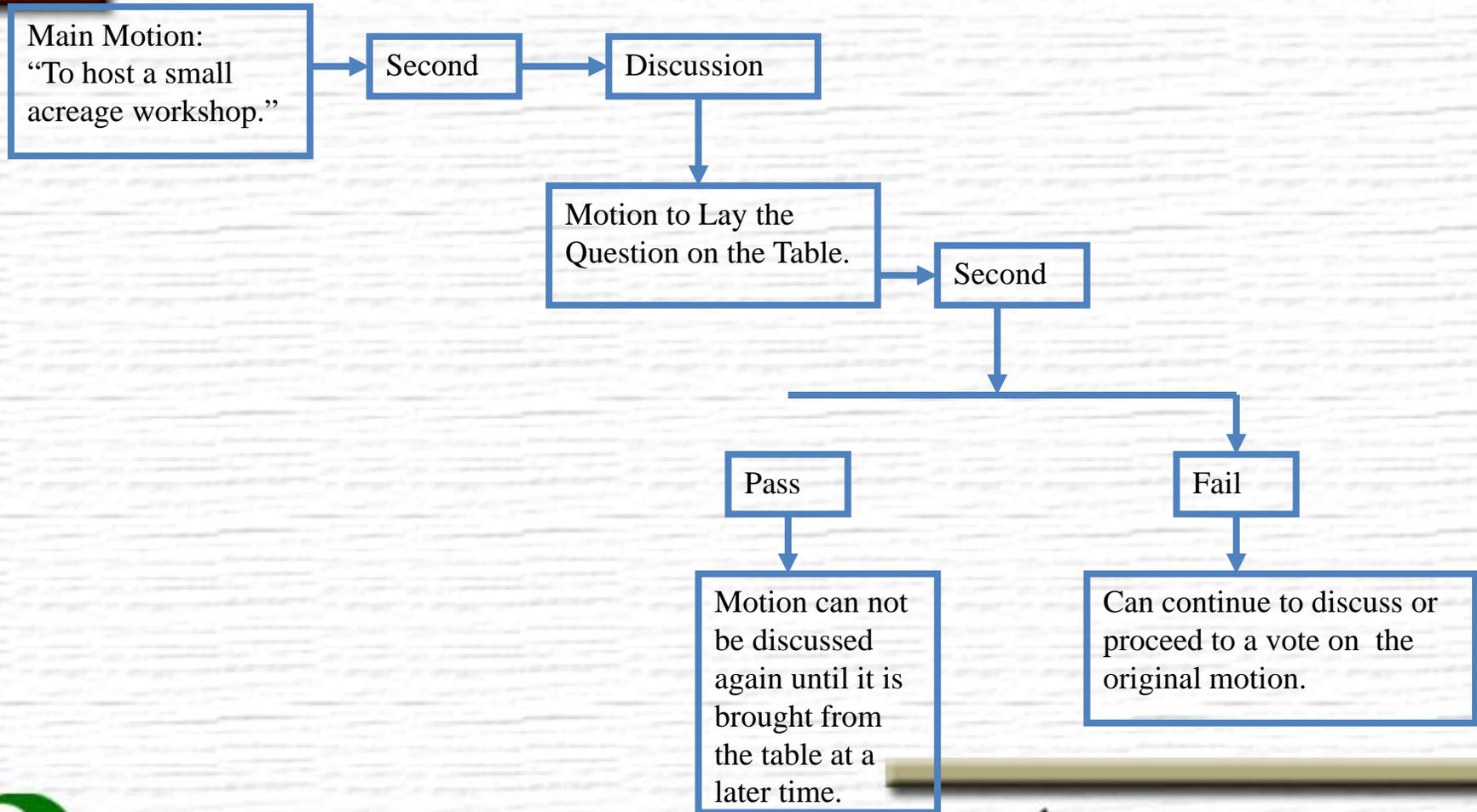


To Lay on the Table

- The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the near future when a motion “to take from the table” would be in order.
- Is not debatable or amendable, must be seconded.
- Takes a majority vote to pass.
- The form of this motion would be “ I move to lay the question* on the table.”



Example of “To Lay on the Table”



To Take From the Table

- The object of this motion is to remove an item from the table, when it is desired to take the question up again.
- Is not debatable, can not be amended, must be seconded.
- Takes a majority vote to pass
- The form of this motion would be “ I move to take the question from the table.”



To Adjourn

- This motion takes precedence over all other motions except to “fix the time to which to adjourn: to which it yields”.
- It is not debatable, it cannot be amended, nor can it be reconsidered.
- However a motion to adjourn can not be called:
 - When a speaker has the floor
 - When a vote is being taken
 - After it has just been voted down
 - When the assembly is in the midst of some business which cannot be abruptly stopped



To Reconsider

- This motion is to reconsider a motion that carried or lost
- Must be done within the same meeting or on the preceding day. If there is not a meeting on the preceding day, then it can not be reconsidered at the next meeting. The proper course would be to renew the motion if it failed or rescind it if it had been adopted.
- Someone who was on the prevailing side of the vote must make the motion
- No question can be twice reconsidered.
- Debatable, must be seconded, and passed with a majority vote.
- Requires two votes: First on whether it should be reconsidered, second on the original motion after reconsideration.

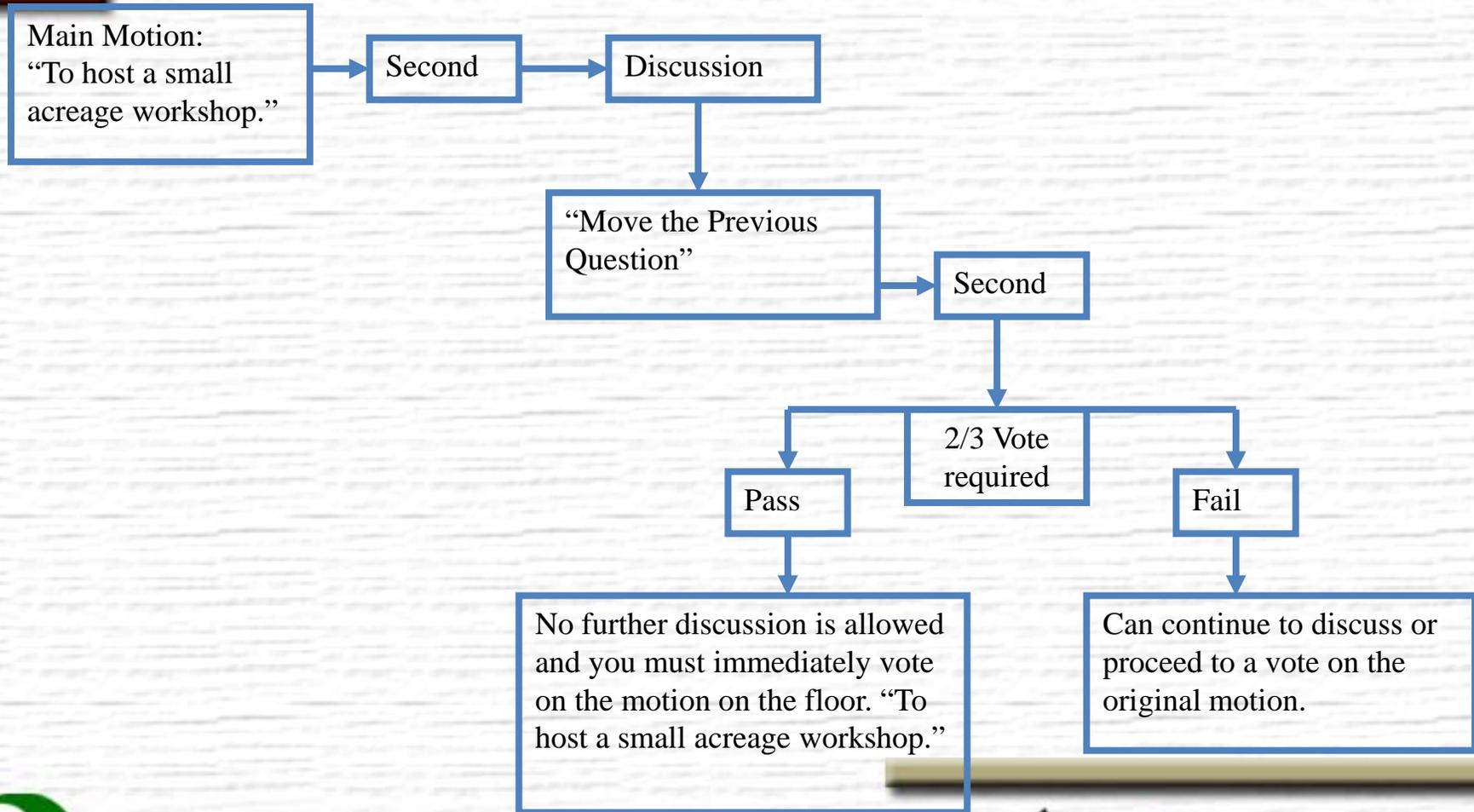


The Previous Question

- Also commonly known as “To Call the Question”
- This motion is to close debate on the pending question. This motion may be made when debate becomes long and drawn out.
- It is not debatable, requires a second, and a two-thirds vote to pass.
- If it is adopted by a two-thirds vote the question before the assembly is immediately voted upon.
- Made in the form of “I move the previous question.”



Example of Previous Question



Voting

- Majority vote
- Two-Thirds Vote
- Voice vote
- Roll Call vote
- Ballot vote
- Rising Vote
- In the case of a tie the Chair will vote to break the tie.
- No one can vote on a motion affecting themselves.
- Ballot vote-chair



Executive Session

- Must have a public meeting to have an executive session
- The motion to go into an executive session must state the purpose for the session and only that purpose stated can be discussed.
- Can only go into executive session to discuss events listed in WY State Statute 16-4-405(a)
- What is decided on in the executive session must be voted on in the regular meeting.
- Minutes must be taken during the executive session.

