

Basics of Parliamentary Procedure:

Recognition of the Chair

In order to facilitate an orderly and efficient meeting no individual or committee is granted the floor to speak unless recognized by the chair. This ensures that everyone is granted the opportunity to speak. It also assures that no one else is speaking while another individual or committee has the floor. The chair follows a predetermined order in which he recognizes individuals or committees to grant them the floor. The chair also has the power to limit the time granted to each individual or committee recognized before a round of questions or discussion begins.

Reports of Committees

Each committee should have a report prepared discussing their activities since the last meeting. If a committee has business that needs to be decided by a vote of the whole, a written copy of the motion should be prepared and given to each voting member during the committee's report.

Making a Motion

Motions are the way in which items are brought up for voting.

1. An individual must make a motion.
2. Another individual must second that motion.
3. A motion that has been seconded then moves into a round of questions. This opportunity should be used to ask questions about the details of the motion, the reasons behind the motion, and implementation issues of the motion **THIS NOT AN OPPORTUNITY TO EXPRESS PERSONAL OPINIONS ABOUT THE MOTION.**
4. A round of discussion follows the round of questions. *This is the appropriate time to express any personal opinions about the motion on the table.*
5. After the round of discussion a vote on the motion on the table follows. Each member has the Option to vote one of three ways.

In Favor: in support of the motion on the table.

Opposed: not in support of the motion on the table.

Abstention: neither in favor or opposed. It is important to remember that in some vote an abstention is considered the same as a vote opposed. The chair or parliamentarian should alert the voters should one of these votes come up.

Point of Information: at any time an individual may ask for clarification of an issue, discussion, or motion.

Point of Order: At any time an individual may ask for clarification of the rules policies, and procedures used to conduct the meeting.

Tabling a motion: At any time after a motion has been introduced a motion to postpone consideration (Table) of that motion may be made. When this motion is made a specific time period of postponement should be made. If none is specified the table motion would automatically come up in the next meeting. A motion to table a motion is subject to all of the procedures for a motion outlined above.