

## A Quick Guide to Parliamentary Procedure

Parliamentary procedure allows our organization's meetings to run smoothly and everyone's voices to be heard. While all bylaws have different procedures, here are the basics on how to follow parliamentary procedure:

### Five Steps for Parliamentary Procedure

1. Be recognized
2. Make a motion
3. Get a second
4. Discussion
5. Vote

### How to Make a Motion

1. *Get recognized:* Raise your hand or go to the microphone so the chair will call on you.
2. *State your name:* Stand and state your name and position, using the microphone if applicable.
3. *Address the Chair:* Use the person's position rather than name (Mister President, Madam Governor).
4. *State your motion:* Say "I move that..." followed by your motion. Your motion must be seconded.
5. *Debate your case:* You will be given the floor as the first person to debate your motion.

### Important Motions

	Previous Question	Lay on the Table	Point of Order	Appeal the Chair	Question of Privilege
<b>2nd required?</b>	Yes	Yes	No	Yes	No
<b>Debate?</b>	No	No	No	Yes	No
<b>Can you interrupt? *</b>	No	No	Yes	Yes	Yes
<b>Vote needed</b>	2/3	Majority	N/A	Majority	N/A

\*Can you interrupt someone else who is talking/has the floor

## Voting in Parliamentary Procedure

Name	Action	Good for...
Voice	Saying "aye" or "nay"	Fast voting when the chair knows the amendment will pass
Rising vote	Standing or show of hands	A specific count of the affirmative
Secret ballot	Paper/online ballots	Elections and when peer pressure might be used on a vote
Roll call	The secretary calls names and each vote is said aloud	Needing/wanting to know who voted for what

## Definitions

- *Chair*: the presiding officer
- *Lay on the Table*: to end debate of a certain motion but keep all amendments and come back to it later
- *Motion*: to bring before the assembly a subject. No main motion can be made when another motion is pending.
- *Point of Order*: to question the chair about a break in parliamentary procedure
- *Previous Question*: a move to close debate and vote on the immediately pending question
- *Question of Privilege*: used to make the meeting more comfortable (ask for a restroom break, change the temperature, limit side conversation)
- *Subsidiary Motion*: one that may be applied to a main motion for the purpose of modifying it

## Additional Resources

- [PowerPoint on Parliamentary Procedure](#) (Texas-Oklahoma District)
- [Parliamentary Procedure Document](#) (Pennsylvania District)
- [Robert's Rules of Order](#)