

## EXAMPLE OF A MOTION

*Motion made:*

"I move the club contribute \$100 to the Camp Wania"

*Seconded:* "I second the motion"

*Debated:* Group talks about the motion.

*Amended:* "I move the motion be amended to \$200."

*Seconded:* "I second the amendment."

*Debate:* Group talks about the amendment.

*Voting:*

1. Vote on amendment.
2. Vote on the main motion either as original or as amended.

This is general and many other things may happen.

**Based on Robert's Rules of Order Newly Revised 1990 Edition**

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## PARLIAMENTARY PROCEDURE

Allows the meeting to run smoothly.

Enables business to transact with speed and efficiency.

## FIVE BASIC RULES

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**Parliamentary procedures  
are a guide.**

## BYLAWS

Bylaws are the laws of the organization and should describe the purpose and rules including:

Name of group  
Object of group  
Membership  
Meetings  
Officers and elections  
Dues  
Quorum  
Amendments  
Authority

Bylaws changes are voted on by the membership.

## OFFICERS

*President or Chair:* Leads the group and runs the meetings.

*Secretary:* Keeps the minutes of what happened at meetings.

*Treasurer:* Keeps the funds of the organization.

## BOARD

Usually the officers and standing committee chairs.

The board conducts business between meetings and does the background work.

## COMMITTEES

Work on specific projects.

They can be standing committees (regular) or special committees.

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There can be more officers.

Committees are dependent on the needs of an organization.

## MOTIONS

A motion begins with discussion on an issue. Motions are a way to conduct business. Before the group can discuss ideas a motion should be made. This is to keep some order to the meeting.

To make a motion stand and be recognized by the chair.

Say "(Mr or Madame President/Chair) I move that...."

Someone must second the motion: "I second the motion"

Then the chair repeats the motion and calls for the debate. "A motion for .... has been called and seconded is there any debate (discussion)?"

Debate begins and is finished either by lack of discussion or someone calls for the question (to vote on debate ending). "I move for the previous question." Or time is up.

The chair then repeats the motion and calls for positive, negative, and non-votes.

The chair then announces the vote with the motion passed or failed.

## REQUIRED VOTES

Any motion that restricts the privileges of the members requires a two-thirds vote.

All others require a majority vote.

Voting may be by hand, standing or ballot.

## DEBATE

During debate other motions may be made (see chart below), time is usually limited to each speaker (2 minutes) and to the motion (10 minutes). Each speaker is normally allowed to speak no more than twice.

## OTHER MOTIONS

**AMEND:** to change the main motion wording. Takes debate and majority vote.

**REFER:** Send to a committee to study or redraft. Takes debate and majority vote.

**POSTPONE:** delay until later (date is set). Takes debate and majority vote.

**LAY ON THE TABLE:** table the motion or postpone until later but no date. (after dinner, speaker). Takes no debate but majority vote.

**THE PREVIOUS QUESTION:** used to end debate. Takes no debate but two-thirds vote.

**SUSPEND RULES OR EXTEND/LIMIT DEBATE:** to change rules. Takes no debate but two-thirds vote.

**QUESTIONS AND INQUIRIES: POINT OF INFORMATION:** questions of privilege (for comfort or emergency).

**ADJOURN:** to close the meeting. Usually no debate but majority vote.