

Synopsis of Robert's Rules of Parliamentary Procedure

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules.

Typical Example of Parliamentary Procedure

(Organizations usually follow a fixed order of business)

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers reports
5. Committee reports
6. Special orders-Important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership takes action or stand on an issue.

Individual members can: Individual members can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

How are motions Presented?

1. Obtaining the floor
2. Make Your Motion
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second
5. If there is no second to your motion it is lost
6. The Chairman States Your Motion
7. Expanding on Your Motion

8. Putting the Question to Membership (If there is no more discussion, a vote is taken)

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice—The Chairman asks those in favor to say, “aye,” those opposed to say “no.” Any member may move for an exact count.
2. By Roll Call—Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent—When a motion is not likely to be opposed, the Chairman says, “if there is no objection...” The membership shows agreement by their silence, however if one members says, “I object,” the item must be put to a vote.
4. By Division—This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot—Members write their vote on a slip of paper, this method is used when secrecy is desired.