PARLIAMENTARY PROCEDURE

WHAT EVERY MEMBER SHOULD KNOW TO PARTICIPATE IN THE MEETING

The Aims of Parliamentary Law are:

To Expedite Business
To Maintain Order
To Insure Justice and Equality
To Accomplish the Objects of the Organization

Robert's Rules of Order states that "American Parliamentary Law is built on the principle that rights must be respected: rights of the majority, of the minority, of individuals, of absentees, and rights of all these together."

Parliamentary Law is the application of the Golden Rule.

Basic Principles Include:

1. Only one question can be considered at a time. It must be put in the form of a motion by one member and seconded by another and must be stated by the presiding officer, after which it is open to debate and amendment.
2. No one can make a motion or speak in debate until he has risen his hand and been "recognized" by him/her and thus "obtained" the floor.
3. No one can speak unreasonably long, or more than twice on the same question on the same day, without permission of the assembly.
4. Someone can speak a second time on the same question provided everyone who desires to speak has spoken on that question.
5. No one speaking can address his remarks to another member or use another member's name when it can be avoided, but his remarks must be addressed to the presiding officer.
6. When a question is once before the assembly it must be adopted or rejected by a vote, or be disposed of in some other way, before any other subject can be introduced except certain ones entitled to privilege.
7. All members are equal. Every member has the same rights — to introduce business — to participate in debate — to vote.
8. The maker of a Motion may accept an amendment with consent of the assembly, if the Chair has stated the Motion, usually with general consent.

To Reject or "Kill" a Motion

POSTPONE IT INDEFINITELY: say: move to postpone the question indefinitely" - if adopted it "kills" the question without bringing it to a vote. It tests the strength of the opposition and still leaves one in a position to fry and defeat the Motion in a final vote, if this Motion is adopted.