# Simple Parliamentary Procedures Cheat Sheet

(Adapted from *Rosenberg's Rules of Order*: Simple Parliamentary Procedures for the 21st Century)
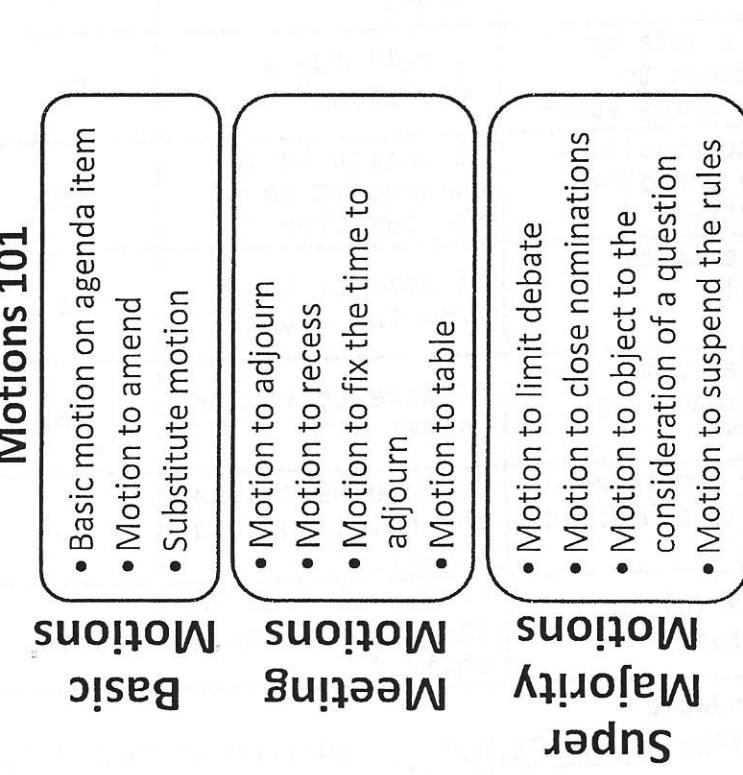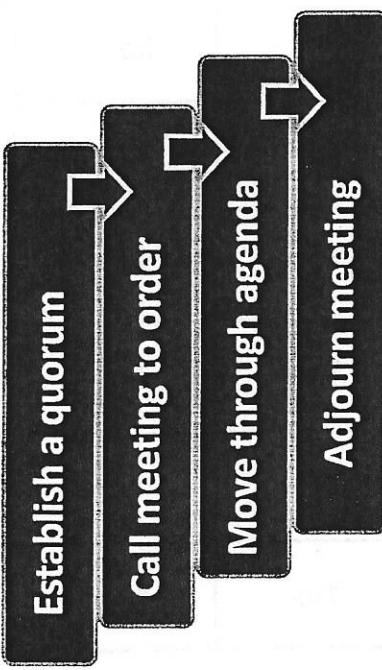
Agenda Item Discussions

1. **Announce Agenda Item:** Chair clearly states agenda item number and subject.

2. **Reports and Recommendations:** Relevant speaker gives report and provides recommendations.

3. **Questions and Answers:** Technical questions from members are asked and addressed.

4. **Public Comment:** Chair allows public comment and input under the terms of the Board's policy for such comment.

5. **Motions and Action Items:**

   a. **Motions Introduced:** Chair invites motion from body, and announces name of member introducing motion.

   b. **Seconds:** If motion is seconded, Chair announces name of seconding member.

   c. **Motions Clarified:** Seconded motion is clarified by maker of motion, Chair, or secretary/clerk.

   d. **Amendments and Substitutions:** Other members may propose amended or substitute motions.

   e. **Discussion and Vote:** Members discuss motion. Chair announces that vote will occur. Members vote on the last motion on the floor (a substitute motion) first, and if that does not pass, vote on the next-to-last motion, and so on.

   f. **Ayes and Nays:** Chair takes vote by asking for "ayes," "nays," or "abstentions." Unless super majority required, simple majority determines whether motion passes.

   g. **Results and Actions:** Chair announces result of vote and action the body has taken. Names of dissenters should be announced as well. *Example: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."*

6. **Repeat:** Begin process again with next agenda item.

Meeting Basics

Establish a quorum → Call meeting to order → Move through agenda → Adjourn meeting

Motions 101

Basic Motions
- Basic motion on agenda item
- Motion to amend
- Substitute motion

Meeting Motions
- Motion to adjourn
- Motion to recess
- Motion to fix the time to adjourn
- Motion to table

Super Majority Motions
- Motion to limit debate
- Motion to close nominations
- Motion to object to the consideration of a question
- Motion to suspend the rules

A motion can be made and seconded by any member.

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PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You be Seconded?	Is the Motion Debatable?	What Vote is Required?
Adjourn the meeting*	"I move that we adjourn"	No	Yes	No	Majority
Recess the meeting	"I move that we recess until..."	No	Yes	No	Majority
Complain about noise, room temp., etc.*	"Question of Privilege"	Yes	No	No	No vote
Suspend further consideration of something *	"I move that the motion be laid on the table."	No	Yes	No	Majority
End Debate	"I move the previous question".	No	Yes	No	2/3 vote
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Majority
Have something studied further	"I move to refer the motion to the ____ Committee."	No	Yes	Yes	Majority
Amend a motion	"I move to amend by ... "	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Majority
Object to procedure or to a personal affront*	"Point of Order"	Yes	No	No	Chair decides
Request information*	"Point of Information."	Yes	No	No	No vote
Ask for a vote by actual count to verify a voice vote*	"I call for a division."	No	No	No	No vote
Object to considering some undiplomatic matter*	"I object to the consideration of the question."	Yes	No	No	2/3 vote
Take up a matter previously tabled*	"I move to take from the table"	No	Yes	No	Majority
Reconsider something already disposed of*	"I move to reconsider..."	Yes	Yes	Yes	Majority
Consider something out of its scheduled order*	"I move we suspend the rules and consider..."	No	Yes	No	2/3 vote
Vote on a ruling by the chair*	"I appeal from the decision of the chair."	Yes	Yes	Yes	Majority

*Not Amendable

RETYPED FROM BYLAWS RESOURCE, COMPILED BY AREA V COUNCIL, ASSOCIATION OF JUNIOR LEAGUES

Easy Parliamentary Procedure

Most of the time, when parliamentary procedure is mentioned, TSA students tend to think of Chapter Team, and its demanding practices, or of that enormous book of questions that everyone dreads studying, *Dunbar's Manual of Parliamentary Procedure Test Questions*. What most people fail to realize is that parliamentary procedure goes way beyond just a single competitive event.

Advantages to using Parliamentary Procedure in Meetings:
. Maintain order
. Accomplish more
. Get everyone's opinion

Before explaining how it works there are a few terms you need to know:

Rules of Order – The rules that define the way an organization conducts its business.
Main Motion – The motion usually used to begin discussion on a new topic.
Amendment – The motion usually used to change the main motion to benefit the group.
Committee – A small group of members designated to perform a specific task.
Minutes – Written records of what occurs at a meeting, often taken by the secretary.

How to Run A Meeting Using Parliamentary Procedure

1.) Call to Order
- The President should call the meeting to order.
- This basically means getting everyone's attention.

2.) Opening ceremonies
- Performed for practice, if needed.
- These can be found in the competitive events guide.

3.) Minutes
- Secretary should read the **minutes** from the last meeting.
- This refreshes everyone's memory on what is going on.
- Ask if anyone has any changes to make to them.

4.) Old Business
- Did any thing come up at the last meeting that wasn't taken care of?
- If so, be sure that it is brought back up and fully discussed.

5.) New Business
- If any one has a new topic for discussion, he/she should make a **main motion**.
- This motion can then be altered using **amendments.**

6.) Closing Ceremonies
- Performed for practice, if needed.
- These can be found in the competitive events guide.

7.) Adjournment

- Someone should entertain a motion to adjourn
- President declares the meeting adjourned until the next meeting.

What is a Motion?

A motion is the proper way to introduce a subject to a group of people in a meeting. There are four main types of motions, but for running club meetings, you will mostly need to know about two: The Main Motion and the Subsidiary Motion.

The Main Motion

➤ Any new item of business relating to something that the club will be doing.
➤ Can be brought to the attention of the club by any member getting the permission of the President, and then stating the motion in the form:
  ▪ I move _____
  ▪ *for example* I move that we hold a fundraiser to raise money for travel to nationals.
➤ A second must then be made by another member of the organization
➤ The motion is now on the floor, is debated, and two things can occur: the motion can be amended or it can be voted on.

Subsidiary Motion

➤ To change a main motion it must be amended
➤ Can me made by any member of the club by getting the permission of the President, and then stating the motion in the form:
  ▪ I move to amend the main motion by adding the words_____ before the word _____
  ▪ *or* I move to amend the main motions by striking out the words_____.
  ▪ *for example* I move to amend the main motion by adding the words car wash before the word fundraiser.
➤ This motion is now on the floor, and is debated, and two things can occur: the motion may be amended once more or it can be voted on.

What about after you've voted?

➤ If a vote on an amendment passes, you may now debate the newly worded main motion, and then vote on it. If the amendment fails you may debate the main motion as it was originally stated.
➤ If a vote on a main motion passes, the chair announces the vote, and takes action on the subject.
➤ If a vote on a main motion fails, the chair announces the vote, and the business is closed.

More information about Parliamentary Procedure can be found in the Membership Materials CD of the TSA tri-fold.

OBTAINING THE FLOOR and PROCESSING A MOTION

Members address the Chair as follows:

"Mr./Madam President (Chairman), *I move that ....*";
or, "*I move adoption of the following resolution ......*"

1. Member will rise, address the Presiding Officer.
   "Mr./Madam President (Chairman)"

2. Presiding Officer recognizes the member by calling member by name (or position in the assembly hall).

3. Member states the motion.
   "I move that ...."
   "I move adoption of the following resolution ......"

4. Another member seconds the motion.
   "I second the motion" or "second".

5. Presiding Officer states the motion.
   "It has been moved and seconded that ...."

6. Presiding Officer call for debate.
   "Is there any discussion?"
   "Are you ready for the question?"

7. Presiding Officer takes votes after all debate has ended.
   "The question is on ......(states motion).
   Those in favor, say, 'aye'. 'aye'." (Majority vote)
   or "Those in favor please rise" (2/3 vote).
   Those opposed say, 'no'." (Majority vote)
   or "Those opposed please rise (2/3 vote)

8. Presiding Officer announces result of vote.
   "The ayes have it, the motion is carried, and we will
   (states the effect of the motion)."
   or "The noes have it, the motion is lost and we will not
   (state effect of motion)."

RONR pages 23-24 — 1981; 28-31 —1990

THE PROPER FORM FOR MOTIONS

MAIN MOTION:
   "I move that ......"
   "I move the adoption of the following resolution

POSTPONE INDEFINITELY:
   "I move to postpone the pending motion indefinitely."

AMEND:
   "I move to amend the motion by inserting ...... between ...... and ......"
   "I move to amend the motion by adding ...... after ......"
   "I move to amend by striking out ......"
   "I move to amend by striking out ...... and inserting ......"
   "I move to amend by striking out the motion (or sentence, paragraph) and inserting this motion (or sentence, paragraph)"
   * This is a substitute motion.

REFER, COMMIT:
   "I move that this matter be referred to a committee of .... to be appointed by .... (or elected by the assembly)".

POSTPONE TO A CERTAIN TIME:
   "I move that this matter be postponed to ......"
   "I move that this matter be postponed to ...... meeting and at ...... (name time) be made a Special Order of Business."

LIMIT OR EXTEND LIMITS OF DEBATE:
   "I move that debate be limited to ...... (time)."
   "I move that ...... (time) be extended."

PREVIOUS QUESTION:
   "I move the previous question"
   "I move the previous question on all pending motions."

LAY ON THE TABLE / TAKE FROM THE TABLE
   "I move that this matter be laid on the table."
   "I move that the motion ...... be taken from the table."

AMENDMENTS
Three Methods of Amending

(The original motion is to purchase a briefcase for the secretary)

1. TO INSERT OR TO ADD
   "I move to amend the motion by inserting the words, 'brown leather' before the word, 'briefcase'." — or
   "I move to amend the motion by adding the words, 'at a cost not to exceed $150.00' after the word 'briefcase'."

2. TO STRIKE OUT
   "I move to amend the motion by striking out the word 'brown', before the word, 'leather'."

3. TO STRIKE OUT AND INSERT
   "I move to amend the motion by striking out the word 'brown', and inserting the word 'wine'."

The motion to amend by striking out an entire sentence, paragraph, section or the entire main motion and inserting a new sentence, paragraph, section or motion is called "to amend by substituting."

RONR pages 128-135 — 1981; 131-132 — 1990

In voting, the amendment is voted on, then the motion as amended.
All amendments must be germane to the original motion being amended. RONR 108-140 —1981; 128.132-134 — 1990

Only two amendments to the main motion can be pending at one time - the first is the primary amendment. the other is the secondary amendment.

METHODS OF VOTING

Voice Vote   Rising Vote   General Consent
Raising Hand   Ballot   Mail Vote   Proxy Vote

A majority vote is more than half of the votes cast.
A 2/3 vote is at least 2/3 of the votes cast.