# Parliamentary Procedure A <u>Very</u> Brief Summary

# **Main Motion**

- 1. Move
- 2. Second
- 3. Discussion
- 4. Vote to Call the Question (2/3 vote to pass)
- 5. Vote (anything over 50%, usually)

# Elections

- 1. Open nominations
- 2. Call out nominations from the floor
  - No seconds needed, but allowed
- 3. Vote to close nominations (2/3 vote to pass)
- 4. Speeches
- 5. Vote (the person with the greatest number of votes wins, usually)

#### Miscellaneous

- Speaking Protocol
  - Speaker
    - o Must first be recognized to speak (with exceptions!)
    - o Always addresses the Chair, not other members directly
    - o Refers to other members by title, not by name
  - Chair
    - o Addressed as "Mr. Chairman" or "Madam Chairman"
    - o Must be impartial
    - o Cannot make or second motions
    - o Cannot speak in favor or against a motion
- Meeting Protocol
  - Must have an agenda
- Voting Protocol
  - Ŏnly voting members can vote
  - Spectators have no rights
  - Chair only votes to break ties
  - Parliamentarian cannot vote
  - Can approve "without objection" in lieu of voting
  - Nominee must accept the nomination
  - OK to nominate yourself

# Resources

- Books
  - Robert's Rules of Order,. Newly Revised (10th Edition), ISBN 0-7382-0307-6
  - Parliamentary Procedure at a Glance, by O. Garfield Jones, ISBN 0-14-015328-4 o Available through Toastmasters International
  - Ken Krawchuk, DTM, Past District 38 Parliamentarian
    - Ken@KenK.org
    - 215-881-9696 (but never before noon on weekends!)

# TOASTMASTERS INTERNATIONAL Parliamentary Procedure at a Glance

Privileged Motions Next meeting time and place Adjourn Recess Question of privilege [c,i,ns] Orders of the day [i,ns,nv]

# Incidental Motions 🔪

Appeal [d,i] Point of order [c,i,ns,nv] Point of information [c,i,ns,nv] Object to question [i,2/3] Reading of papers Suspend the rules [2/3] Withdraw motion [ns] Division [ns,nv]

# **Subsidiary Motions**

Lay on the table Previous question [2/3] Limit/extend debate [2/3] Postpone to a certain time [d] Refer [d] Primary amendment [d] Secondary amendment [d] Postpone indefinitely [d]

> Main motion [d] Reconsider [d,i]

# **PRECEDENCE OF MOTIONS**

Footnotes:

[d] = Debatable

[c] = Chairman decides

[i] = Can interrupt a speaker

[ns] = No second required

[nv] = No vote required

[2/3] = Requires 2/3 vote of those voting