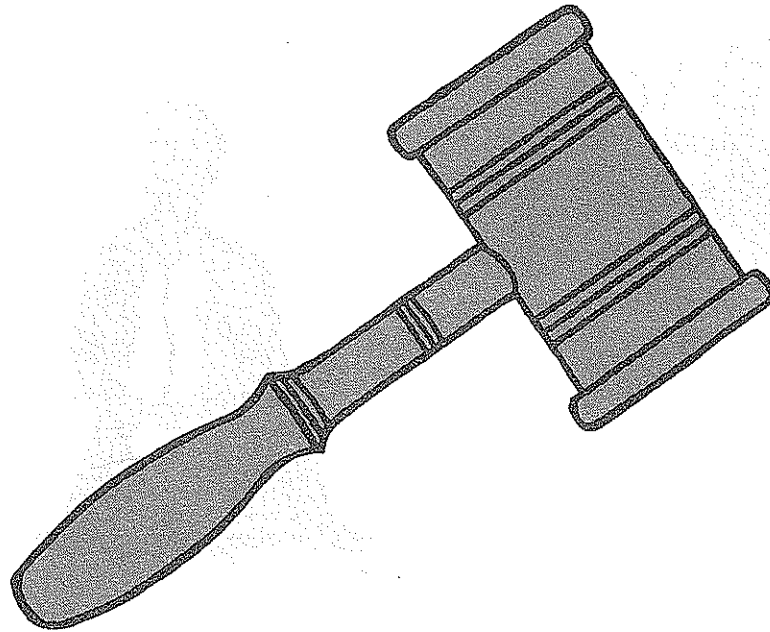


CONDENSED PARLIAMENTARY PROCEDURE

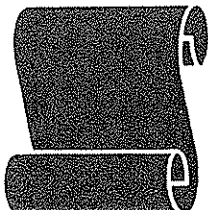
How to Conduct a Board or Committee Meeting

A Pictorial Presentation Based on the Parliamentary Writings of
General Henry M. Roberts



5th Revised Edition
Edited by William R. Conrad, Jr.
and Angele M. Wexler

Illustrated by Melinda d'Ouille

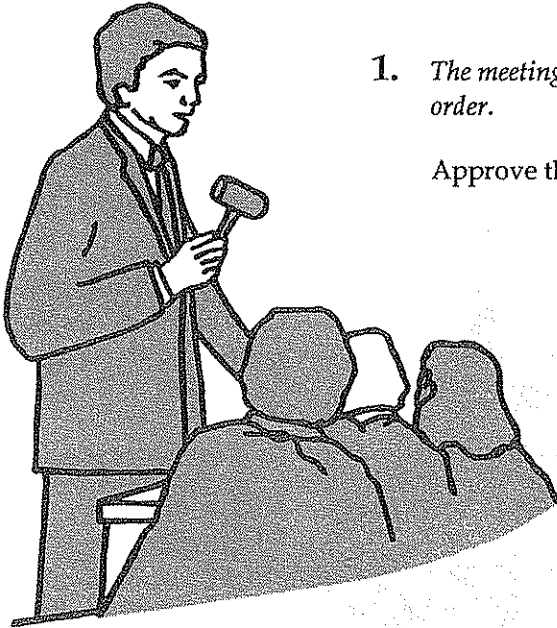


A Management Monograph from
Voluntary Management Press

ORDER OF BUSINESS

A quorum (the number of members necessary, according to the charter or by-laws of the organization, to do business) must be present to hold a business meeting. If no provision is made in the charter or by-laws a quorum is a majority of the membership.

Note: Italics indicate Chairperson speaking.



1. *The meeting will come to order.*

Approve the agenda.

2. *The secretary will read the minutes of the last meeting.*

The minutes are read.

Are there any corrections to the minutes?

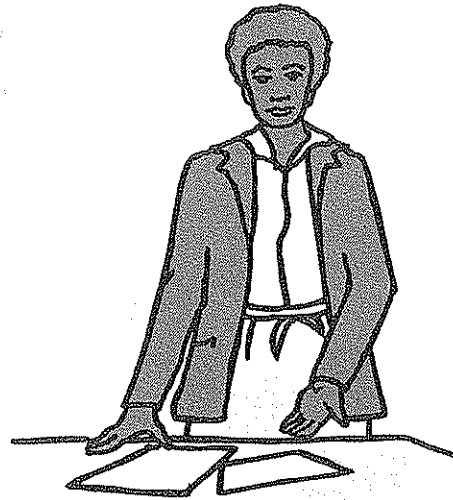
The secretary asks if there are any corrections to minutes previously mailed to the membership.

Corrections are suggested without motion or vote.

If there are no corrections, the minutes stand approved as read (or mailed).

- or -

If there are no further corrections the minutes stand approved as corrected.



3. *We will now have the report of the . . .*

Executive Director, standing committees and special committees each present their reports.

If the meeting is a board meeting, items 4 and 5 (unfinished business and new business) should follow each committee and officer's report.

If you are conducting a committee meeting, unfinished and new business take place following the presentation of all reports.

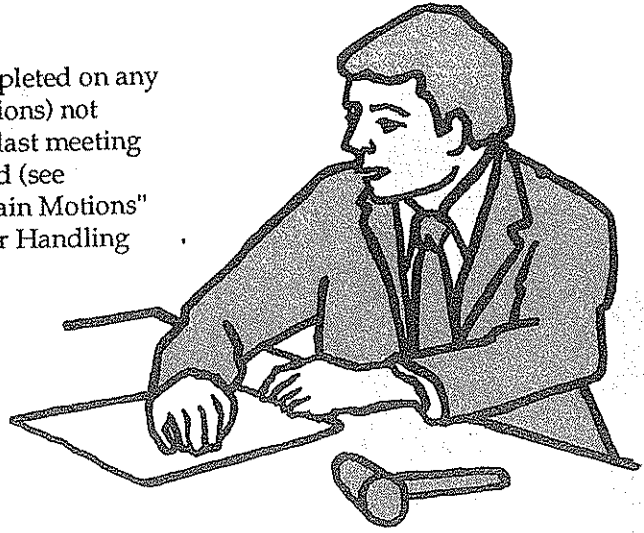
If a committee report contains a recommendation, the reporting member (usually the chairperson) moves that the recommendation be adopted. Otherwise a report is filed without action.

A motion must be made to adopt an audited financial report. No action is taken on an unaudited report.



4. *Is there any unfinished business?*

Action is completed on any business (motions) not settled when last meeting was adjourned (see "Handling Main Motions" and "Rules for Handling Motions").



5. *Is there any new business?*

Each new motion is discussed and must be settled in some manner before another main motion can be proposed (see "Handling Main Motions" and "Rules for Handling Motions").



6. *After all business is completed . . .*

Are there any announcements?

7. *If there is no further business, the meeting will stand adjourned.*

If no further business is presented . . .

The meeting is adjourned.

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

HANDLING MAIN MOTIONS



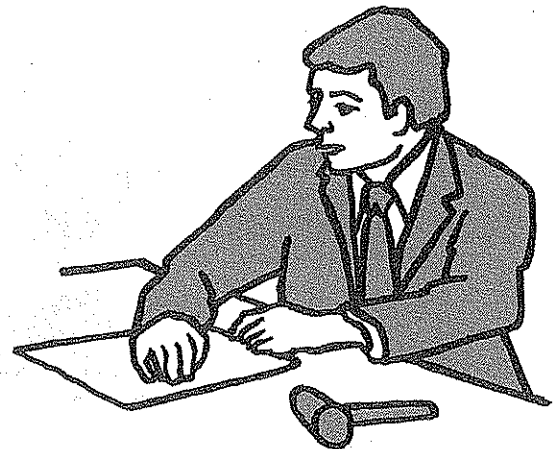
1. A member wishing to make a motion stands (or raises their hand) and awaits recognition by the chair.

2. The Chair recognizes Ms. / Mr. X...

3. Speaker states their purpose.

I would like to propose a motion.

Then states the motion...

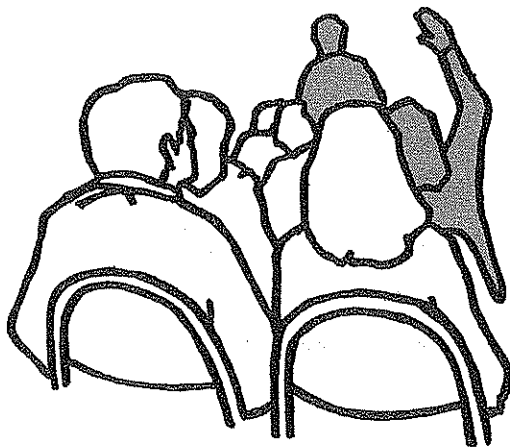


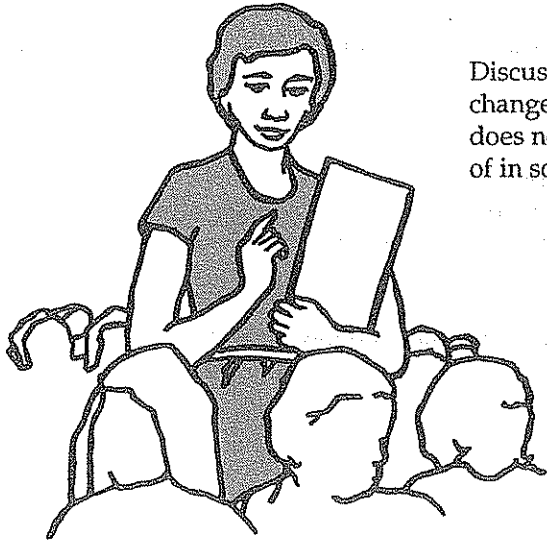
4. Chairperson asks for a second to the motion.

5. After motion has been seconded...

A motion has been made by (name of mover) and seconded that... (Chair restates motion for the record).

Is there any discussion?





Discussion on the motion is addressed to the chair. A motion may be changed by amendment (see "Amending Motions"). If the group does not wish to take final action on the motion, it may be disposed of in some other way (see "Rules for Handling Motions").



6. When discussion has ended . . .

If there is no further discussion (silence is taken as consent) the motion before us is . . . (state motion).

All those in favor please say "Aye" (Yes).

All opposed, please say "No".



7. If the chair is able to determine from this "voice vote" (viva voce) whether there are more "Ayes" or more "Noes", he/she announces the result.

The ayes have it, the motion is carried.

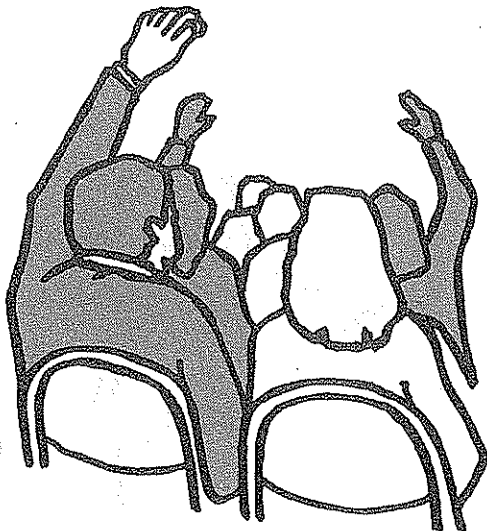
- or -

The noes have it, the motion is defeated.

If anyone calls for a "Division of the House" (questions the voice vote), the chair calls for a show of hands or a standing vote.

All those in favor raise your right hand (or stand). All those opposed . . .

If a majority demands it, the vote may be cast by ballot.



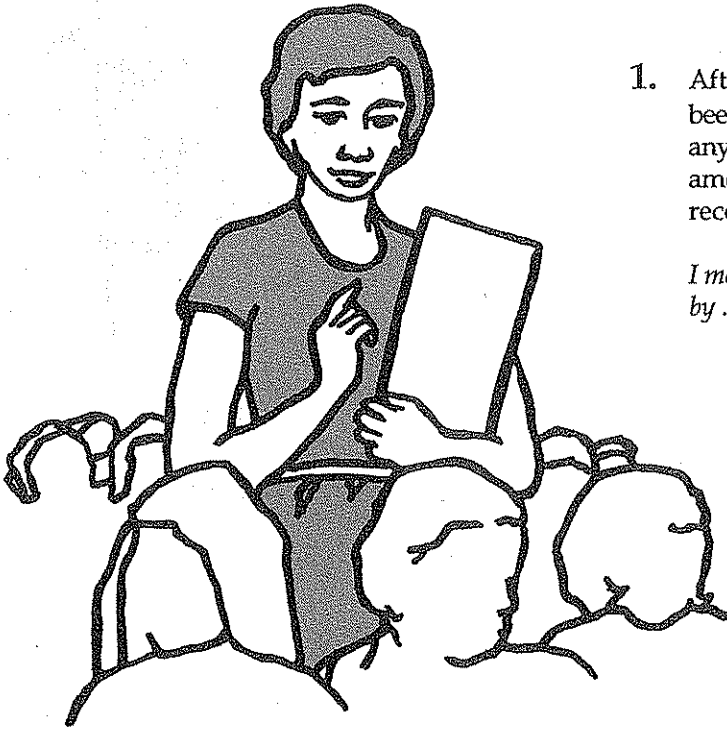
AMENDING MOTIONS

An amendment is a proposed change to a pending main motion.

Motions can be amended by:

- Inserting or adding a word, phrase or sentence
- Striking out a word, phrase or sentence
- Striking out and inserting (substituting) words, phrases, sentences or paragraphs.

Amendments are handled in the same way as the main motion:

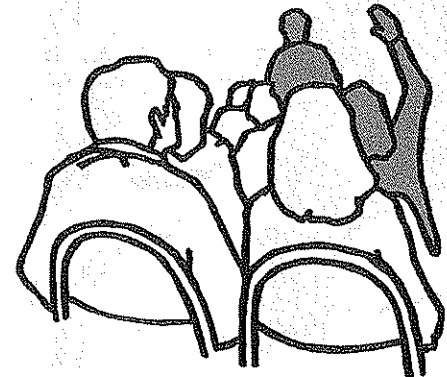


1. After a main motion has been made and seconded, any member can propose an amendment after being recognized by the chair . . .

*I move to amend the motion
by . . .*

2. Chairperson calls for a second to the proposed amendment.

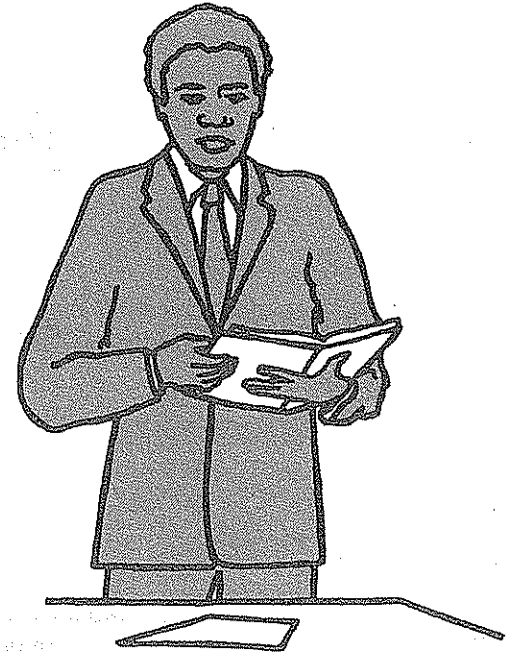
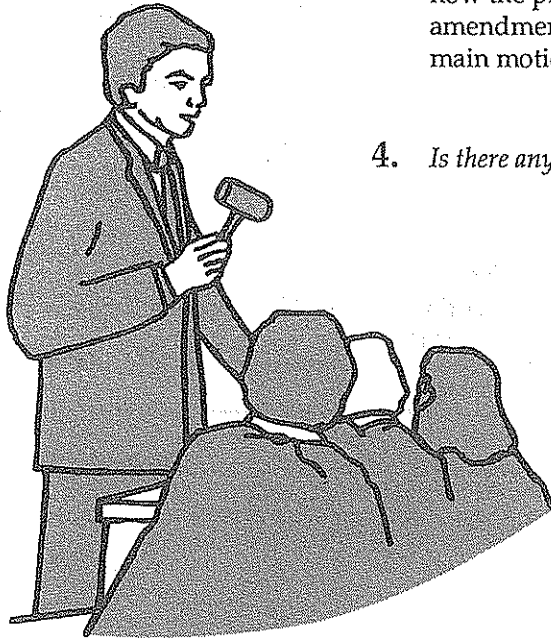
*I second the motion to
amend.*



3. After a second . . .

It has been proposed that the motion be amended to read as follows . . .

Chair states the main motion and the amendment so members will understand how the proposed amendment will change the main motion.



4. *Is there any discussion?*

5. After discussion of the question has ended . . .

If there is no further discussion, the amendment before us is . . . (Chair restates amendment).

6. A vote is taken on the proposed amendment.

7. Chair announces the outcome . . .

The amendment is carried (or defeated). The motion now before the house is . . .

Chairperson states amended motion if amendment carried.



-or-

Chairperson restates the original (main) motion if amendment was defeated.



RULES FOR HANDLING MOTIONS

<i>Types of Motions</i>	<i>Order of handling</i>	<i>Requires seconding</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Can be reconsidered</i>
INCIDENTAL MOTIONS³						
To suspend a rule temporarily (e.g., to change order of business) ⁸	No definite precedence rule	Yes	No	No	2/3	No
To close nominations ⁵		Yes	No	Yes	2/3	No
To reopen nominations		Yes	No	Yes	Majority	Negative vote only
Motions pertaining to voting		Yes	No	Yes	Majority	Yes
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁶	These motions have precedence over motion to which they pertain	No	No	No	Majority	Negative vote only
To rise to a point of order (to enforce rules or program) ⁷		No	No	No	No vote, chairman rules	No
To appeal from decision of the chair (must be made immediately) ⁷		Yes	Yes, when motion is debatable	No	Majority	Yes
SUBSIDIARY MOTIONS²						
In order only when main motion is pending						
To table motion (to lay it aside until later)	Has precedence over lower motions	Yes	No	No	Majority	No
To call for vote (to end discussion at once and vote)	Has precedence over lower motions	Yes	No	No	2/3	No
To limit discussion to a certain time	Has precedence over lower motions	Yes	No	Yes	2/3	Yes
To postpone definitely (to certain time) action on a motion	Has precedence over lower motions	Yes	Yes	Yes	Majority	Yes
To refer motion to committee (for special consideration)	Has precedence over lower motions	Yes	Yes	Yes	Majority	Yes
To amend (improve) a main motion	Has precedence over lower motions	Yes	Yes, when motion is debatable	Yes	Majority	Yes
To postpone indefinitely action on a motion	Has precedence over lower motion	Yes	Yes	No	Majority	Affirmative vote only
MAIN MOTION						
In order when motion of higher precedence is not pending						
To present a proposal to assembly	Cannot be made if any other motion is pending	Yes	Yes	Yes	Majority	Yes

<i>Types of Motions</i>	<i>Order of handling</i>	<i>Requires seconding</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Can be re-considered</i>
PRIVILEGED MOTIONS⁴						
Fix time at which to adjourn	Has precedence over lower motions	Yes	No ¹²	Yes ¹¹	Majority	Yes
Adjourn	Has precedence over lower motions	Yes	No ^{12 13}	No	Majority	No
To recess	Has precedence over lower motions	Yes	No	Yes ¹¹	Majority	No
Raise a question of privilege	Has precedence over lower motion ^{4 12}	Yes	No	Yes ¹²	Majority	No
Call for orders of the day (to conform to adopted agenda or order of business) ^{7 8}		No	No	No	No vote required ⁷	No
UNCLASSIFIED MOTIONS⁵						
To take motion from table (to bring up tabled motion for consideration) ⁹		Yes	No	No	Majority	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ^{10 11}	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Majority	No
To rescind (repeal) decision on a motion ¹¹		Yes	Yes, when motion is debatable	No	Majority or $\frac{2}{3}$	Yes
To ratify action taken by officer prior to action by assembly		Yes	Yes	No	Majority	Yes

Conditions that may arise which require action but since they do not require recognition by the chair are not shown as motions:

Call for orders of the day

Division of the house: Call for a visible vote (standing) instead of an audible vote (Aye—No) of a vote that has just been taken (viva voce)

Parliamentary inquiry

Point of order: No vote, but ruling by the chair (may interrupt speaker)

Point of information

Objection to consideration of the question: Must be made immediately after the main motion has been stated by the chair: "An objection has been made to the consideration of the question, shall the pending motion be considered?" A 2/3 negative vote is required to sustain an objection.

1. A tied vote is always lost except on a motion to appeal from the decision of the chair (see Incidental Motions) when a tied vote sustains the decision of the chair.

2. Subsidiary motions are motions that pertain to a main motion while it is pending.

3. Most incidental motions arise out of another question that is pending and must be decided before the question out of which they arise is decided.

4. Should anyone object to a question of privilege, a motion is then required to eliminate the cause of discomfort.

5. The chair opens nominations with: "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot, and from the floor. A member may make a motion to close nominations or the chair may declare nominations closed after assembly has been given sufficient time to make nominations.

6. The mover may withdraw or modify his motion without consent of anyone before the motion has been put to assembly for consideration (stated by the chair). After it has been stated by the chair the mover must request that it be withdrawn or modified, and if there is no objection the chair announces: "The motion is withdrawn, or modified." If anyone objects, the request must be put to vote.

7. A member may interrupt the speaker or occupant of the floor to raise a point of order, question of Parliamentary inquiry, or question of information, question of privilege, object to the consideration of the question, appeal, or call for orders of the day.

8. Orders of the day may be changed by a motion to suspend the rules. See Incidental Motions.

9. Tabled motion can be taken from the table at the same meeting after some business has been considered or at the next meeting.

10. The motion to reconsider may be made only by one who voted on the prevailing side and the motion to reconsider must be made at the same meeting or one held the next day.

11. A motion cannot be reconsidered or rescinded if action has been taken as a result of the action, but the unexecuted part of the motion may be rescinded. If notice is given at the preceding meeting a majority vote rescinds. Without notice a 2/3 vote is required.

12. If no motion is pending the motion is not privileged and is debatable, amendable and subject to having subsidiary motions applied to it.

13. When the motion to adjourn has the effect of dissolving the convention before the business has been completed it is open to debate and treated as a main motion.

THE CHAIRPERSON



USE OF THE GAVEL

Rap once to call meeting to order.
Rap once to maintain order.
Rap once to declare adjournment.

The chairperson can remain seated during the meeting except at these times:

To call the meeting to order.
To put a question to the vote.
To give a decision on a point of order.

Chairperson may also wish to stand when recognizing speakers (particularly if the assembly is large).

In speaking to the assembly, the chairperson refers to him/herself as "the Chair".

1. Calls the meeting to order.
2. Keeps meeting to its order of business.
3. Directs discussion in an orderly fashion:

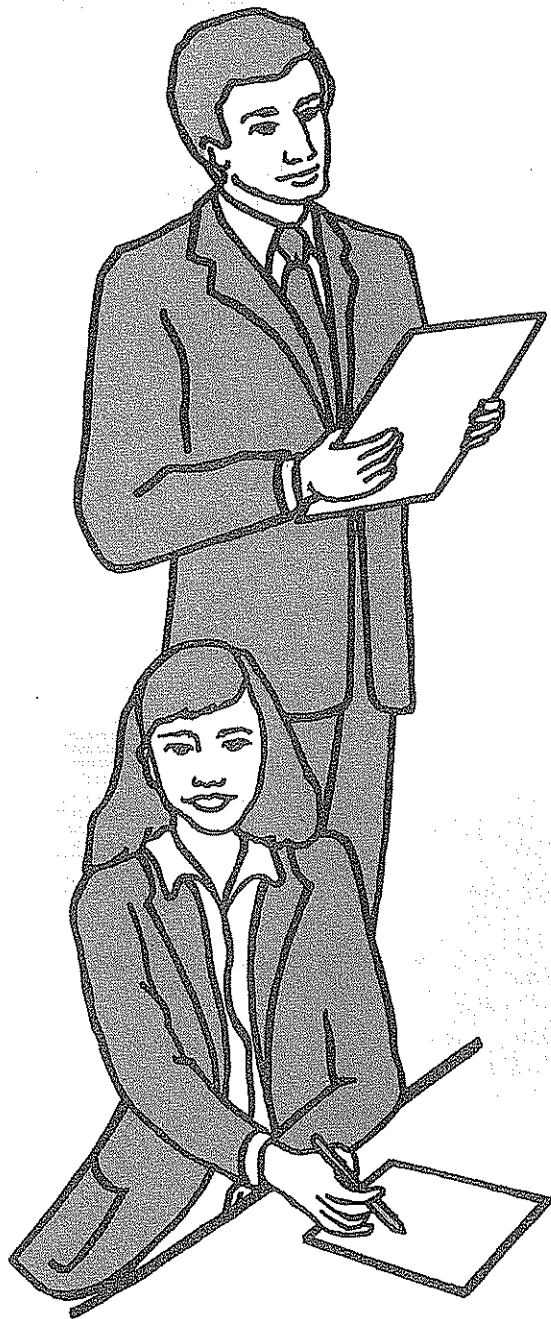
Gives each member who wishes it an opportunity to speak.

Tactfully keeps all speakers to rules of order and to the question.

Should give pro and con speakers alternating opportunities to speak.

4. Does not enter into discussion.
5. States each motion before it is discussed, and before it is voted upon.
6. Puts motions to vote and announces outcome.
7. May vote when his/her vote would affect the outcome, or in any case when voting is by ballot.
8. Should be familiar enough with parliamentary law to inform assembly of proper procedures.
9. May appoint committees when authorized to do so, or if by-laws so provide.
10. May assist in wording motions if mover requests assistance.

THE SECRETARY



1. Keeps an accurate account of each meeting. These minutes should include a record of the following:
 - Kind of meeting (regular, special or reconvened) and name of assembly
 - Date, hour and place of meeting
 - Name and title of officer presiding and presence of quorum
 - Approval of previous minutes
 - Reports
 - Each main motion (unless withdrawn) together with name of person who made the motion
 - Points of order and appeals
 - All other motions (unless withdrawn)
 - Counted votes
 - Time of adjournment
 - Signature and title of secretary
2. Keeps an up-to-date roll of members.
3. Keeps a copy of the articles of incorporation, charter and by-laws, along with all amendments thereto.
4. Keeps a record of all committees.
5. Provides list of pending and potential business for chairperson before meeting.
6. Handles correspondence of organization (unless there is a corresponding secretary).
7. Notifies members of meetings.
8. Signs legal documents as required.

NOTE: Any of the above may be delegated to staff. However, the secretary is responsible for the accuracy of all documents and proper signature.

PREPARING THE MINUTES

The minutes of each meeting constitute a permanent record of events and actions for future reference. As such, they record what is done, not what is said.

Keep notes together in a special notebook. Organize the notes into clear, concise statements.

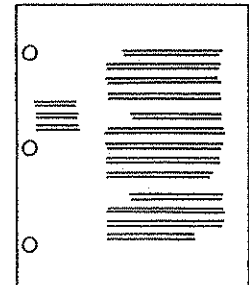
When recorded in final form, minutes should be typewritten or legibly handwritten in permanent ink. Enter each motion as a separate paragraph and leave a wide margin for any corrections that may later become necessary.

Minutes should be maintained in permanent book form. If written in longhand, a bound book should be used. If typewritten, a loose leaf notebook can be employed, but each page should be numbered and signed or initialed by the secretary and one other officer to guard against substitution or misordering of pages.

Minutes should never be defaced. Corrections should be made by bracketing the erroneous material and restating it correctly in wide margins which have been left for that purpose.

Minutes should be read and approved by the assembly at the next regular or reconvened meeting. If a meeting is not scheduled for several months, minutes should be read before the meeting is adjourned, or a committee may be appointed to approve them once they are in permanent form.

When approved, minutes should be signed by the secretary. They may also be counter-signed by the president if desired.



OF SPECIAL NOTE:

In all organizational activities, care must always be taken to follow charter and by-law provisions which supersede the general rules of parliamentary procedure set forth here.

The editors highly recommend A New Look At Parliamentary Procedure by Sheldon G. Lowry and John S. Holik as a companion piece to this monograph. Published by the Cooperative Extension Service of Michigan State University, and available through Voluntary Management Press, it addresses the pitfalls of over reliance on, and misuse of, parliamentary procedure. The material is particularly applicable to those meetings where problem solving is the paramount objective.

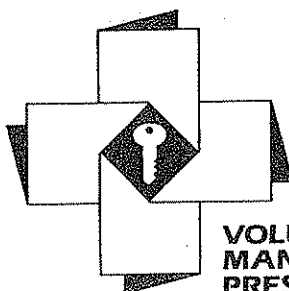
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