

FUTURE BUSINESS LEADERS OF AMERICA

Officer Resource Guide



PARLIAMENTARIAN

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Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter parliamentarian. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of activities, which will strengthen your chapter. Parliamentary procedure, running a meeting, and using motions are other important points that will be reviewed.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter. GOOD LUCK!!!

The Parliamentarian's Role

As parliamentarian, there are responsibilities and expectations placed upon you. Your role ranges from assistant to the president and officer team to maintainer of order and structure. You will be influential in the chapter's ability to create and carry out projects in an orderly manner.

Your main responsibility is to maintain order within the chapter and the officer team. Through your knowledge of parliamentary procedure, the chapter will communicate and work in an environment of respect and efficiency.

With many aspects to parliamentary procedure, you will have to choose what areas apply best for your officer team. Evaluate with your other chapter members what procedures will be necessary and what are not. Many chapters use parliamentary procedure in a variety of ways. Make sure that the structure of your chapter agrees with its members.

Develop a knowledge of parliamentary procedure. You will be a reference for the chapter in matters of organization. The president will turn to you when looking for guidance in leading the chapter.

Knowledge of basic motions will be essential in developing a chapter that communicates effectively. With all of the people in your chapter, parliamentary procedure will allow each voice to be heard and considered by the whole assembly.

Parliamentary Procedure

Parliamentary procedure is a formal system of rules and practices that balances the rights of individuals and subgroups within an assembly's membership. Application of parliamentary law enables assemblies to accomplish the following:

- Maintain orderly meetings of all sizes
- Protect the rights of the absentee, individual, minority, majority, and all of these groups together
- Allow every opinion to be heard and considered
- Enable the mass to rule

It is important to determine the general will on the maximum number of questions of varying complexity utilizing a minimal amount of time and under a variety of internal climate ranging from total harmony to hardened or impassioned division of opinion.

Duties of the Parliamentarian

The duties of the parliamentarian include:

- Advising the president of the orderly conduct of business in accordance with *FBLA Bylaws* and *Robert's Rules of Order, Newly Revised 11th Edition*.
- Assisting members in understanding the basic purpose of parliamentary procedure.
- Advising the presiding officer and other members on parliamentary procedure.
- Preparing reference materials pertaining to parliamentary procedure and having them available at each meeting.
- Watching for significant irregularities in parliamentary procedure and calling them to the attention of the chair.
- Explaining any irregularity and its effect on the rights of members.

In addition, parliamentarians should encourage participation and prepare a team for the parliamentary procedure competitive event. As you are the information resource for your chapter, it is imperative that you be well prepared and knowledgeable. However, remember it is important that you enjoy and look forward to the responsibilities of your office.

Parliamentary Terms

Abstention/Abstain—Act of not voting and is not used when determining majority, 2/3, etc.

Accept, Adopt, or Approve—To adopt or approve a motion, a report, or a statement.

Addressing the Chair—Using the correct title of the presiding officer when seeking recognition by the chair.

Adjourn—Act of ending the meeting.

Agenda—An outline of the order of business for use by the chair in conducting a meeting.

Amend—To modify the question, to insert, to strike out, to strike out and insert.

Announcing the Vote—The declaration by the chair of the result of the vote.

Appeal from the Decision of the Chair—To determine the assembly's attitude toward a ruling made by the chair.

Bylaws—A document, adopted by society, which contains the basic rules for governing the society.

Call to Order—An announcement by the presiding officer convening the meeting.

Caucus—A meeting to plan strategy toward a desired result within the assembly.

Chair, the—The phrase "the chair" applies both to the person presiding and his/her station in the hall from which he/she presides.

Commit—To refer to a new committee.

Constitution—A document which contains the important rules of the organization.

Convene—To meet together.

Debate—Discussion of the merits of a motion.

Division of the Assembly—Used when a member doubts the results of a voice vote or a vote by show of hands, thereby requiring vote to be taken again by rising.

Ex-officio—By virtue of office. A person with the rights of a non-voting member. They can make motions and debate, but cannot vote.

General Consent/Unanimous Consent—Silent consent without a single objection.

Germane—Closely related to or used in relation to amendments.

Lay on the Table—To delay a motion and clear the floor for more urgent business.

Limit or Extend Limits of Debate—To provide more or less time for discussion.

Minutes—Written record of the proceedings of a meeting.

Motion—A proposal that certain action be taken or certain views be expressed by the assembly.

Obtaining the Floor—To obtain the floor, the member must be recognized by the chair as having the exclusive right to be heard at that time.

Parliamentary Inquiry—A question directed to the presiding officer to obtain information on parliamentary law or the rules of the organization bearing on the business at hand.

Pending Question—The motion which has been stated by the chair and is under consideration by the assembly.

Parliamentary Terms

Point of Order—Calls attention to violation of parliamentary procedure.

Preamble—Introduction of a resolution including reasons for adoption.

Precedence—Rank of order of priority of motions.

Previous Question—Requires a 2/3 vote to secure an immediate vote on one or more pending questions; ends debate.

Pro Tem (Pro Tempore)—Temporarily, for the time being. Usually used in connection with a temporary officer (chairman pro tem).

Question—A motion or proposal which introduces a subject to the assembly for discussion and action.

Quorum—The minimum number of members who must be present in order to legally transact business.

Raise Question of Privilege—Permits a motion relating to the rights and privileges of the assembly or of its members to be brought up for possible immediate consideration because of its urgency.

Ratify—Approves action previously taken.

Recess—An intermission in the proceedings.

Reconsider—To secure further consideration and another vote on the question. The member moving to reconsider must have voted on the prevailing side.

Refer—To appoint to an existing committee.

Rescind—To repeal action previously taken.

Resolution—A formal motion, preferably written, which may include reasons for making the motion.

Second—An indication by a second member of willingness to have a proposed motion considered.

Special Order—A motion or subject proposed for a certain time and made a special order or the special order of a meeting.

Standing Rules—Temporary or semi-permanent rules relating to the details of administration rather than parliamentary procedure.

Stating the Question—Restatement by the chair of a motion, in order to place the motion before the assembly for debate and/or action.

Subsidiary Motion—A motion that helps to treat or dispose of a main motion, either temporarily or permanently.

Suspend the Rules—A motion requiring a 2/3 vote which permits action otherwise prohibited by the rules.

Sustain—Uphold a ruling.

Take from the Table—To bring a motion back which was laid on the table.

Running a Meeting

Meetings are the forum in which ideas are brainstormed, decisions are made, and events are planned. Well planned, regularly scheduled meetings maintain the interest of members, insure participation, and promote the general welfare of FBLA. They are held to conduct business or present a specific program; however, they should be organized so that they are not just informative, but are also opportunities for members to become involved and share their input. Keep in mind the better the meetings are, the better the chapter will run.

Aspects of Meetings

- Always have clear objectives.
- Have a prepared agenda that is structured toward fulfilling the objectives. Start and end on time.
- Give each member the opportunity to participate and to give input.
- Maintain the balance between business and social activities.
- Prepare in advance of the meeting motions that are known to be necessary. Those officers or members doing any type of presentation before the group are prepared to speak and come with materials if necessary.

Hints for Meetings

- Hold an officer meeting before every general meeting.
- Set regular days and times for meetings.
- Review the objective and the agenda at the start of every meeting.
- Have some system where members can become involved.
- Incorporate an activity not related to business that can be linked to FBLA such as a quote on leadership or a workshop on effective communications.
- Include a review of important aspects of the meeting (dates, decisions, etc.) and a preview of the agenda of the next meeting.

The Agenda

First, determine an overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics.

Clarify, combine, and prioritize, keeping in mind the element of a time limit. Follow a set order of business in determining the placement of each of the items on the agenda.

For informal meetings (not run in the boundaries of parliamentary procedure), it is helpful to have a statement of the objective and a review of the agendas the first item of business. If members know what they are supposed to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

Refer to Appendix A for a sample agenda.

Classification of Motions

The word motion refers to a formal proposal by a member suggesting that the assembly take a certain action.

Motions are classified into the following five groups.

1. Main motion
 - a. Original main motion
 - b. Incidental main motion
2. Subsidiary motion
3. Privileged motion
4. Incidental motion
5. Motions that bring a question again before the assembly

Main Motion—is a motion that when introduced brings business before the assembly.

Subsidiary Motion—assists the assembly in treating or disposing of a main motion.

Privileged Motion—matters of immediate importance which can interrupt consideration of nearly all motions.

Incidental Motion—relates in different ways to the pending business or the business otherwise at hand.

Motions that bring a question again before the assembly—either by their introduction or by their adoption, they bring a question before the assembly again for its consideration.

Many of the most important rules governing the use of the individual motions described can be reduced to eight standard descriptive characteristics. In addition to containing basic rules of procedure for each motion, these characteristics serve as points of comparison showing how the motions resemble or differ from each other.

The standard descriptive characteristics of a motion are: (1) its order of precedence if any, (2) what types of situations and motions it is applicable to, (3) whether it is in order when another has the floor, (4) whether it requires a second, (5) whether it is debatable, (6) whether it is amendable, (7) what vote is required for adoption, and (8) whether it can be reconsidered.

How to Make a Motion

1. The member rises and addresses the presiding officer by the title, Mr. or Madam President or Mr. or Madam Chairman.
2. The presiding officer recognizes the member. The chair may recognize a member by name, Mr./Ms. (name), or by a nod to him/her. After receiving formal recognition from the chair, a member is then said to "have the floor" and is the only member who may present or discuss a motion.
3. The member makes the motion. Always introduce a motion in the form "I move that . . ." followed by a statement of the motion.
4. Another member seconds the motion. Without recognition from the chair another member may say, "I second the motion" or "second" If the motion is not seconded, it dies, fails, or is lost for lack of a second.
5. The presiding officer states the motion to the assembly. The chair repeats or states the motion to the assembly. Once it has been formally stated to the assembly, it may be referred to as "the question."
6. The members discuss or debate the motion. After the motion has been stated by the chair, it is open for debate. Any speaker may be recognized by the chair. Several members may rise simultaneously, and then the chair should use the following guidelines when deciding which member should be recognized:
 - a. Preference should always be given to the member who proposes the question.
 - b. No member may speak more than twice on the same question each day.
 - c. The chair should let debate alternate between affirmative and negative to the best of his/her ability.
 - d. A member who has not yet spoken should be given preference over someone who has already debated.

How to Make a Motion

The chair should also enforce the following rules during debate:

- a. All remarks must be germane (pertinent or relating to the pending question).
 - b. All remarks are addressed to and through the chair.
 - c. A member may speak no longer than ten minutes per speech without consent of the assembly.
 - d. Rights in regard to debate are not transferable.
 - e. To participate in debate and to vote, the presiding officer must relinquish the chair for that motion.
7. Members vote on the motion. When debate appears to have closed, the chair "puts the question" to a vote. First he/she must inquire, "is there any further discussion?" or "Are you ready for the question?" If no one rises, the chair assumes that discussion is closed.

The presiding officer will then take the vote saying, "All those in favor (State the motion) say aye" Following the assembly's response he says "Those opposed say no". If the vote cannot be determined by the volume of the voices, the chair says "The chair is in doubt. Those in favor please rise." After counting he says, "Be seated. Those opposed please rise." After counting, "Be seated." The vote may be similarly taken by a show of hands, if the assembly is small. The chair must always call for the negative vote, no matter how nearly unanimous the affirmative vote may appear to be.

8. The presiding officer announces the result of the vote. The chair formally announces the outcome of the vote to the assembly as may be appropriate. The chair will say, "The ayes have it and the motion is adopted," or "The nos have it, and the motion is lost." For a rising vote or a vote by show of hands: "The affirmative has it, and the motion is adopted," or "The nos have it, and the motion is lost." After the vote has been announced by the chair, another motion may be considered.

Appendix A

Sample Agenda

LYNBROOK HIGH SCHOOL FBLA

Executive Board Agenda

Thursday, July 7, 20--

- I. Call to Order – Freya Lee, President
- II. Procedural Items
 - A. Flag salute and FBLA pledge – Anita Wong, Parliamentarian
 - B. Roll call – Maria Tsikina, Secretary
- III. Reading and Approval of Minutes – Maria Tsikina, Secretary
- IV. Officer Reports
 - A. Treasurer's report – Nancy Yu, Treasurer
- V. Other officer reports and committee reports
 - A. Community Service Committee report
 - 1. Save the Bay – September 12, 2005, 4:00 – 6:00 p.m.
 - B. School Club Promotion Day Committee report
- VI. Unfinished Business
 - A. Peer evaluations
 - B. Member installation planning
 - C. Competitive events
 - 1. Screening tests
 - 2. Study calendar
- VII. New Business
 - A. Summer fundraiser – ideas
 - B. New member recruitment tools
 - 1. Explanation of FBLA through flyers
 - 2. Guest speakers at chapter meetings
- VIII. Announcements
- IX. Adjournment – Freya Lee, President

Appendix B

Websites to Prepare for Parliamentary Procedure

The following websites are good sources for learning parliamentary procedure:

- <http://www.parliamentarians.org/>
- <http://parlipro.northwest.net/>