

# Parliamentary Procedure

## And how it rocks your boxers.

Brought to you by Frank Lee

You've probably sat in a meeting confused as people made "motions" and "seconded" stuff and everyone erupting in "ayes" and someone going "nay" and giggling. This guide will somewhat help clarify the seemingly convoluted process.

## WTF is parliamentary procedure?

In a nutshell, parliamentary procedure (or *parli pro* for short) is a set of rules for executing fair, organized, and efficient meetings.

It's commonly needed and used for large groups. Two people having a conversation don't need to use parliamentary procedure. That's stupid. Sixty people trying to argue over a certain matter? That's where *parli pro* comes in.

*Parli pro* is widely used, so chances are you'll run into it in the future. Might as well learn it now in a fun APhiO environment.

## I've heard of "Robert's Rules of Order". Is that the same thing?

Uhhh... no. Different groups have different rules for parliamentary procedure. Like a sport (and yet so unlike a sport), parliamentary procedure can be defined in some universal way, but there are still different "rulebooks" for it. The most common set of rules is "Robert's Rules". No, I don't know who Robert is.

## Who's involved in parliamentary procedure?

You are. The *chair* is the presiding member and directs the meeting. In APhiO, the President is the chair. Next is the Admin VP. The SAA must also have knowledge of parliamentary procedure and maintain order. The rest of the chapter can be referred to as the *assembly*. Everybody has equal representation. Except the pledges.

## How do I go about bringing business before the chapter?

A *motion* is a proposal someone puts forth for consideration. A voting member may make a motion when no other issue is being considered.

To do so...

1. Put forth a motion...
  - a. **Make a motion** ("I move to..." or "I move that we..." or "I make a motion to...". I don't know wtf this "I motion to..." shit is all about. *Motion* is a noun. *Move* is a verb. Whoever decisioned to start that nonsense is a friggin moron.)
  - b. Someone else needs to **second the motion**. ("Is there a second?" Random person: "Second")
  - c. Chair states the motion ("It is moved and seconded that...")
2. The assembly **considers** the motion
  - a. Members can discuss the motion.
  - b. Before speaking in discussion, a member must obtain the floor from the chair.
  - c. Discussion can be closed only by order of the assembly (2/3 vote) or by the chair if nobody else wishes to discuss.
3. **Vote** on the motion
  - a. Chair says "A motion has been made to..."
  - b. "All in favor of the motion" "Aye"
  - c. "All opposed" One person: "Nay (heeheehee!)"

If all goes smoothly, a motion will simply pass or fail. However...

## Things that can happen to a motion (I jacked this from a website too):

1. It can be seconded, debated, voted on, etc, as outlined above.
2. The following subsidiary motions can be made regarding it (all of these must be seconded, and require a two-thirds majority to carry):
  - a. It can be **amended**. The amendment is discussed and voted on; then discussion of the original motion resumes.
  - b. It can be **tabled**, either *definitely* (time or place stated), or *indefinitely*.
  - c. It can be **referred to committee**.
3. At any time during the discussion, a motion can be made to **vote immediately**. A second is required. *This motion* (to vote immediately) is not debatable. The chair will immediately ask for a vote *on the motion* to "vote immediately".

## Some other stuff I took from websites

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Yes	Majority
Adjourn	I move that we adjourn (or end the meeting with the Toast Song)	No	Yes	No	No	Majority
Amend a motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority
End discussion / Vote immediately	I move to end discussion (or vote immediately)	No	Yes	No	No	2/3
Suspend further consideration of something	I move to table...	No	Yes	No	No	Majority
Take up matter previously tabled	I move we take from the table...	Yes	Yes	No	No	Majority
Request information ("I have a question...")	Point of information/inquiry	Yes	No	No	No	None
Complain about noise, room temp., etc.	Point of privilege	Yes	No	No	No	Chair decides
Object to procedure	Point of order	Yes	No	No	No	Chair decides

### Parliamentary Procedure Resources (the websites I jacked stuff from)

- Parliamentary Procedure Charts and Articles - <http://www.jimslaughter.com/articles.htm>
- A Short Guide to Parliamentary Procedure - [http://www.area36.org/docs/docs\\_newtoservice/Parliamentary\\_Procedure.pdf](http://www.area36.org/docs/docs_newtoservice/Parliamentary_Procedure.pdf)
- Robert's Rules Cheat Sheet - <http://eea.natca.org/roberts.htm>
- Procedure For Handling a Main Motion - [http://eea.natca.org/main\\_motion.htm](http://eea.natca.org/main_motion.htm)
- The Alph Phi Omega Chi Chapter Manual (look in there for a nice flow chart)

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