THIRD YEAR

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| **parliamentary law** |
| Order & Structure of Church Business |

TEXTBOOK

**DELIVERANCE BIBLE INSTITUTE**

*Portland, Maine, USA*

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| Parliamentary Law |
| Order & Structure of Church Business |
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# Assignments Check List

Read Robert’s Rules of Order Chapter Read:

1\_\_\_\_\_\_\_\_

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Vocabulary words and sentences. Learn the definitions for these words.

1-5\_\_\_\_\_\_\_\_

6-10\_\_\_\_\_\_\_\_

11-15\_\_\_\_\_\_\_\_

16-20\_\_\_\_\_\_\_\_

21-25\_\_\_\_\_\_\_\_

26-30\_\_\_\_\_\_\_\_

31-35\_\_\_\_\_\_\_\_

36-40\_\_\_\_\_\_\_\_

41-43\_\_\_\_\_\_\_\_

***DUE DESCRITPION***

1. \_\_\_\_\_\_\_\_\_\_ Write 1-2 par. on the topic *TheNeed for Order in the Church.*
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3. \_\_\_\_\_\_\_\_\_\_ .
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# Lesson 1: Introduction to Parliamentary Law

* Study “Introduction to Parliamentary Law”
* Purchase the latest edition of *Robert’s Rules of Order* *Newly Revised In Brief.*
* Read Chapter 1 RONRB.
* Complete *Study Questions* *1.*

Why do churches *need* Parliamentary Law?

1. Leadership
2. Equity
3. Order

## Churches Need Leadership

I Peter 2:21—*For even hereunto were ye called: because Christ also suffered for us, leaving us an example, that ye should follow his steps:*

I Corinthians 11:1—*Be ye followers of me, even as I also am of Christ.* (Phil. 3:17)

**We are called to leadership and we are made leaders through the power of Christ.**

### Some are not Chosen or Even Called to Church Leadership

I Corinthians 1:26—*For ye see your calling, brethren, how that not many wise men after the flesh, not many mighty, not many noble, are called:*

Intellectual Power, Persuasive Prowess, and Personal Privilege are not guarantees for church leadership. The Church leader should be wise, mighty and noble, but these characteristics are not God’s *bottom line*. Many people usurp positions in the church simply because they believe they are the most qualified (I Timothy 2:12), but in reality, the most qualified person for a position is the one God has chosen. There are many illustrations of this in the Scripture in the positive and negative. In each of the examples below, God chose a seemingly lesser qualified person over a more qualified one (by man’s standards of wisdom, might and nobility): Jael & Barak, Isaac & Ishmael, Jacob & Esau, **David & Jonathan**, Solomon & Adonijah and Paul & Mathias. Be humble and faithful where God has placed you and let Him position you in the church.

### Some are Called and Chosen to Church Leadership

In anyone of these cases, if a democratic election was held instead of the will of God being pre-eminent, the wrong person would have been chosen! For this reason, **the church is never to be characteristically democratic, but is to be a holy Theocracy.** Church leaders must be spiritually minded, live a transparent, Godly life and boast no pedigree but of the calling of Christ. Church leaders must be dedicated and committed to do GOD’s WILL for He is our Shepherd. **What should matter most to us is not our career or personal accomplishment, but that ultimately God’s will has been done.** Stand in the gap and make up the hedge, but if God has placed someone else in authority over you, DO NOT tear them down but rejoice in the knowledge that God’s way is best!

Matthew 4:19—*And he saith unto them,* ***Follow*** *me, and* ***I will make you*** *fishers of men*.

Luke 18:28—Then Peter said, Lo, we have left all, and followed thee.

Ephesians 4:11—*And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers;*

## Churches Need Equity

Proverbs 24:3—*These things also belong to the wise. It is not good to have respect of persons in judgment.*

A clear, definitive leader is not a dictator, but a facilitator of the liberties and rights of his members. We are called to leadership and being called to leadership we must **lead** and not *drive*. True Christian leadership is always equitable and proper.

**Will fairness be shown to all in your church business meetings?** Generally speaking, parliamentary procedure is determined by etiquette and common decency, but if every procedure ruling was only in the heart of the *Chair* or *President*, his/her fairness would be constantly challenged. A professional and favorable church meeting atmosphere is achieved when members are confident there is no favoritism or preference given to special persons or groups. Establishing parliamentary procedure (Parliamentary Law) provides an objective and impartial approach to business meeting procedures. Every member should be treated in absolute fairness whether they are in the majority group or in the minority group of an issue. **Parliamentary Law is the champion of democracy—equal voice, equal privilege.**

## Churches Need Order

I Corinthians 14:33—*For God is not the author of confusion*…

I Corinthians 14:40—*Let all things be done decently and in order*.

Parliamentary Law is used to apply rules and methods of order when conducting a business meeting. These rules and methods provide structure in a setting where chaos is not only possible, but would be the most likely element. For example, in the case of a question regarding procedure, *Robert’s Rules of Order* can be referenced to establish the rule. Without such a standard, only chaos would ensue! When a question arises in a business meeting concerning the proper way to do something, how would answers like the following be fairly and consistently answered?

1. Who should speak first?
2. What should be discussed?
3. Who must be present to have a meeting?
4. How can each member be given equal opportunity and yet the meeting not last 14 years?
5. Who should the lead the meeting?
6. How do you prevent a meeting from getting off-topic?

Every organization must choose a standard for their parliamentary procedure. *Robert’s Rules of Order* is a time tested standard and will be the standard used in this course. By choosing a standard for parliamentary procedure (such as *Robert’s Rules of Order*) and by maintaining an atmosphere sensitive to the Holy Ghost, order and efficiency can be the dominant characteristics of your church business meetings.

**Study Questions 1: Introduction**

1. Give three reasons why churches need *Parliamentary Law*.

Churches need leadership, equity, and order.

1. Who is the most qualified person for church leadership?

The most qualified person for a position is the one God has chosen.

1. Expound on the dangers of democracy in the church.

In the cases of Isaac and Ishmael and Jacob and Esau if a Democratic election was held instead of the will of God being preeminent, the wrong person would've been chosen! For this reason, the church is never to be characteristically Democratic, but is to be a holy theocracy.

1. What is equity?

Equity is fairness.

1. How do you maintain a professional and favorable church meeting atmosphere?

A professional and favorable church meeting atmosphere is achieved when members are confident there is no favoritism or preference given to special persons or groups.

1. What is parliamentary law used to ‘apply’?

Parliamentary law is used to apply rules and methods of order when conducting a business meeting.

1. Does everyone have to follow *Robert’s Rules of Order*? Explain?

No. Every organization must choose a standard for their parliamentary procedure, *Robert's Rules of Order* is not the only such standard.

# Lesson 2: Course Immersion

* Read RONRB Ch. 2.
* Grade S.Q . 1.
* Study “Vocabulary”& “Course Immersion.”
* H.W. #1 Write 150-300 word essay answering the question, “Why do churches need order?”
* Complete Study Questions 2a.
* Define and learn vocabulary 1-4.and use each one in a sentence below.

1. Adjourn—close the meeting
2. Adopt—accept/agree
3. Agenda-order of business
4. Amend—modify wording or meaning

**Study Questions 2a: Handling Motions**

1. During a meeting, what is the person called who has been chosen to preside over the meeting? The Chair
2. What is a quorum? A quorum is the minimum number of members that must be present in order to have a meeting and conduct substantive business.
3. Give an example of a standard order of business with four items:

* reading and approval of minutes
* reports
* unfinished business
* new business

1. If no business is to be called "old business" what is it to be called? Unfinished business
2. Instead of following a standard order of business, a group may adopt an agenda.
3. What are the differences between **adjourn**, **recess**, and **stand at ease**?

To **adjourn** means to close the meeting. If the group wishes to take a short break from the meeting it may vote to **recess**. The chairman can cause a brief pause in the proceedings, if no member objects, by directing the group to **stand at ease.**

**Common Parliamentary Law Terms**

1. Adjourn—close the meeting
2. Adopt—accept/agree
3. Agenda-order of business
4. Amend—modify wording or meaning
5. Appeal—member’s question the chair’s ruling
6. Board—administrative body
7. Bylaws—basic rule of a society
8. Commit or Refer—send to a committee
9. Convention—assembly of delegates
10. Debate—discussion of the merits of pending question
11. Executive session—proceedings are secret
12. Germane—relevant, pertinent
13. Incidental motion—deal with questions of procedure
14. Lay on the Table—set main motion aside temporarily
15. Main Motion—introduces business to the assembly
16. Majority Vote—more than half the votes cast
17. Mass Meeting—unorganized group
18. Meeting—single official gathering
19. Minutes—written record of proceedings
20. Motion—formal proposal for action
21. Point of Information—inquiry as to facts
22. Point of Order—call for enforcement of rules
23. Postpone Indefinitely—dispose of the question without a direct vote
24. Precedence—rank
25. Previous Question—close debate
26. Pro tem—temporary
27. Quorum—members required to transact business
28. Ratify—make valid action already taken
29. Recess—short intermission
30. Regular Meeting—periodic business meeting
31. Rescind—repeal
32. Second—agreement that motion be considered
33. Secretary—recording officer of the assembly
34. State the Question—place the motion before the assembly
35. Standing Committee—constituted to perform a continuing function
36. Take from the Table—resume consideration of a main motion
37. The Chair—person presiding (pastor)
38. Unanimous Consent—no opposition
39. Viva Voce—voice vote

**COURSE IMMERSION**

*Let us become familiar with this terminology by demonstrating an unlikely meeting:*

**CHAIR**: The meeting will come to order. Let us consider the first item on our agenda.

(Anyone rising and acknowledged by the Chair can make a main motion.)

**PERSON 1**: Mr. Chair. I move that “We hold Pastor’s Appreciation Day on October 5th.

**CHAIR**: Is there a second?

**ANYONE**: Second.

**CHAIR**: It is moved and seconded that we accept holding a Pastor’s Appreciation Day on October 5th.

**PERSON 2**: Mr. Chair. I move *to postpone this motion indefinitely*.

**ANYONE**: Second.

**CHAIR**: That is in order. Is there any debate? (no) All in favor of postponing the motion indefinitely raise your hand. All against postponing the motion indefinitely raise your hand. With one *yes* and 10 *no’s,* the motion has failed.

**PERSON 3**: Mr. Chair. I move *to amend* the main motion by striking “Pastor Appreciation Day” and adding “Gospel Ministries Appreciation Day.”

**ANYONE**: Second.

**CHAIR**: The motion to amend the main motion having been made and seconded, Is there any debate? (no) All in favor of amending the main motion by striking “Pastor Appreciation Day” and adding “Gospel Ministries Appreciation Day” raise your hand. All against the motion *to amend* raise your hand. The motion to amend passes by a majority vote with 6 *yes’s* and 5 *no’s.* The main motion will be amended to “Hold a Ministries Appreciation Day on October 5, 2019.”

**PERSON 4**: Mr. Chair. I move *to commit* *the motion* as amended *to committee*.

**ANYONE**: Second.

**CHAIR**: That is in order. All in favor of committing the motion to committee raise your hand. All against committing the motion to committee raise your hand. With 8 *yes’s* and 3 *no’s,* the motion to commit to committee has passed. Would the committee need time to consider the question?

**COMMITTEE PERSON**: That would not be necessary Mr. Chair. The committee is prepared to give its report and recommendation of accepting the motion as amended.

**CHAIR**: Thank you Mr. Committee Person. Is there any discussion on the motion as amended? (returned to main motion.)

**PERSON 5**: Mr. Chair. I move *to postpone* until noon.

**ANYONE**: Second.

**CHAIR**: The motion being made and seconded, is there any discussion? Maker of the motion, you have the right to first debate.

<Seemingly endless debate ensues>

**PERSON 5**: Wait till noon.

**PERSON 6**: Debate now.

**PERSON 7**: Wait till noon.

etc., etc. etc…

**PERSON 8**: Mr. Chair. I move to limit the debate to two arguments per side of the question and two minutes per person.

**ANYONE**: Second.

**CHAIR**: This motion to limit the debate requires a 2/3 vote. All in favor of limiting the debate raise your hand. All against raise your hand. The motion to limit the debate to two arguments per side of the question and two minutes per person has failed with 3 *yes’s* and 8 *no’s*.

**PERSON 8**: Mr. Chair. I move *the previous question*.

**ANYONE**: Second.

**CHAIR**: The motion of *the* *previous question* (*to postpone until noon*) kills all debate and the question of accepting moving the question of *postpone until noon* will come to an immediate vote. If in favor of moving the previous question, raise your hand. If against, raise your hand. The motion to accept moving the previous question has failed.

<Heated debate ensues and the question of *postponing until noon* is reasonably exhausted, therefore the Chair calls the motion to a vote.>

**CHAIR**: All in favor postponing until noon raise your hand. All against, raise your hand. The motion has failed with 3 *yes’s* and 8 *no’s*. This brings us back to the main motion.

<Person 7 is given a message that he must immediately go to the hospital because a relative has been seriously injured. This emergency makes the following motion appropriate.>

**PERSON 3**: Mr. Chair. I move to lay the question on the table and suggest a motion be made after *lay on the table* passes to *recess* until Person 7 is able to return. (Used only for emergency when emergency business needs to be taken up.)

**ANYONE**: Second.

**CHAIR**: The motion being made and seconded, we will move immediately to the vote. All in favor of *laying on the table* raise your hand. All against, raise your hand. With a vote of 5 yes’s and 6 no’s, the motion has failed.

**PERSON 1**: I *call for the orders of the day*. (Can interrupt any business.)

**CHAIR**: I rule that the urgency of the present situation merits our flexibility, Mr. Person 1. Let us be reasonable and patient, but out of respect for the general body let us continue with the agenda as listed.

**PERSON 2**: <Soft spoken and unclear speaker and Person 7 is leaving the room and making noise as he gathers his things.>

**PERSON 3**: Question of privilege. (Can interrupt any business.)

**CHAIR**: The Chair recognizes the question of privilege and recognizes Person 3. Please explain.

**PERSON 3**: I cannot hear the speaker because of the commotion. Can you please bring this body to order.

**CHAIR**: Mr. Person 2, would you please be kind enough to wait until Person 7 is gone to continue your remarks.

**PERSON 2**: Not a problem, Mr. Chair. I am done and it wasn’t that important anyway. I yield the floor.

**PERSON 4**: Mr. Chair. I make a motion to recess 15 minutes.

**ANYONE**: Second.

**PERSON 5**: Mr. Chair. I make a motion to adjourn.

**ANYONE**: Second.

**PERSON 6**: Mr. Chair. I make a motion *to fix time to adjourn* to tomorrow at 9:00 am.

**ANYONE**: Second.

**CHAIR**: The motion being made and seconded, we will move immediately to the vote. All in favor of accepting the motion to fix time to adjourn to tomorrow at 9:00 am, pleas*e* raise your hand. All against, raise your hand. With a vote of 10 *yes’s* and 1 *no* the motion has passed. This meeting is adjourned.

# Lesson 3: Handling Motions

* Read RONRB Ch. 3.
* Take and grade Quiz 1.
* Study “Handling Motions”
* Complete Study Questions 2b.
* Define and learn vocabulary 5-8.and use each one in a sentence below.

1. Appeal—member’s question the chair’s ruling
2. Board—administrative body
3. Bylaws—basic rule of a society
4. Commit or Refer—send to a committee

**Handling Motions**

## Six Common Steps of a Motion

STEP ONE: A member is recognized and makes a motion.

STEP TWO: Without needing recognition, any member seconds the motion.

STEP THREE: The chair formally places the question before the group by restating the motion.

STEP FOUR: The members debate the motion alternating between pro and con.

STEP FIVE: The Chair asks the body if they are ready to vote or ready for the question and if so puts the motion to a vote.

STEP SIX: The Chair announces the results of the vote and designates the appropriate action.

**Study Questions 2**

1. During a meeting, what is the person called who has been chosen to preside over the meeting? The Chair
2. What is a quorum? A quorum is the minimum number of members that must be present in order to have a meeting and conduct substantive business.

business

1. Instead of following a standard order of business, a group may adopt an agenda.

1. What is a motion? A motion is a formal proposal by a member in a meeting that the group take certain action.
2. What is a Main motion? A Main motion is one whose introduction brings business before an assembly.
3. List the six common steps of a motion.

Step one: member is recognized and makes a motion.

Step two: without needing recognition, any member seconds the motion.

Chair: the eyes have it, and the motion is adopted. This legal establish a division open to juniors and seniors enrolled in city high schools. Is there further new business? OR chair: the no’s have it, and the motion is lost. Is there for the new business?

# Lesson 4: Debate

* Read RONRB Ch. 4.
* Grade Study Question 2.
* Study “Debate”
* Complete Study Questions 3a.
* Define and learn vocabulary 9-12.and use each one in a sentence below.

1. Convention—assembly of delegates
2. Debate—discussion of the merits of pending question
3. Executive session—proceedings are secret
4. Germane—relevant, pertinent

**Debate**

## **Except by unanimous consent a motion can be made only by one who has been recognized by the chair as having the floor**. If the motion is called out by anyone who has not attained the floor, the chair should ignore it if another member, by rising promptly and claim the floor, shows that unanimous consent has not been given.

**When assigned the floor, a member may use it for any proper purpose**, or a combination of purposes; for example, although a member may have begun by debating a pending motion, he may conclude by moving any secondary motion, including the *previous question*, that is in order at the time.

**Who is assigned the floor when more than one person claims it?** If two or more arise rise at about the same time to obtain the floor, the general rule is that, all other things being equal, the member who rose and addressed the chair first after the floor was yielded is entitled to be recognized. A member who rises before the floor has been yielded is not entitled to the floor if any other member rises afterward and addresses the Chair. If the member who made the motion that is immediately pending claims the floor has not already spoken on the question, he is entitled to be recognized in preference to other members. The chair should attempt to alternate between "for" and "against." If the chair is in doubt as to who is entitled to the floor, he can allow the assembly to decide the question by a vote.

**When a member has been assigned the floor and has begun to speak -- unless you begin to discuss a subject one no motion is pending our speaks longer in debate than the rules of the assembly allow -- he cannot be interrupted** by another member or by the chair except for one of the following purposes, and then only when the urgency of the situation justifies it*: call for the orders of the Day* , *the raising of a question of privilege*, a *point of order*, a *call for separate vote* on one or more of a set of independent resolutions on different subjects have been offered by single motion, *request* or *inquiry* that requires an immediate response**. When a member has risen to claim the floor has been assigned the floor, it is out of order for another to call out a motion** to adjourn, or motion to lay the pending question on the table. If someone does so, or if calls of “Question!” are made, it is the duty of the chair to obtain order and protect the rights of the member who is entitled to the floor.

**FUNDAMENTAL RULES GOVERNING DEBATE**:

1. Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated.
2. A member can speak no longer than 10 minutes except by *permission*.
3. A member's remarks must be germane to the question before the assembly.
4. Refraining from attacking a member's motives.
5. FORMALITY: Addressing remarks to the chair and avoiding the use of members’ names. Debate issues, not personalities.
6. Refraining from speaking adversely on a prior action not pending.
7. Refraining from speaking against one's own motion.
8. Reading from reports, quotations, etc. only without objection or with permission.
9. If anytime the presiding officer rises to make a ruling, give information, or otherwise speak within his privilege, any member who is speaking should be until the presiding officer is finished.
10. Refraining from disturbing the assembly.
11. Rule against the chair's participation in debate. If the presiding officer is a member of the society, he has, as an individual, the same rights and debate as any other member; but then partiality required of the chair and an assembly precludes his exercising these rights while he is presiding.
12. Every Main motion is debatable, from the nature of the deliberative assembly itself.
13. The *privileged* motions are all undebatable because, if they were debatable, their high privileged allow them to interfere with business.

**Study Questions 3a: Debate**

1. If you have 10 minutes to speak, but you only need five, can you yield your remaining five minutes to someone else allowing them to speak on your time?

No, time may not be shared among members.

1. True or False. A member can establish entitlement to the floor by rising at any time even while someone else is already speaking as long as they stand first. FALSE
2. Debate is only in order as long as the remarks are germane. What does that mean?

When debate is germane means it is relevant to the motion pending. It is relevant to the main topic being debated.

1. Vigorous debate about the merits of a motion is central to the very idea of a deliberative assembly.
2. What kind of vote is required to limit or extend limits of debate? 2/3 vote.
3. The adoption of what motion closes debate and also prevents the making of a number of secondary motions? (Answer with proper wording)

"I move the previous question."

# Lesson 5: Amendments, Postponing & Refer to Committee

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

1. Incidental motion—deal with questions of procedure
2. Lay on the Table—set main motion aside temporarily
3. Main Motion—introduces business to the assembly
4. Majority Vote—more than half the votes cast

**Study Questions 3b:** **Amendments, Postponing & Refer to Committee**

1. Will the Chair ever ask for a motion in writing? Why or Why not?
2. Does the adoption of an amendment decide whether the main motion is adopted?
3. What do you do if you want to put off taking a vote?
4. What is the purpose of committing or referring to a committee?
5. What is another title for an ‘amendment to an amendment’?

**Quiz 2: Handling Motions**

1. What is a motion? A motion is a formal proposal by a member in a meeting that the group take certain action.
2. What is a Main motion? A Main motion is one whose introduction brings business before an assembly.
3. Describe the proper way to request to speak. Stand up immediately after the previous speaker is finished and call out "Mr. chair". The chair recognizes you and you are said to have the floor. When finished, sit down, and thus yield the floor.
4. List the six common steps of a motion.

Step one: member is recognized and makes a motion.

Step two: without needing recognition, any member seconds the motion.

Step three: the chair formally places the question before the group by restating the motion.

Step four: the members debate the motion alternating between Pro and con.

Step five: the chair asks the body if they are ready to vote or ready for the question and if so puts the question to a vote.

Step six: the chair announces the results of the vote and designates the appropriate action.

1. Give your own example of the chair's announcement of a voting result.

Chair: the eyes have it, and the motion is adopted. This legal establish a division open to juniors and seniors enrolled in city high schools. Is there further new business? OR chair: the no’s have it, and the motion is lost. Is there for the new business?

# Lesson 6: How Can a Group Change its Mind?

* Read RONRB Ch. 7.
* Grade Study Questions 3.
* Study “How can a Group Change its Mind?”
* Complete Study Questions 4a.
* Define and learn vocabulary 17-20.and use each one in a sentence below.

1. Mass Meeting—unorganized group
2. Meeting—single official gathering
3. Minutes—written record of proceedings
4. Motion—formal proposal for action]

**Study Questions 4a: How Can a Group Change its Mind?**

1. Explain the parliamentary rule that prevents a specific motion that has been defeated from being painfully perpetuated.
2. What is the distinction between a ‘meeting’ and a ‘session’?
3. Who is entitled to make a motion to “Reconsider”?
4. Explain the time limitations of the motion to Reconsider.
5. Under what circumstance, may a motion to ‘rescind’ or ‘amend something previously adopted’ be adopted by only a majority vote?
6. How do you make a ‘renewal of the motion’?

# Lesson 7: Voting

* Take and grade Quiz 3.
* Read RONRB Ch. 8.
* Study “Voting.”
* Complete Study Questions 4b.
* Define and learn vocabulary 21-24.and use each one in a sentence below.

1. Point of Information—inquiry as to facts
2. Point of Order—call for enforcement of rules
3. Postpone Indefinitely—dispose of the question without a direct vote
4. Precedence—rank action]

**Study Questions 4b: Voting**

1. What are the three types of votes discussed in this chapter?
2. What is the purpose of ‘unanimous consent’?
3. What are the 7 methods of voting mentioned in this chapter?
4. A member with direct personal or pecuniary interest in a particular motion above that of other members cannot vote on it. TRUE or FALSE?
5. Doubting the results of a voice vote, how would a member demand a vote to be retaken as a standing vote?
6. The chair votes only under one of two scenarios. What are they?

# Lesson 8: Nominations & Elections

* Read RONRB Ch. 9.
* Study “Nominations & Elections.”
* Complete Study Questions 4c.
* Define and learn vocabulary 25-28 and use each one in a sentence below.

1. Previous Question—close debate
2. Pro tem—temporary
3. Quorum—members required to transact business
4. Ratify—make valid action already taken for action]

**Study Questions 4c: Nominations & Elections**

1. According to RONR, what is a ‘nomination’?
2. What are the two most common means of nominating candidates?
3. How should a chair call for nominations from the floor?
4. Do nominations have to be seconded?
5. What rule is in place to ensure accountability for a nominating committee?
6. What is an election by ‘acclamation’?

# Lesson 9: Rules, I

* Read RONRB Ch. 10 & 11.
* Grade Study Questions 4.
* Study “Rules: Types, Enforced, Suspended”
* Complete Study Questions 5a.
* Define and learn vocabulary 29-32.and use each one in a sentence below.

1. Recess—short intermission
2. Regular Meeting—periodic business meeting
3. Rescind—repeal
4. Second—agreement that motion be considered

**Study Questions 5a: Rules: Types, Enforced, Suspended**

1. Number the following rules governing an assembly 1-6 in order of highest to lowest authority:

\_\_\_Custom Rules

\_\_\_Law

\_\_\_Rules of Order

\_\_\_Bylaws or Constitution

\_\_\_Corporate Charter

\_\_\_Standing Rules

1. What is a ‘Corporate Charter’?
2. What supersedes any conflicting provision in an organization’s rules?
3. List four details included in bylaws:;
4. Explain ‘standing rules’. What does the phrase mean?

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# Lesson 10: Rules, II

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 33-36.and use each one in a sentence below.

1. Secretary—recording officer of the assembly
2. State the Question—place the motion before the assembly
3. Standing Committee—constituted to perform a continuing function
4. Take from the Table—resume consideration of a main motion

**Study Questions 5b: Rules: Looking Up**

1. What page numbers give rules concerning debate? (in the full version)
2. Who was Henry Robert?
3. What page numbers give rules concerning elections? (in full version)

# LESSON 11

**Lesson 11 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 37-39.and use each one in a sentence below.

1. The Chair—person presiding (pastor)
2. Unanimous Consent—no opposition
3. Viva Voce—voice vote

# LESSON 12

**Lesson 12 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 13

**Lesson 13 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 14

**Lesson 14 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

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# LESSON 15

**Lesson 15 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 16

**Lesson 16 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 17

**Lesson 17 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 18

**Lesson 18 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 19

**Lesson 19 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 20

**Lesson 20 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 21

**Lesson 21 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 22

**Lesson 22 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 23

**Lesson 23 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 24

**Lesson 24 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 25

**Lesson 25 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 26

**Lesson 26 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 27

**Lesson 27 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 28

**Lesson 28 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# LESSON 29

**Lesson 29 Plan:**

* Take and grade Quiz 2.
* Read RONRB Ch. 5 & 6.
* Study “Amendments, Postponing & Refer to Committee.”
* Complete Study Questions 3b.
* Define and learn vocabulary 13-16.and use each one in a sentence below.

# QUIZZES & FINAL EXAM

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## QUIZ 1 – Ch. 1: Introduction to Parliamentary Law

1. Briefly define the following terms:
2. Adjourn—close the meetingof business
3. Amend—modify wording or meaning
4. Appeal—member’s question the chair’s rulingadministrative body
5. Bylaws—basic rule of a societyof the merits of pending question
6. Give three reasons why churches need *Parliamentary Law*.

Churches need leadership, equity, and order.

1. Who is the most qualified person for church leadership?

The most qualified person for a position is the one God has chosen

1. What is equity?

fairness, impartiality,justice

1. How do you maintain a professional and favorable church meeting atmosphere?

A professional and favorable church meeting atmosphere is achieved when members are confident there is no favoritism or preference given to special persons or groups.

BONUS: Does everyone have to follow *Robert’s Rules of Order*? Explain?

## QUIZ 2 – Ch. 2-3: Handling Motions

1. Was is the person called who has been chosen to preside over the meeting?

Churches need leadership, equity, and order.

1. What is a quorum?
2. Instead of following a standard order of business, a group may adopt an agenda.
3. What is the difference between **adjourn**, **recess**, and **stand at ease**?
4. What is a motion?

1. List the six common steps of a motion.

## QUIZ 3 – Ch. 4-6: Debate, Amendments, Postponing & Referring to Committee

1. If you have 10 minutes to speak, but you only need five, can you yield your remaining five minutes to someone else allowing them to speak on your time?

No, time may not be shared among members.

1. Debate is only in order as long as the remarks are germane. What does that mean?

When debate is germane means it is relevant to the motion pending. It is relevant to the main topic being debated

1. What kind of vote is required to limit or extend limits of debate? 2/3 vote.
2. The adoption of what motion closes debate and also prevents the making of a number of secondary motions? (Answer with proper wording)
3. Does the adoption of an amendment decide whether the main motion is adopted?
4. What do you do if you want to put off taking a vote?
5. What is the purpose of committing or referring to a committee?

BONUS: What is another title for an ‘amendment to an amendment’?

## QUIZ 4 – Ch. 7-9: Changing Mind, Voting, Nomination, Election

**How Can a Group Change its Mind?**

1. Explain the parliamentary rule that prevents a specific motion that has been defeated from being painfully perpetuated.
2. Who is entitled to make a motion to “Reconsider”?
3. Explain the time limitations of the motion to Reconsider.
4. Under what circumstance, may a motion to ‘rescind’ or ‘amend something previously adopted’ be adopted by only a majority vote?

**Voting**

1. What are the three types of votes discussed in this chapter?
2. What is the purpose of ‘unanimous consent’?
3. A member with direct personal or pecuniary interest in a particular motion above that of other members cannot vote on it. TRUE or FALSE?
4. Doubting the results of a voice vote, how would a member demand a vote to be retaken as a standing vote?
5. The chair votes only under one of two scenarios. What are they?

**Nominations & Elections**

1. What are the two most common means of nominating candidates?
2. How should a chair call for nominations from the floor?
3. What is an election by ‘acclamation’?

## QUIZ 5 – Ch. 10-12: Rules: Types, Enforced, Suspended, Looking Up

Study Questions 5a: Rules: Types, Enforced, Suspended

1. Number the following rules governing an assembly 1-6 in order of highest to lowest authority:

\_\_\_Custom Rules

\_\_\_Law

\_\_\_Rules of Order

\_\_\_Bylaws or Constitution

\_\_\_Corporate Charter

\_\_\_Standing Rules

2. What supersedes any conflicting provision in an organization’s rules?

3. List four details included in bylaws:;

4. Explain ‘standing rules’. What does the phrase mean?

5. What page numbers give rules concerning debate? (in the full version)

6. Who was Henry Robert?

7. What page numbers give rules concerning elections? (in full version)

## QUIZ 6 – Ch. 14: Summary of Motions

## QUIZ 7 – Ch. 15-16: President, Vice-President, Secretary

## QUIZ 8 – Ch. 17-20: Treasurer, Board, Committees, & Conventions

## QUIZ 9 – Starting a Church

## VOCABULARY QUIZ I

USE ONE OF THE FOLLOWING WORDS TO FILL EACH BLANK.toooooooooooooooeasy

|  |  |  |  |
| --- | --- | --- | --- |
| Executive session | Convention | Bylaws | Germane |
| Agenda | Lay on the Table | Amend | Majority Vote |
| Appeal | Commit or Refer | Motion | Incidental motion |
| Mass Meeting | Debate | Main Motion Board | Meeting |
| Adopt | Minutes | Appeal | Adjourn |

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—close the meeting
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—accept/agree
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-order of business
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—modify wording or meaning
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—member’s question the chair’s ruling
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—administrative body
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—basic rule of a society
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—send to a committee
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—assembly of delegates
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—discussion of the merits of pending question
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—proceedings are secret
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—relevant, pertinent
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—deal with questions of procedure
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—set main motion aside temporarily
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—introduces business to the assembly
16. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—more than half the votes cast
17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—unorganized group
18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—single official gathering
19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—written record of proceedings
20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—formal proposal for action

## VOCABULARY QUIZ II

USE ONE OF THE FOLLOWING WORDS TO FILL EACH BLANK.

|  |  |  |  |
| --- | --- | --- | --- |
| Executive session | Convention | Bylaws | Germane |
| Agenda | Lay on the Table | Amend | Majority Vote |
| Appeal | Commit or Refer | Motion | Incidental motion |
| Mass Meeting | Debate | Main Motion Board | Meeting |
| Adopt | Minutes | Appeal | Adjourn |

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—close the meeting
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—accept/agree
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-order of business
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—modify wording or meaning
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—member’s question the chair’s ruling
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—administrative body
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—basic rule of a society
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—send to a committee
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—assembly of delegates
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—discussion of the merits of pending question
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—proceedings are secret
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—relevant, pertinent
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—deal with questions of procedure
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—set main motion aside temporarily
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—introduces business to the assembly
16. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—more than half the votes cast
17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—unorganized group
18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—single official gathering
19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—written record of proceedings
20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_—formal proposal for action

## FINAL EXAM

1. What is the outstanding and predominant theme of all Scripture?
2. What does “Pentateuch” mean?