

Simple Parliamentary Procedure for Local Leaders

The basic reason for having any standard procedure is to dispose of the business before the assembly quickly, efficiently, and justly. The basic theses of parliamentary procedure are:

1. Only one subject may be discussed at one time.
2. Every member of the assembly has equal rights.
3. Each issue presented is entitled to free debate.

PARLIAMENTARY PROCEDURE FOR LOCAL ASSOCIATION PRESIDENTS Order of Business Meeting

Meeting called to order

1. The President calls the meeting to order and makes the opening remarks, "The meeting will come to order." (opening remarks)

Reading and approval of minutes

1. Secretary, seated by the President, stands to read/or pass out copies of the minutes.
2. Corrections to minutes are requested.
3. No motion is needed for approval of the minutes.

Report of officers

1. No motion is needed for the adoption of the Treasurer's report unless it is audited.

Report of committees

1. Committee chairpersons who are to report should be in the front.
2. No motion is needed for adoption of committee reports unless recommendations for association action are made.

Committee recommendations for action

1. Motion is usually made by the Chairperson, seconded by the committee.

Business

1. Any old business must be dealt with.
2. Any new business is attended to.

Announcements

1. Anyone wishing to make an announcement should be moved to the front.

Adjournment

1. Chairperson automatically adjourns a meeting, except when there is unfinished business, in which case a motion is needed.

DEFINITIONS

Motion: A formal proposal that the assembly take a certain action; the method whereby the business is presented to the entire assembly. *FORM: Mr./Ms. Chairperson, I move that...*

Personal Privilege:

A point relating to some obstacle to the proper conduct of the meeting or some

matter of immediate and universal interest to the delegates is a matter of precedence. For example, the air conditioning may have stopped and a delegate wants this problem rectified immediately. Also, a delegate may wish to recognize a visitor or accomplishment. *FORM: Mr. /Ms. Chairperson, point of personal Privilege.*

Point of information: An inquiry as to the content or intent of the question before the assembly is not a speech on the substance of the question and is in order as a matter of precedence. Delegates do not have to vote on something they don't understand. However, it is an abuse to ask a rhetorical question, or a hostile question, which is designed only to damage the issue rather than clarify it before the vote is taken. *FORM: Mr. /Ms. Chairperson, point of information.*

Point of order: A delegate may always require adherence to the rules. But a point of order is not an opportunity to speak on the substance of the question. A delegate who honestly believes that a speaker, or a ruling of the chairperson, is out of order should obtain recognition, as a matter of precedence, and state specifically which rule is being violated. The chairperson will immediately respond and will have the advice of the parliamentarian in doing so. All questions are directed to the Chair; only he/she may request the assistance of the parliamentarian. The parliamentarian shall advise the chairperson or address the assembly at the request of the chairperson. If a delegate is unhappy with the ruling of the Chair, he/she may appeal only to the assembly. *FORM: Mr./Ms. Chairperson, point of order.*

Previous Question: At any time after progress in debate, two thirds of the delegates may close debate. Debate may be closed only after a motion and vote of the delegates. *FORM: Mr./Ms. Chairperson, I move the previous question.*

Reconsider. When a question has been once adopted, rejected or suppressed, it cannot be again considered during that session except by a motion to "reconsider the vote" on the question. This motion can only be made by one who voted on the prevailing side, and on the day the vote was taken which it is proposed, or on the next succeeding day. A motion to reconsider a vote on the debatable question, opens to debate the entire merits of the original motion. If the question to be considered is undebatable, then reconsideration is undebatable. *FORM: Mr./Ms. Chairperson, I move to reconsider the vote by which the motion to was passed earlier in the meeting. (Needs a second)*

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