Simple Parliamentary Procedures for Conducting Meetings

Board of Trustees Meeting – April 15, 2010

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PARLIAMENTARY PROCEDURE

• Facilitates progress in meetings.
• Enables assembly to make timely wise collective decisions.
• Upholds the principles of fairness, equality, and common sense.
• Protects fundamental rights:
  – Right of majority to be heard.
  – Right of assembly to civil and orderly deliberations.
  – Rights of individuals, absentees, and organization to be protected from abuse.
• **Monarchy.** At meetings, the presiding officer makes the decisions. Possible to have subtle forms of monarchy without knowing it.

• **Anarchy.** Persistent and assertive members make decisions. Pervasive, has many faces, often subtle, hard to recognize.

• **Democracy.** Members collectively make decisions. Most meetings collective decisions are reached informally, by “consensus,” without the use of any rules of order.
An organization is subject to public law and rules it adopts to govern its operation. Usual rules of an organization supersede each other in the order listed:

- **Corporate Charter**: Legal instrument conforming to state and federal laws.
- **Constitution**: Defines primary characteristics of the organization. May not be suspended, except those clauses providing their own suspension.
- **Bylaws**: Prescribes how the organization will function. May not be suspended, except those clauses providing for their own suspension or clauses in the nature of rules of order.
ADDITIONAL RULES

• **Special Rules of Order**: Orderly transaction of business that differ from those in the parliamentary authority.

• **Rules of Order**: Orderly transaction of business. Contained in the adapted parliamentary authority.

• **Standing Rules**: Details of administration. Adopted as need arises.

• **Convention Parliamentary Standing Rules**: Conduct of business. Normally requires a 2/3's vote if adopted individually for the duration of a regular meeting or session, such as limiting debate.

• **Convention Ordinary Standing Rules**: Ordinary convention procedures, such as wearing badges.
## Vote Required to Adopt, Amend, or Suspend Rules Governing Organizations

<table>
<thead>
<tr>
<th>Rules</th>
<th>To Adopt</th>
<th>To Amend or Rescind Without Notice</th>
<th>To Amend or Rescind With Notice</th>
<th>To Suspend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONSTITUTION</strong></td>
<td>Majority</td>
<td>Majority entire membership*</td>
<td>Two-thirds*</td>
<td></td>
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<tr>
<td><strong>BYLAWS</strong></td>
<td>Majority</td>
<td>Majority entire membership#</td>
<td>Two-thirds#</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL RULES OF ORDER</strong></td>
<td>Two-thirds with notice or ±</td>
<td>Majority entire membership</td>
<td>Two-thirds</td>
<td>Two-thirds</td>
</tr>
<tr>
<td><strong>RULES OF ORDER</strong></td>
<td>Majority</td>
<td>Two-thirds ±</td>
<td>Two-thirds</td>
<td>Two-thirds</td>
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<tr>
<td><strong>STANDING RULES</strong></td>
<td>Majority</td>
<td>Two-thirds or ±</td>
<td>Majority</td>
<td>Majority</td>
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<td><strong>PARLIA STAND RULES IN CONV</strong></td>
<td>Two-thirds</td>
<td>Two-thirds or ((</td>
<td>Majority</td>
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<tr>
<td><strong>ORDINARY STAND RULES IN CONV</strong></td>
<td>Majority</td>
<td>Two-thirds or ((</td>
<td>Majority +</td>
<td>Majority</td>
</tr>
</tbody>
</table>

- Majority of entire membership without notice.
- Majority of entire membership with notice.
- Majority of all voters registered at convention.
- Majority of all voters registered at convention without notice.
- After notice on at least the preceding day.

*If no special provision*

# If no provision in bylaws.

± Majority of entire membership without notice.

(( Majority of all voters registered at convention.

+ After notice on at least the preceding day.
PROCEDURE FOR HANDLING A MAIN MOTION

Obtaining and Assigning the Floor
1. A member rises when no one else has the floor and addresses the chair: Mr./Madam President, Mr./Madam Chairman or by the other proper title.
   - In a large assembly, the member gives name and identification.
   - The member remains standing and awaits recognition by the chair.
2. The chair recognizes the member by announcing his name, title, or nodding (in a small assembly).

How Motion is Brought Before the Assembly
1. The member makes the motion: I move that (or “to”).
2. Another member, without rising, seconds the motion: I second… or… I second it or even second.
3. The chair states the motion: It is moved and seconded that… Are you ready for the question?
PROCEDURES-
TO DEBATE AND VOTE

1. **Members can debate the motion.**
   - Before speaking in debate, members obtain the floor.
   - Maker of motion has first right to the floor if he claims it promptly.
   - All remarks must be addressed to the chair.
   - Debate must be confined to the merits of the motion.
   - Debate can be closed only by order of the assembly (2/3’s vote) or by the chair if no one seeks the floor for further debate.

2. **The chair puts the motion to a vote.**
   - Chair: *Are you ready for the question?* If no one rises to chair the floor, the chair proceeds to take a vote.
   - Chair: *The question is on the adoption of the motion that... As many as are in favor, say 'Aye'*. (Pause for response) *Those opposed, say ‘No’*. (Pause for response).

3. **The chair announces the result of the vote.**
   - …*The ayes have it, the motion is adopted, and*... (indicating the effect of the vote) or...
   - …*The noes have it and the motion is lost.*
CALL TO ORDER Presiding officer, after determining that a quorum is present, rises, waits or signals for quiet, and says: *The meeting will come to order.*

OPENING CEREMONIES (optional) *Please rise and remain standing for the invocation, which will be given by...* and the pledge of Allegiance to the Flag of the United States of America are given in that order.

ROLL CALL (if customary) The secretary will call the roll.
ORDER OF BUSINESS

READING AND APPROVAL OF MINUTES

The secretary will read the minutes. The presiding officer sits down. Except in small meetings, the secretary stands to read the minutes.

*Are there any corrections to the minutes?* (Pause)

*If there are no corrections, the minutes are approved as read.*

With corrections, the chair says: *If there is no objection, the secretary will make the correction(s). If there are no further corrections, the minutes are approved as corrected.*
## REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

- Reports of officers, boards, and standing committees.
- Officers and standing committees called in order listed in the bylaws.
- Chair calls on those who have reports to make.
- Secretary may be called on to read correspondence.
- Treasurer is called on to make a report. *May we have the treasurer’s report? A treasurer’s report is never adopted.*
ORDER OF BUSINESS

REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

• Auditor’s report, made annually, is adopted.

The question is on the adoption of the auditor’s report. As many as are in favor say ‘Aye’. (Pause)
Those opposed, say ‘No’. The ayes have it and the auditor’s report is adopted.

The secretary and the chairman or other reporting member of a committee reports for the board: On behalf of (or by direction of) the board (or the committee) I move the adoption of the motion to...(implement any recommendation(s) of the board or committee).
ORDER OF BUSINESS

REPORTS OF SPECIAL COMMITTEES (announced only if such committees are prepared or instructed to report) The next business in order is hearing reports of special committees. The committee appointed to... will now report. Special committees are called on in the order in which they were appointed. The reporting member (usually the chairman) says: On behalf of (or by direction of) the committee, I move the adoption of the motion to...

SPECIAL ORDERS (announced only if there are special orders) The next business in order is the consideration of special orders. At the previous meeting, the motion that... Are you ready for the question?
ORDER OF BUSINESS

UNFINISHED BUSINESS AND GENERAL ORDERS
Any questions previously introduced and not finished or any postponed to the present meeting.

The first item of business is the motion relating to...that was pending when the previous meeting was adjourned. The question is on the adoption of the motion that...Are you ready for the question?

The next item of business is the motion relating to...that was postponed to this meeting. The question is on the adoption of the motion that...Are you ready for the question?

NEW BUSINESS
Is there any new business?
ORDER OF BUSINESS

ANNOUNCEMENTS The chair has the following announcement(s)....Are there other announcements?

PROGRAM The chair does not “turn the meeting over” but announces The program committee will now present the program or...will introduce our speaker.

ADJOURN Is there any further business? (Pause) Since there is no further business, the meeting is adjourned. If a motion to adjourn is made and adopted, the chair would declare the meeting adjourned. A single rap of the gavel may be used.
Chair: *It is moved and seconded that* [the main motion]. *Is there any discussion? Debate.*

Chair: *The question is on the adoption of the motion* [the main motion]. *Those in favor of the motion, say “aye.” Those opposed, say “no.”*

Chair: The ayes have it and the motion is adopted. Or *The noes have it and the motion is lost.* Chair states the effect of vote and, if applicable, gives orders for execution.

- The next item of business is ______.
- Is there further new business?

*Cannot Interrupt-Majority Vote-Amendable-Reconsiderable*
Chair: It is moved and seconded that the pending main motion ______ be postponed indefinitely. Is there any discussion?

Debate.

Chair: The question is on the motion to postpone indefinitely the pending main motion that ______. Those in favor of the motion to postpone indefinitely, say “aye.” Those opposed, say “no.”

Chair: The ayes have it and the motion ____ is postponed indefinitely. Either:

- The next item is of business is _____.
- Is there further new business?
- The noes have it and the motion is lost. The question is on the pending motion_____.

**Cannot Interrupt-Majority Vote-Not Amendable-Aff. Reconsiderable**
AMEND (FIRST DEGREE)

**Chair:** It is moved and seconded to amend the motion by (inserting/striking out/and inserting/substituting) as follows: _______. If the amendment is adopted the main motion would then read _____.

**Chair:** The question is on amending the motion by (inserting/striking out/and inserting/substituting) as follows: _______. If the amendment is adopted the main motion would then read _______. Those in favor of the amendment, say “aye.” Those opposed, say “no.”

**Chair:** The ayes have it and the amendment is adopted. State affect of the amendment. Or The noes have it and the amendment is lost. The question is now on the motion _______ (as amended if applicable).

**Cannot Interrupt-Majority Vote-Amendable (2nd)-Reconsiderable**
AMEND (SECOND Degree)

Chair:

It is moved and seconded to amend the pending amendment by (inserting/striking out/and inserting/substituting) as follows: _____.

If the amendment to the amendment is adopted, the amendment would read ________, and if the amendment is then adopted the main motion would read ________.

Cannot Interrupt-Majority Vote-Not Amendable-Reconsiderable
Chair:

The question is on amending the pending amendment by (inserting/striking out/and inserting/substituting) as follows: ______.

If the amendment to the amendment is adopted, the amendment would read ______, and if the amendment is then adopted the main motion would read ______.

Those in favor of the amendment to the amendment, say “aye.” Those opposed, say “no.”

**Cannot Interrupt-Majority Vote-Not Amendable-Reconsiderable**
**AMEND (SECOND DEGREE)**

**Chair:**
State the effect of amendment to amendment.

- *The ayes have it and the amendment to the amendment is adopted.*
- *The noes have it and the amendment to the amendment is lost.*

*The question is now on the amendment _____*(as amended if applicable).

*Cannot Interrupt-Majority Vote-Not Amendable-Reconsiderable*