

How to Run a Good Meeting Guide

Parliamentary Procedure

What is Parliamentary Procedure?

A set of rules that helps a group run their meeting is a fair and quick way.

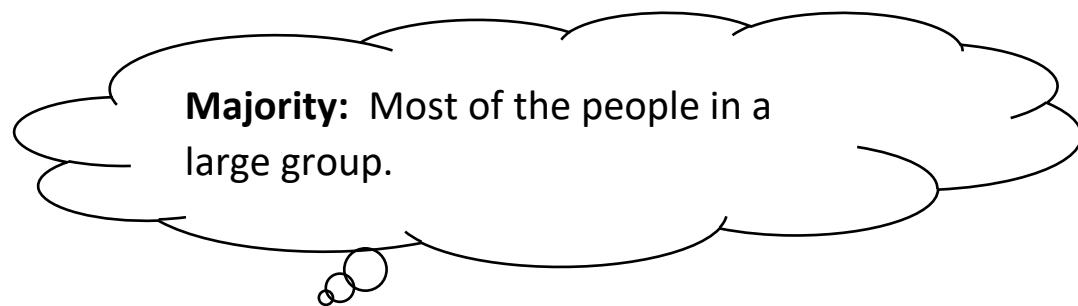
Why is Parliamentary Procedure Important?

When people know the basic rules it gives everyone a chance to be heard and make choices. It can be changed to be used with any kind of organization.

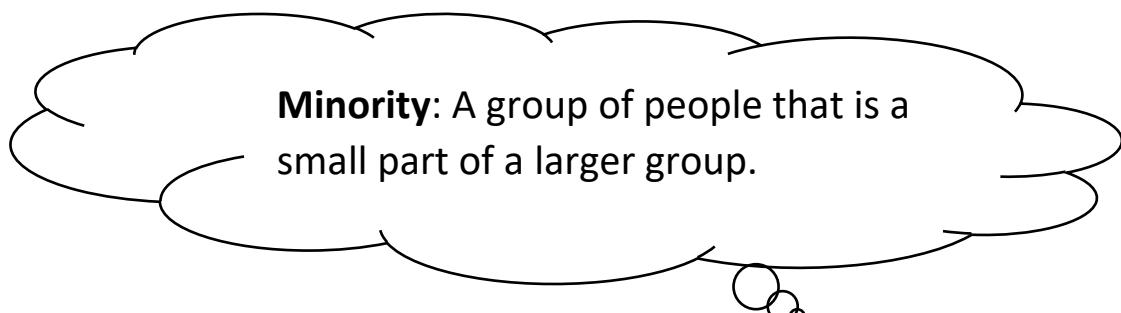
Basic Principles

1. Parliamentary procedure helps keep order and helps people to agree on issues.
2. All members have equal rights and responsibility.

The majority has the right to decide.



The minority has rights which must be protected.



3. A quorum must be present for the group to vote. A quorum is the number of members who must be present to legally carry out business. That number is usually stated in the by-laws. For FDDC, a quorum for Council meetings and all standing committees is at least forty percent (40%) of the membership.
4. Only one question at a time can be talked about at any given time.
5. No member shall speak until the chair calls on them.

The Agenda

The agenda gives a group an orderly way to talk about ideas when they have meetings. **An agenda has:**

1. A Call to Order

The Chair (person running the meeting) says, "The meeting will come to order."

2. Minutes

The Secretary reads the minutes of the last meeting.

3. Reports

Usually the Treasurer reports at this time.

4. Committee Reports

Committee Chair report

5. Old Business

Ideas talked about at the last meeting needing action.

6. New Business

New ideas for the group to talk about

7. Adjourn

End meeting

Handling a Motion.

A **motion** is an idea that members can take action on.

Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion again.



Types of Motions:

1. **Main Motions** – These introduce ideas for the group to think and talk about. They cannot be made when another motion is before the members.
2. **Amended Motions** – These make changes to the wording in a main motion. An amended motion must be voted on before the main motion. If the amended motion passes, then the group must vote on the main motion.
3. **Tabled Motions** – These are motions that have been seconded, but members have chosen to wait to vote on for different reasons (not enough information, missing a person to talk about it, etc.)

How Do I Make a Motion?

1. Raise your hand.
2. Wait for the Chairperson to let you speak.
3. State your motion clearly.
4. Wait for another member to second your motion, or the Chair will ask for a second.
5. Motions made from a committee do not require a second.
6. If there is no second, then your motion will not be considered. If there is a second, the Chair will state “It has been moved and seconded that we ...”

Consideration of a Motion

1. The members discuss and give opinions on the motion.
2. As the person who made the motion you may speak first.
3. You may speak again, only after everyone else has had a chance to say something.
4. The chair puts the question to a vote.
 - a. The chair restates the question.
 - b. The chair takes the vote:
“All in favor of the motion, say aye.”
“Those opposed, say no.”
5. The chair announces the result of a vote – The motion passed or the motion did not pass

Voting

Methods of Voting

The method of voting depends on each situation and what the by-laws of your organization say.

Voice Vote – A vote by voice is the regular method of voting on a motion. The chair asks everyone in favor to say “aye” and those opposed to say “nay.”

Show of Hands – Members show their vote by raising their hand. A vote by show of hands should be used in very small meetings.

Other methods which *may be* used:

Ballot – Voting by ballot is used when the group wants secrecy of the member’s votes. Voting by ballot is sometimes required in certain cases by the by-laws of an organization. Any vote relating to charges or proposed charges against a member or an officer should always be by ballot.

Roll call – A roll call vote puts on record how each member votes.

Bases for determining a voting result

Majority vote The basic requirement for approval for action, except where a rule provides otherwise, is a majority vote. The term “majority” means “more than half,” excluding blanks and abstentions, at a meeting with a quorum.

Two-thirds vote Two-thirds vote means at least two-thirds of the votes cast, excluding blanks and abstentions, at a meeting with a quorum.

Modifications

- Majority of members present (or two-thirds of ...)
