



RUNNING A SUCCESSFUL MEETING

Pointers to Remember About Correct Parliamentary Procedure

- A. Three stages through which every main motion must pass:
1. Securing the floor
 - a. Member rises
 - b. Member addresses the Chair – Mr. President [or Madam President]
 - c. Chair recognizes member by stating the member’s name or nodding at the member.
 2. Introducing business
 - a. Member makes (or offers) the motion – “I move that” or “I move to”
 - b. Another member seconds the motion – “I second the motion”
 - c. Chair states the question on the motion- “It is moved and seconded that...Is there any discussion?”
 3. Putting the question
 - a. The chair puts the motion to a vote by saying: “All those in favor say ‘Aye’. Those opposed say ‘no’ or ‘nay’.
 - b. Chair announces the vote and who will carry out the action if it is adopted.
President: The ayes have it, and the motion is carried. We will have a picnic on Saturday. The Social Committee will take care of the details.
or
President: The no’s have it, and the motion is lost. We will not have a picnic on Saturday.....Is there any further business?
- B. The Four Basic Principles on which parliamentary law rests are:
1. Justice and courtesy to all
 2. One thing at a time
 3. The rule of the majority
 4. The rights of the minority
- C. A motion is not in order unless it is made by someone who has properly secured the floor.
- D. A motion can be debated only after it has been seconded by a member and stated by the Chair.
- E. A motion needs a second simply to imply that the motion should come before the meeting.
- F. Motions should be thought out carefully before addressing the Chair. Make motions simple and direct. All motions should be made in the affirmative, not in the negative.
- G. The vote is not complete until the result has been announced by the Chair.
- H. Remarks are in order until Chair puts the question.



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- I. All who enjoy the privileges of membership should share in its responsibilities; one of these is to vote when the occasion requires it.
- J. Each one has a right to promote measures in which one is interested and to defeat those one disapproves. One should vote to uphold one's opinions, but when the vote has been registered, one should defer to the will of the majority.
- K. A nomination does not require a second, but a nomination may be seconded if desired.
- L. Motions may be divided into two classes: main motions and secondary motions.
- M. The following is a list of motions in common use in the order of rank:
 1. Adjourn; fixed time to adjourn; recess
 2. Lay on the table; previous question; limit debate
 3. To amend a main motion; to amend an amendment
 4. To commit or refer to a committee
 5. To postpone indefinitely
 6. Original main motions
 7. Reconsider; rescind; ratify
- N. Never let a meeting drag. Be prompt in seconding a motion and in speaking to a motion. One is not committed to support a motion because one seconded it. One can vote against one's own motion but should not speak against it.
- O. The success of any meeting depends not only on the officers and the person presiding, but upon each and every member.