



Parliamentary Procedure

Parliamentary Procedure is a set of rules for conducting a meeting. It allows everyone to be heard and make decisions without confusion!

WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?

It is a time-tested method of conducting business at meetings and public gatherings. It is the method by which branches of government, committees and task forces conduct business. Even student governments and organizations use it.

WHAT IS THE HISTORY OF PARLIAMENTARY PROCEDURE?

It originated in the early English Parliaments and then came to America with the first settlers. In 1876, it became uniform when Henry M. Robert published his manual on Parliamentary Law. Today, "Robert's Rules of Order" is the most widely used approach to rules for group leadership.

WHAT DOES PARLIAMENTARY PROCEDURE MEAN?

It means democratic rule, flexibility, protection of rights, and a fair hearing for everyone...which means it can be adapted to fit the needs of any organization.

TYPES OF MOTIONS

MAIN MOTION

A main motion introduces the subject to the assembly for its consideration. It cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example, "I move that we purchase t-shirts and hats for all members."

SUBSIDIARY MOTIONS

Subsidiary motions change how the main motion is handled (voted on before the main motion). For example, "I move the question before the assembly be amended by striking out 'and hats' from the motion."

PRIVILEGED MOTIONS

Privileged motions are most urgent about special or important matters not related to pending business. For example, "I move we adjourn."

INCIDENTAL MOTIONS

Incidental motions are questions of procedure that come from other motions and must be considered before the other motion. For example, "I move to suspend the rules for the purpose of considering the motion that conflicts with our rule about inviting non-member to events."

HOW DO I PRESENT MY MOTION?

1. OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair.
- Wait to be recognized.

2. MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. "I move..."

3. WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.

4. CHAIR STATES YOUR MOTION

- The chairperson must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur. Mover is allowed to speak first.
- Your motion is now "assembly property" and you can't change it without consent of the members. Direct all comments to the chairman.

5. PUTTING THE QUESTION TO A VOTE

- If there is no more discussion, a vote is taken.

CONDUCTING BUSINESS AT A GLANCE

	May interrupt member who has the floor	Mover must first be recognized	Requires a second	Debatable	Vote required	May be renewed
Main Motion	No	Yes	Yes	Yes	Majority	Not same session
Lay on Table	No	Yes	Yes	No	Majority	After process
Amend	No	Yes	Yes	Yes	Majority	No
Reconsider	Yes	No	Yes	Yes	Majority	No
Rescind	No	Yes	Yes	Yes	Majority	Not at same session
Refer	No	Yes	Yes	Yes	Majority	After progress
Suspend the Rules	No	Yes	Yes	No	2/3	No, unless unanimous
Withdraw	No	Yes	No	No	Majority	After progress
Question of Privilege	Yes	No	No	No	Majority	After progress
Point of Order	Yes	No	No	No	None	No

Jones, Garfield O., *Parliamentary Procedure at a Glance*, Hawthorn/Dutton, New York, 1971.
Parliamentary Procedure, Channing L. Bete Co., Inc., South Deerfield, MA 1974.

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