

Parliamentary procedures

Order of business

1. Chair: "The meeting will come to order."
A quorum (the number of members necessary, according to the constitution and bylaws, to do business) must be present to hold a business meeting.
2. Chair: "The secretary will read the minutes of the last meeting."
Minutes are read.
3. Chair: "Are there any corrections to the minutes?"
Corrections are suggested without motion or vote.
4. Chair: "If there are no (further) corrections, the minutes stand approved as read (corrected)."
5. Chair: "We will have the report of the. . ."
... Officers (e.g., financial report by treasurer)
... Standing committees, special committees
Motion is made to adopt audited financial report; no action is taken on unaudited report. If committee report contains a recommendation, reporting member (usually the chair of the committee) moves that recommendation be adopted. Otherwise, report is filed without action.
6. Chair: "Is there any unfinished business?"
Action is completed on any business not settled when last meeting was adjourned. (See "Main Motions.")
7. Chair: "Is there any new business?"
Each new motion is discussed and settled before another main motion can be proposed. (See "Handling Main Motions.")
8. Chair: "Are there any announcements?"
9. Chair: "If there is no further business, the meeting will be adjourned."
10. Chair: "The meeting is adjourned."
If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

Main motions

1. Member: "Mr./Madame Chair."
2. Chair: "The chair recognizes (name of member)."

3. Member: "I move. . . (state the motion or proposal.)"
4. Member: "I second the motion."
5. Chair: "The motion has been made by (name of mover) and seconded that. . . Is there any discussion?"

Discussion must be addressed to the chair. Motion may be changed by amendment. If the group does not wish to take final action on the motion, they may dispose of it in some other way. (See "Rules for Handling Motions.")

When discussion stops:

6. Chair: "If there is no further discussion (silence is taken as consent), the motion is . . ."
7. Chair: "All in favor please say 'Aye' (Yes)."
8. Chair: "All opposed, please say 'No.'"
If the chair is able to tell from the "voice vote" (viva voce) whether there are more "Ayes" or more "Nos," he/she announces the result.
9. Chair: The Ayes (or Nos) have it. The motion is carried (defeated).
If anyone calls "Division" (questions the voice vote), the chair calls for a show of hands or a standing vote.

If a majority demands it, the vote may be taken by ballot.

Amendments

After a main motion has been made and seconded:

1. Member: "I move to amend the motion by . . ."
Inserting or adding a word, phrase or sentence. Striking out a word, phrase or sentence.
Striking out and inserting a word or phrase or substituting a sentence or paragraph.
2. Member: "I second the motion to amend."
3. Chair: "It has been proposed to amend the motion to read as follows. . . ."
Chair states the main motion and the amendment, so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion, with. . .

Discussion:

4. Chair: "Is there any discussion?"
Question:
5. Chair: "If there is no further discussion, the amendment is . . ."

Vote:

6. Chair: "All in favor of the amendment. . ."

Chair announces the outcome:

7. Chair: "The amendment is carried (defeated). The motion now before the house is . . ."

Chair restates the motion—plus the amendment, if carried.

The Chair

1. Calls the meeting to order.
2. Keeps the meeting to its order of business.
3. Handles discussion in an orderly way:
 - a. Gives every member who wishes it a chance to speak.
 - b. Tactfully keeps all speakers to rules of order and to the question.
 - c. Should give pro and con speakers alternating opportunities to speak.
4. Does not enter into discussion.
5. States each motion before it is discussed and before it is voted upon.
6. Puts motions to vote and announces the outcome.
7. May vote when his/her vote would affect the outcome or in any case when voting is by ballot.
8. Should be familiar enough with parliamentary law to inform assembly on proper procedure.
9. May appoint committees when authorized to do so or if bylaws so provide.
10. May assist in wording of motions if maker requests assistance.

Use of gavel:

- Rap once to call meeting to order.
- Rap once to maintain order.
- Rap once to declare adjournment.

Etiquette of chair:

The chair can remain seated during the meeting except at these times:

- To call the meeting to order.
- To put a question to vote.
- To give a decision on a point of order.
- May stand to recognize speakers.

In speaking to the assembly, the chair refers to himself/herself as "The Chair."

The Secretary

1. Keeps an accurate record of each meeting, including in the minutes:
 - a. Kind of meeting (regular, special or adjourned) and name of assembly.
 - b. Date, hour and place of meeting.
 - c. Name and title of officer presiding and presence of quorum.
 - d. Approval of previous minutes.
 - e. Record of reports.
 - f. Record of each main motion (unless withdrawn) with name of person who made it.
 - g. Record of points of order and appeals.
 - h. Record of all other motions (unless withdrawn).
 - i. Record of counted votes.
 - j. Time of adjournment.
 - k. Signature and title of secretary.
2. Keeps an up-to-date roll of members.
3. Keeps copy of constitution and bylaws, with amendments properly entered.
4. Keeps a record of all committees.
5. Provides list of pending and potential business for the chair before meeting.
6. Handles correspondence of organization (unless there is a corresponding secretary).
7. Notifies members of meetings (e.g., if a special meeting is called).

Minutes

Recording of minutes:

- Record what is done, not what is said.
- Keep notes together in a special notebook.
- Organize the notes into clear, concise statements and record in permanent minute book to be read at next meeting. Record each motion in a separate paragraph.

Minutes should be read and approved by assembly at the next regular or adjourned meeting. If the organization is not scheduled to meet for several months, minutes should be read before adjournment of the meeting or a committee may be appointed to approve them when they are in permanent form.

Final form of the minutes:

- Should be typewritten or legibly written in ink.
- Should not be defaced. (Corrections should be made by bracketing the erroneous portions and stating correctly in the wide margin.)
- Should be kept in book form. If in longhand, a bound book should be used; if typewritten, a loose-leaf notebook is used. Each page should be signed or initialed by secretary and one other officer to guard against substitution of pages.
- Should be recorded with a wide left margin for corrections.
- Minutes, when approved, should be signed by secretary and, if desired, by the chair.

Source: Simmonds, Peter W. (1988) *A Beginner's Guide to Leadership Training Programs*, NACA: Columbia, SC