The call to order is the designated time to start the meeting and members have taken their seats. The presiding officer (who may be the President, Chairperson, or other designated person) raps the gavel to officially start the meeting. This is the formal start of the business meeting.

Opening Ceremonies (Optional)

Roll Call of Membership (Optional)

Minutes
The organization secretary presents a report of business conducted at the previous meeting.

Reports
May include (1) officers’ reports (i.e., Treasurer, the reports are filed for audit); (2) standing committees (i.e., Board of Directors); (3) special committees (i.e., building). Committee reports proceed in order of bylaw listing. Reports of standing committees may recommend action. The committee reporting member moves for adoption. This motion does not require a second.

Unfinished Business
Include on agenda if previous business has been carried over to this meeting. Proceed through items as listed on agenda.

New Business
Proceed through items as listed on agenda.

Announcements (Optional)

Adjournment
May be either through motion which requires a second or through general consent.

Parliamentary Procedure References


Obtaining Floor and Motion Format

Member stands when floor has been yielded. Member addresses presiding officer: “Mr./Madam (title).” Presiding officer recognizes member. Member: State name if members are unknown to each other. “I move that ….” or “I move adoption of ….” Another member: “I second the motion.” Or merely “second.” Presiding officer does not need to recognize member who seconds.

Presiding officer: “It has been moved and seconded….”

Presiding officer: “Is there any discussion?” or “Are you ready for the question?”

This signals the start of debate. Maker of the motion speaks first. Members must be recognized by the presiding officer and no member may speak to an issue twice until all members have had an opportunity to speak to it once. Members direct remarks to the presiding officer. Presiding officer calls for vote at conclusion of debate or may proceed directly to vote if there is no debate.

Presiding officer: “The motion is ….. Those in favor please (say ‘aye,’ rise, raise hand, or other method of voting as specified in bylaws).

Presiding officer: “Those opposed please ….”

Presiding officer: “The ‘ayes’ have it. The motion is carried.” or “The ‘no’s’ have it. The motion is defeated.”

Small/Informal Groups

In groups where formal parliamentary procedure would hinder business, rules can be adapted as follows:

- Members need not obtain the floor and may remain seated while speaking
- Members may agree to dispense with the need for 2nds
- Members may speak more often and time is not limited
- Informal discussion is allowed
- Presiding officer may remain seated
- Presiding officer may speak to motion or vote

Methods of Voting

- Voice: Presiding officer asks for ‘aye’ or ‘no’ votes
- Roll Call: Members vote ‘yes’ or ‘no’ as name is called
- General Consent: Any motion that is unlikely to be opposed
- Division: Members rise or raise their hands to vote
- Ballot: Members write their votes
- Proxy: Member allows another member to exercise his/her vote.
**Parliamentary Procedure**

**Who Does What**

**President/Chairperson:**
- In charge of the overall success of the organization
- Familiar with the bylaws of the organization
- Preside over meetings
- Appoint committees
- Prepare a draft budget (with the treasurer)
- Schedule meetings and prepare the agenda
- Schedule election of new officers
- Votes if it affects outcome (break a tie) or by ballot
- May not make a formal motion

**Vice-president/Chair:**
- Assists the president and assumes duties if necessary
- May coordinate meeting arrangements, speakers, publicity or activities
- May act as liaison to committees or organizations

**Secretary:**
- Maintains the organization’s paperwork and correspondence
- Circulates the final version of the agenda at meeting
- Keeps written minutes of meetings
- May maintain website
- May work with publicity, marketing and membership

**Treasurer:**
- Maintains the organization’s financial records
- Works with the president to prepare a budget
- Receives, records, and deposits funds
- Pays out any expenditures
- Prepares financial report of receipts, expenditures, and account balances prior to each meeting

**Motion** | **Purpose** | **NEED 2ND?** | **NEED VOTE?**
--- | --- | --- | ---
**Main** | Introduce subject | yes | maj.
**Amend** | Modifies motion | yes | maj.
**Commit** | Refer to committee | yes | maj.
**Postpone to ...** | Refer action to later time or meeting | yes | maj.
**Postpone indefinitely** | Kills motion | yes | maj.
**Table** | Temporarily lay aside | yes | maj.
**Take from table** | Retrieves previously tabled motion | yes | maj.
**Limit/Extend debate** | Changes the rules of debate | yes | 2/3
**Previous question** | Stops debate | yes | 2/3
**Recess** | Provides intermission of stated time | yes | maj.
**Adjourn** | Ends meeting | yes | maj.
**Orders of the Day** | Call to adhere to the agenda | no | no
**Appeal** | Call to reverse decision by chair | yes | maj.
**Suspend rules** | Object of suspension must be stated | yes | 2/3
**Point of Order** | Calls attention to violation of rules | no | no
**Point of Information** | Requests information from speaker | no | no
**Parliamentary Inquiry** | Requests rules information | no | no
**Point of Privilege** | Pertains to matters of personal comfort | no | no

*Consult a parliamentary procedure reference for more information on formal motions. Any member other than the presiding officer may make a formal motion. Motions are voted on in reverse order. Members vote on changes to a motion before voting on the motion.

Further Information At:
- cyberbuzz.gatech.edu/apo/robert
- csufresno.edu/comm/cagle-p3
- josephdobrian.com/occupation/parliament
- newkent.net/rules
- now.org/organization/conference/1998/procedur
- parliamentarians.org/parlipro
- parlipro.northwest.net
- parlipro.org/faqanswers
- paulmcclintock.com/resources
- roberts-rules.com
- rulesonline.com
- taa-madison.org/q+d-rules.html
- www.ca.jp.org/lpcn/9602-parliamentary
- www ohio.edu/facsen/parlmt

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