



Basic Parliamentary Procedure

Purpose of Parliamentary Law:

- To enable a group to transact business
- To establish and maintain order
- To give every member a fair chance to be heard
- To preserve the spirit of harmony within the group

Principles of Procedure

- One subject at a time
- Rule of the Majority of Justice
- Rights of the minority respected

Some General Rules of Order

1. A member should always rise to make a motion or address the group.
2. The president does not need to rise to recognize a member.
3. When making a motion, one should say "I move that --" instead of "I make a motion that --".
4. A motion must be approved by a second person's saying, "I second the motion."
5. Recognition from the chair is not required to second a motion.
6. A nomination does not require a second.
7. If there is a motion before the house, no other motion can be made except to table the motion or to move the previous question; which ends discussion and brings up the motion for vote.

Business is introduced by a Motion

- A member must address the President.
- The President recognizes the member, then the member may make the motion.
- Another member seconds the motion.
- The President states the motion to the assembly.
- The assembly discusses the motion. Discussion must be confined to the subject of the motion that is before the assembly. The motion may be discussed, postponed, rejected, withdrawn, or it may be referred to committee.
- Action on a motion takes a vote of the group.
- The motion is before the assembly until the group votes on it.
- No other motion can be considered while one is pending.
- When all members who desire to discuss the motion have done so, the president puts the motion to a vote. He inquires "is there any further discussion?" If not, he announces "All in favor of the motion (state the motion) say 'Aye'." Following response from the assembly, the president then says, "Those opposed say 'No'." Certain motions may be voted on by ballot.
- The president announces the result of the vote.

Amendments

- An amendment modifies a motion that has already been presented.
- An amendment may add or insert something, strike out something or substitute.
- An amendment requires a second.
- The amendment is discussed and voted on first.
- Then the original motion, as amended, is voted on.

How to Adjourn a Meeting

A motion must be made, seconded, and voted on to adjourn the meeting. Members should not leave their seats until the president has stated that the meeting has been adjourned.

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