

Parliamentary Procedure –

- **Basic premise of parliamentary procedure is:**
 - The right of the majority to decide
 - The right of the minority to be heard
 - The rights of individual members
 - The rights of absentees

- **Parliamentary procedure**
 - Can expedite business – keeps the discussion focused
 - Takes the personality out of it
 - Increases your comfort level

- **The gavel**
 - Tap once to bring the meeting to order
 - Tap once to close the meeting

- **Know your rules & regulations – *Robert's Rules* is your default – your bylaws supersede *Robert's***
 - **Bylaws – stable rules – rules that aren't meant to be changed easily –**
 - How should the bylaws read if there are 2 people in one office?
 - “These offices may be held individually or shared.”
 - Can errors in punctuation, spelling and typographical errors be corrected wholesale?
 - The answer is “No. Who is to determine if changing those typos and punctuation is or is not going to affect the meaning?”

 - **Standing Rules – rules that may want or need to be suspended or changed easily**

 - **Policy – often used interchangeable with SR but if you have policy then be sure to have “the teeth” described (how to amend)**

 - **Procedures – this is how we do what we do – keep out of your bylaws and standing rule**

 - **Custom – “we’ve always done it this way” – ok until challenged**

- **General Consent** — precludes the necessity of taking routine votes

- **A second is not always necessary** – it's purpose
 - When motion is presented by a committee of more than one
 - Once debate has commenced
 - Not needed in the minutes
 - Don't beg for the second – if no interest, move on

- **Handling a motion**
 - Debate should be directed to motions, not motives, principles, or personalities
 - Remember to take both positive and negative votes – use a *cheat sheet*
 - Majority generally rules – If the vote is to limit or take away a right, then the vote is usually two-thirds majority

- **The Perfect Main Motion** –
 - Should start with an action verb
 - Should contain no adjectives
 - Can be stated in one breath
 - Nothing more can be removed (while retaining the same action)

- **Calling for the Question** – Previous question
 - This motion is to end debate – 2/3 majority

- **Tabling a motion** – used only for same day discussion

- **The parliamentarian is an advisor** – never rules –

- **Resources:**
 - Local parliamentary unit meetings
 - Bring your questions and problems to a parliamentary unit – our unit had a monthly forum just for this purpose.

 - Compliance Guide for 501(c)3 Charities – Publication 4221-PC – 31-page document issued by the IRS