

PARLIAMENTARY PROCEDURE

Parliamentary Law is:

1. Rules of the game of democracy.
2. Rules which govern procedures by which civil and criminal laws are made and adopted.
3. Rules and customs which govern deliberative and decision-making assemblies and organizations.

Parliamentary Procedures are the way parliamentary law is followed in any given assembly or organization, together with whatever rules of order the body may have adopted.

Basic Rules and Principles

- Courtesy to all.
- Rule of the majority, rights of the minority.
- Justice for all, partiality for none.
- The organization is paramount.
- All members are equal.
- The issue, not the person, is under discussion.
- Silence gives consent.

Standard Order of Business

An easy way to remember the standard order of business is with the mnemonic 3R-SUN.

- R**eading and approval of minutes
- R**eports of officers, boards, and standing committees
- R**eports of special (select and ad hoc) committees
- S**pecial orders
- U**nfinished business and general orders
- N**ew business

Making and Handling Motions Using Roberts Rules of Order

Step	What to say
1. The member rises and addresses the chair.	"Mr. Chairman."
2. The chair recognizes the member.	"The chair recognizes _____."
3. The member makes a motion	"I move to _____."
4. Another member seconds the motion.	"Second."
5. The chair states the motion.	"It is moved and seconded to _____ . Are you ready for the question?"
6. The members debate the motion.	"The chair recognizes to speak to this motion."
7. The chair puts the question, and the members vote.	"Those in favor of _____, say 'Aye.' [pause] Those opposed, say 'no.'"
8. The chair announces the result of the vote.	"The ayes have it, and the motion carries. [describe action to be taken]."