

10 STEP PARLIAMENTARY PROCEDURE (putting an idea before the group)

- 1. Obtain the floor – before you can speak , you must obtain the floor. You should rise, address the presiding officer by her official title, and wait for recognition. When you “have the floor” you can speak, and with few exceptions, no one can interrupt you.**
- 2. Make a motion – all proposals seeking action on the part of the assembly must be presented through means of a “motion.” You begin by saying “ I move that” or “I move to” and then briefly and concisely state your idea. To make your motion more effective, write it on a card or piece of paper. Not only can you read it with dispatch and accuracy, but your listeners will pay better attention. The principle matter of business is called a “Main” motion. There can be only one main motion on the floor at a time. Other motions, termed “Subsidiary” or “incidental” motions, have their purpose to clear the road for action on the “Main” motion.**
- 3. Second a motion – Before your idea may be discussed, it must be seconded. This ensures that every proposal placed before a group has the backing of more than one person. After the motion is stated by the Chair, persons entitled to vote may discuss it and decide whether to approve or disapprove it.**
- 4. Amending the Motion – If you wish to add to, substitute or subtract from a motion that someone else has made, you may submit your ideas to the group by “amending the motion.”**
- 5. Amend the amendment- Altering the motion can be carried one step further by another member rising to “amend the amendment.” You then have a primary amendment and a secondary amendment to the main motion. You may not have more than these two.**
- 6. Point of information – If issues become obscure or involved , you can seek clarification by asking the Chair for a “point of information.”**

7. **Motion to divide the question** – It is often possible that a motion may contain two or more parts. You can ask that each part be considered separately. By such consideration you can often help clarify the entire motion and salvage those portions that will benefit the group. Each part must stand on its own merits.

STICK TO THE FACTS.

8. **Point of order** – A possible violation in parliamentary procedure can be checked by rising to a “point of order.” The Chair is obliged to recognize you and to pass on your inquiry.
9. **Orders of the day** – When the meeting goes off on a tangent and does not follow the agenda or the order of business, you may remind the Chair of this by calling for “orders of the day.”
10. **Appeal from the decision of the Chair** – If you disagree with a decision of the Chair, you can “appeal from the Chair” to the whole membership. When your appeal has been seconded, the Chair must state the question at issue and ask the membership to vote on whether they wish to sustain or overrule the Chair.