

# Parliamentary Procedure and Robert's Rules of Order

Parliamentary Procedure is a set of rules for conduct at meetings which allows everyone to be heard and to make decisions without confusion. Today, Robert's Rules of Order, 10th Edition, is generally used by many schools to conduct business.

## Parliamentary Procedure

The Four Basic Principles of Parliamentary Procedure

- Justice and courtesy to all
- One thing at a time
- The rule of the majority
- The right of the minority

## Robert's Rules of Order Procedure

- Organizations using Parliamentary Procedure usually follow a fixed order of business called an agenda
- Members make 'motions' or proposals that the entire membership then takes action on
  - Raise your hand and wait until the Chairperson recognizes you
  - Motions are made by stating "I move to/that..."
  - Speak in a clear and concise manner
  - Avoid personalities and stay on your subject
- Motions must be seconded (another person must express support for discussion of the topic) by stating "I second the motion..."
- If there is no second, the motion may not be discussed
- The Chairperson then restates the motion (ie: "It has been moved and seconded that we...") and opens the discussion (ie: "I think...") or calls for a vote
  - The Chairperson can only discuss if they relinquish their position until the end of the vote
- After the discussion, the Chairperson calls for and tallies a vote (ie: "All those in favor...")
  - By voice (aye/nay), roll call (each site called

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to vote), general consent (ie: "If no one objects..."), division (hand raised), or by ballot

- Chairman does not vote except to break a tie or secret ballot
- The Chairperson then announces the results of the vote and restates the motion as 'approved' or 'rejected'
- Motions are null and void
  - If they conflict with federal, state, or local law
  - Motions that propose actions outside of the responsibilities of the DELAC are not allowed
  - If they conflict with a motion that was previously adopted and still in force - however, a motion can be made to amend a previous decision
- The member who made the motion may speak on it first
- A member can only speak twice on a particular motion and only after everyone else who wants to speak has done so
- No inflammatory statements or profane language is allowed
- Officers and other members should not disturb the discussion (ie: whispering, talking, etc.)
- Only discussion on the particular motion may be discussed