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"Parliamentary Procedure: How to Conduct a Meeting" [1975]

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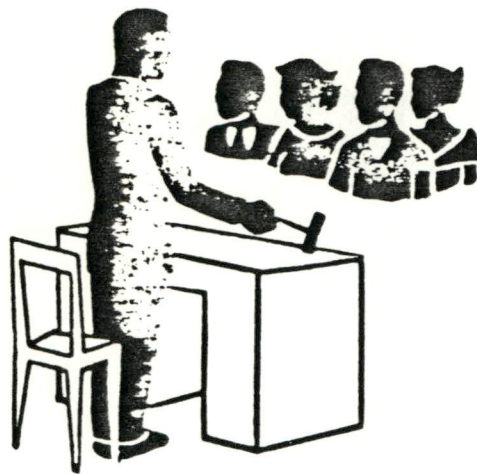
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PARLIAMENTARY PROCEDURE

How to conduct a meeting:

A pictorial presentation based on the Parliamentary Writings
of General Henry M. Robert



Prepared by Creative Graphics, University of Denver
in cooperation with the School of Speech
(Revised with collaboration of Mrs. Gano Senter, professional parliamentarian)

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Revised edition 1950

Second revised edition 1960

Third revised edition 1975

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Order of Business



Chairman:

The meeting will come to order.



The secretary will read the minutes of the last meeting.

Minutes are read.

Are there any corrections to the minutes?

Corrections are suggested without motion or vote.

If there are no (further) corrections the minutes stand approved as read (as corrected).



We will have the report of the . . .

Officers (e.g., financial report by treasurer)
Standing committees
Special committees

Motion is made to adopt audited financial report; no action is taken on unaudited report. If committee report contains a recommendation, reporting member (usually chairman of the committee) moves that recommendation be adopted. Otherwise, report is filed without action.



Is there any unfinished business

Action is completed on any business not settled when last meeting was adjourned

(See Handling Main Motions)



After unfinished business . . .

Is there any new business?

Each new motion is discussed and settled before another main motion can be proposed.
(See Handling Main Motions)



After business is completed . . .

Are there any announcements?



If there is no further business, the meeting will stand adjourned.

If no business is presented . . .

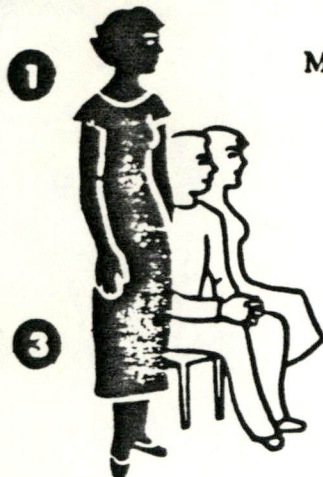


The meeting is adjourned.

If assembly wishes to adjourn meeting before all business is completed, meeting must be adjourned by motion.

*A Quorum (the number of members necessary, according to the constitution or by-laws, to do business) must be present to hold a business meeting. If no provision is made in constitution or by-laws a quorum is a majority of the membership.

Handling of Main Motions



Member stands:

Chairman.

(propose)
(motion) . . .

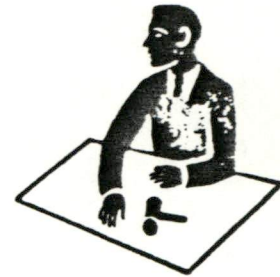


I second the motion.

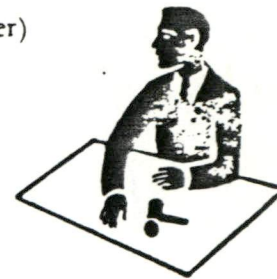
Discussion must be addressed to the chair (chairman). Motion may be changed by amendment. If the group does not wish to take final action on the motion, they may dispose of it in some other way. (See Rules for Handling Motions)

Chairman recognizes speaker:

Miss X.



The motion has been made by (name of mover) and seconded that . . . Is there any discussion?



When discussion stops . . .

If there is no further discussion (silence is taken as consent) the motion is . . .

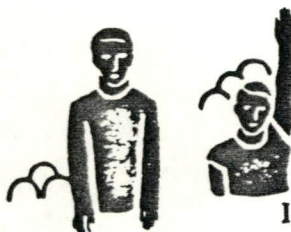
All in favor please say "Aye" (Yes).

All opposed, please say "No."



AYE
NO

If the chair is able to tell from this "voice vote" (viva voce) whether there are more "Ayes" or more "Noes," he announces the result.



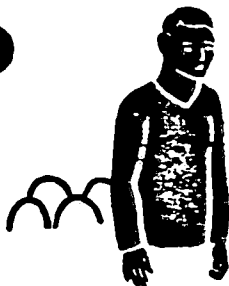
If any one calls "Division" (questions the voice vote), the chair calls for a show of hands or a standing vote. (All in favor raise your right hand [or stand]. All opposed . . .)

If a majority demand it, the vote may be taken by ballot.

The Ayes (or Noes) have it. The motion is carried (or is defeated).

Amendments Change Motions

1

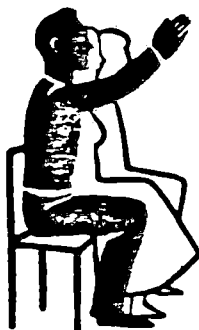


After a main motion has been made and seconded . . .

*I move to amend
the motion by . . .*

Inserting or adding a word, phrase or sentence.
Striking out a word, phrase or sentence.
Striking out and inserting a word or phrase or
substituting a sentence or paragraph.

2

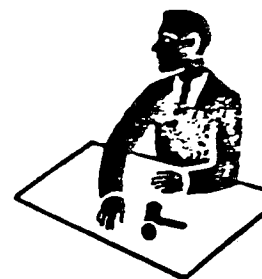


*I second the
motion to amend.*

Chair states the main motion and the amendment, so the group
will understand how the amendment changes the motion.
Amendment is handled in the same way as a main motion,
with . . .

3

*It has been proposed
to amend the motion
to read as follows . . .*



Discussion:

4

Is there any discussion?

Question:

5

*If there is no further
discussion, the amendment
is . . .*



NO

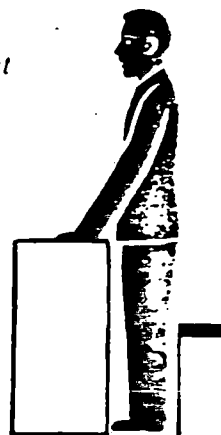


AYE

Vote:

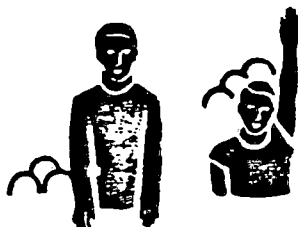
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*All in favor of
the amendment . . .*



Chair announces
the outcome:

*The amendment is
carried (or defeated).
The motion now
before the house is . . .*



(motion—
plus the amendment, if carried)

Rules for Handling Motions

<i>Types of Motions</i>	<i>Order of handling</i>	<i>Requires seconding</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Can be reconsidered</i>
INCIDENTAL MOTIONS¹						
To suspend a rule temporarily (e.g., to change order of business) ²	No definite precedence rule	Yes	No	No	2/3	No
To close nominations ³		Yes	No	Yes	2/3	No
To reopen nominations		Yes	No	Yes	Majority	Negative vote only
Motions pertaining to voting		Yes	No	Yes	Majority	Yes
To withdraw or modify a motion (to prevent vote or inclusion in minutes) ⁴	These motions have precedence over motion to which they pertain	No	No	No	Majority	Negative vote only
To rise to a point of order (to enforce rules or program) ⁵		No	No	No	No vote, chairman rules	No
To appeal from decision of the chair (must be made immediately) ⁷		Yes	Yes, when motion is debatable	No	Majority	Yes
SUBSIDIARY MOTIONS²						
In order only when a main motion is pending						
To table motion (to lay it aside until later)	Has precedence over lower motions	Yes	No	No	Majority	No
To call for vote (to end discussion at once and vote)	Has precedence over lower motions	Yes	No	No	2/3	No
To limit discussion to a certain time	Has precedence over lower motions	Yes	No	Yes	2/3	Yes
To postpone definitely (to certain time) action on a motion	Has precedence over lower motions	Yes	Yes	Yes	Majority	Yes
To refer motion to committee (for special consideration)	Has precedence over lower motions	Yes	Yes	Yes	Majority	Yes
To amend (improve) a main motion	Has precedence over lower motions	Yes	Yes, when motion is debatable	Yes	Majority	Yes
To postpone indefinitely action on a motion	Has precedence over lower motion	Yes	Yes	No	Majority	Affirmative vote only
MAIN MOTION						
In order when motion of higher precedence is not pending						
To present a proposal to assembly	Cannot be made if any other motion is pending	Yes	Yes	Yes	Majority	Yes

<i>Types of Motions</i>	<i>Order of handling</i>	<i>Requires seconding</i>	<i>Can be discussed</i>	<i>Can be amended</i>	<i>Vote required¹</i>	<i>Can be re-considered</i>
PRIVILEGED MOTIONS:						
Fix time at which to adjourn	Has precedence over lower motions	Yes	No ¹²	Yes ¹¹	Majority	Yes
Adjourn	Has precedence over lower motions	Yes	No ^{12 13}	No	Majority	No
To recess	Has precedence over lower motions	Yes	No	Yes ¹¹	Majority	No
Raise a question of privilege	Has precedence over lower motion ^{1 12}	Yes	No	Yes ¹²	Majority	No
Call for orders of the day (to conform to adopted agenda or order of business) ^{7 6}		No	No	No	No vote required ⁷	No
UNCLASSIFIED MOTIONS:						
To take motion from table (to bring up tabled motion for consideration) ⁸		Yes	No	No	Majority	No
To reconsider (to bring up discussion and obtain vote on previously decided motion) ^{10 11}	Cannot be made if any other motion is pending	Yes	Yes, when motion is debatable	No	Majority	No
To rescind (repeal) decision on a motion ¹¹		Yes	Yes, when motion is debatable	No	Majority or 2/3	Yes
To ratify action taken by officer prior to action by assembly		Yes	Yes	No	Majority	Yes

Conditions that may arise which require action but since they do not require recognition by the chair are not shown as motions:

Call for orders of the day

Division of the house: Call for a visible vote (standing) instead of an audible vote (Aye-No) of a vote that has just been taken (viva voce)

Parliamentary inquiry

Point of order: No vote, but ruling by the chair (may interrupt speaker)

Point of information

Objection to consideration of the question: Must be made immediately after the main motion has been stated by the chair. Chair: "An objection has been made to the consideration of the question, shall the pending motion be considered?" A 2/3 negative vote is required to sustain an objection.

¹A tied vote is always lost except on a motion to appeal from the decision of the chair (see Incidental Motions) when a tied vote sustains the decision of the chair.

²Subsidiary motions are motions that pertain to a main motion while it is pending

³Most incidental motions arise out of another question that is pending and must be decided before the question out of which they arise is decided.

⁴Should anyone object to a question of privilege, a motion is then required to eliminate the cause of discomfort.

⁵The chair opens nominations with: "Nominations are now in order." Nominations may be made by a nominating committee, by a nominating ballot, and from the floor. A member may make a motion to close nominations or the chair may declare nominations closed after assembly has been given sufficient time to make nominations.

⁶The mover may withdraw or modify his motion without consent of anyone before the motion has been put to assembly for consideration (stated by the chair). After it has been stated by the chair the mover must request that it be withdrawn or modified, and if there is no objection the chair announces, "The motion is withdrawn, or modified." If anyone objects, the request must be put to vote.

⁷A member may interrupt the speaker or occupant of the floor to raise a point of order, question of Parliamentary inquiry, or question of information, question of privilege, object to the consideration of the question, appeal, or call for orders of the day.

⁸Orders of the day may be changed by a motion to suspend the rules. See Incidental Motions.

⁹Tabled motion can be taken from the table at the same meeting after some business has been considered or at the next meeting.

¹⁰The motion to reconsider may be made only by one who voted on the prevailing side and the motion to reconsider must be made at the same meeting or one held the next day.

¹¹A motion cannot be reconsidered or rescinded if action has been taken as a result of the action, but the unexecuted part of the motion may be rescinded. If notice is given at the preceding meeting a majority vote rescinds. Without notice a 2/3 vote is required.

¹²If no motion is pending the motion is not privileged and is debatable, amendable and subject to having subsidiary motions applied to it.

¹³When the motion to adjourn has the effect of dissolving the convention before the business has been completed it is open to debate and treated as a main motion.



USE OF GAVEL:

Rap once to call meeting to order.
Rap once to maintain order.
Rap once to declare adjournment.

The chairman can remain seated during the meeting except at these times.

To call the meeting to order.
To put a question to vote.
To give his decision on a point of order.
May stand to recognize speakers (particularly if assembly is large).

In speaking to the assembly, the chairman refers to himself as "The chair."

- 1 Calls the meeting to order.
- 2 Keeps meeting to its order of business.
- 3 Handles discussion in an orderly way:
 - Gives every member who wishes it a chance to speak.
 - Tactfully keeps all speakers to rules of order and to the question.
 - Should give pro and con speakers alternating opportunities to speak.
- 4 Does not enter into discussion
- 5 States each motion before it is discussed, and before it is voted upon.
- 6 Puts motions to vote and announces outcome.
- 7 May vote when his vote would affect the outcome, or in any case when voting is by ballot.
- 8 Should be familiar enough with parliamentary law to inform assembly on proper procedure.
- 9 May appoint committees when authorized to do so or if by-laws so provide.
- 10 May assist in wording of motions if maker requests assistance.



- 1** Keeps an accurate record of each meeting, including in the minutes:
 - Kind of meeting (regular, special or adjourned) and name of assembly.
 - Date, hour and place of meeting.
 - Name and title of officer presiding and presence of quorum.
 - Approval of previous minutes.
 - Record of reports.
 - Record of each main motion (unless withdrawn) with name of person who made it.
 - Record of points of order and appeals.
 - Record of all other motions (unless withdrawn).
 - Record of counted votes.
 - Time of adjournment.
 - Signature and title of secretary.
- 2** Keeps an up-to-date roll of members.
- 3** Keeps copy of constitution and by-laws, with amendments properly entered.
- 4** Keeps a record of all committees.
- 5** Provides list of pending and potential business for chairman before meeting.
- 6** Handles correspondence of organization (unless there is a corresponding secretary).
- 7** Notifies members of meetings (e.g., if a special meeting is called).

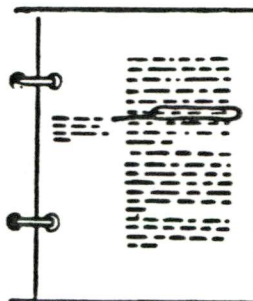
Writing the Minutes

Recording of minutes:

Record what is done, not what is said.
Keep notes together in a special notebook.

Organize the notes into clear, concise statements and record in permanent minute book to be read at next meeting.
Record each motion in a separate paragraph.

Minutes should be read and approved by assembly at the next regular or adjourned meeting. If the organization is not scheduled to meet for several months, minutes should be read before adjournment of the meeting or a committee may be appointed to approve them when they are in permanent form.



Final form of the minutes:

Should be typewritten or legibly written in permanent ink.

Should not be defaced. (Corrections should be made by bracketing the erroneous portions and stating correctly in the wide margin.)

Should be kept in book form. If in longhand, a bound book should be used, if typewritten, a looseleaf notebook. If a looseleaf notebook is used each page should be signed or initialed by secretary and one other officer to guard against substitution of pages.

Should be recorded with a wide margin for corrections.

Minutes, when approved, should be signed by secretary and if desired, by the president.