

Parliamentary Procedure: Less Meeting, More Action!

Why do we do this? To protect the rights of the majority, the minority and individual members.
We follow "Procedure in Small Boards" which is more flexible and informal.

The most basic TYPES of motions are:

- **Main Motion** gives direction to discussion:
"I move that we..." (Second)
- **Postpone** "I move we postpone (indefinitely or until a certain time)" (Second)
- **Amend** "I move we amend the motion by..." (Second)
- **Refer** "I move we refer this to (a committee or sub committee)" (Second)
- **Previous Question*** "I move the previous question." (Second) Chair says: "The previous question has been moved and seconded. All those in favor of ending discussion say aye? Opposed no? The aye's have it, the question now is (restate most recent motion). All those in favor say aye? Opposed no? Motion carries/is lost." (*Requires a 2/3rd majority)

The PROCESS for each motion:

1. Someone *moves* we take an action.
2. Someone *seconds* the motion. (unless the motion is from a committee)
3. Chair *restates* the motion: "It is moved and seconded that we (restate motion)."
4. Chair asks for *discussion*: "Is there any discussion?" The mover speaks first.
5. Chair *takes the vote*: "Is there any more discussion? Hearing none, the question is on (restate motion). All those in favor, say AYE. Opposed say NO. Motion carries/is lost."

Always handle the most recent motion first!

Raise your hand to be called on to speak. The chair should encourage participation so everyone is heard.

The chair may vote to break *or create* a tie. In small groups of about 12 or fewer, the chair may vote every time and may also introduce motions and contribute to discussion. **Also, a tie vote = motion is lost.**

Unanimous Consent - Instead of a vote, Chair says "Any objections? Hearing none, the motion carries."

"Friendly Amendment" No such thing in Robert's. Once seconded and stated by the chair, a motion belongs to the group, not to the person who made it. However, the chair can ask the group if there is any objection to adopting the "friendly amendment" under unanimous consent.

"Withdraw my motion" – After your motion is stated by the chair, this requires the consent of the group.

"Take no action" is not a motion. Use "postpone indefinitely" instead.

Lay on the Table is only for a brief delay during the same meeting. Use "postpone until" instead

Quorum is the # needed to conduct business, usually more than half

Ex-Officio members of committees can vote but doesn't count for/against quorum

Minutes are a record of action taken, not a transcript of discussion

Executive Session is to keep proceedings secret. "I move we enter/exit Executive Session." Use sparingly.

Basic Meeting Agenda:

1. Call to Order & Antitrust
2. Approve Agenda
(no second needed)
3. Approve Previous Minutes
(no second needed)
4. Reports (from Chair, Officers, Staff)
5. Unfinished Business
6. New Business
7. Announcements
8. Adjourn

Committee Types in SCAOR Bylaws:

- **Standing Committees** are in the Bylaws. Members usually appointed by the Chair and confirmed by the President.
- **Special Committees** are in Policy. Members are appointed by the President and confirmed by the board.
- **Sub Committees** are appointed by the Chair for a specific task or project. One non-committee member allowed for every 2 members.
- **Task Forces** are appointed by the President and confirmed by the board for a specific task or project.

