

Parliamentary Procedure Quick Tips

Parliamentary procedure allows everyone in a meeting to be heard and allows the group to make decisions without confusion. *Robert's Rules of Order Newly Revised, 11th edition.*

Here are helpful tips from the Office of the NSDAR Parliamentarian to insure that your chapter, club and district members adhere to the rules of parliamentary procedure:

1.) Plan your agenda ahead of time. Write an outline of that agenda and include all known motions. Make a copy of that outline for your recording secretary. The "known motion" portion of your outline might look like this: MOTION: to raise funds with a bake sale. Made by: _____, Seconded by: _____; Passed _____, Failed _____.

2.) Have paper and pens to spare at your meeting so that anyone who makes a motion can write it down herself. After the motion is put to a vote, give that written motion to the recording secretary so that she can include it in the minutes.

3.) Include standing rules in your chapter yearbook or pass them around before each meeting. Use the standing rules from our State Conference as a guide: those rules are reprinted in your state yearbook. Limit all discussion on a motion to 10 minutes. The motion's maker goes first, followed by anyone else speaking for or against the motion. Any one who speaks to a motion is limited to that one opportunity to speak. If discussion goes past the 10-minute mark, postpone the issue to your next meeting and proceed with your agenda.

4.) If you have a question about chapter business or parliamentary procedure, consult your chapter bylaws first. Chances are that your answer is in your bylaws. For example, if a chapter officer is unexpectedly unable to complete her term in office, your bylaws should include a provision about filling that vacancy in office. If you cannot find your answer in chapter bylaws, consult the state bylaws, reprinted in the state yearbook, or contact the State Parliamentarian.

5.) Have a copy of *Robert's Rules of Order Newly Revised* on hand at chapter meetings.

You should also have a copy of the most recent NSDAR Handbook when you meet. If your chapter doesn't have a parliamentarian, appoint someone who'll help you keep your meetings and chapter business moving smoothly and efficiently.

6.) The votes required to adopt a motion depend upon the substance of the motion:

a. Motions that DON'T involve a bylaw, a constitution, or an issue listed as a special order on your agenda need only a majority of the votes cast.

b. Motions that do involve a bylaw, constitution, or an issue listed as special order on your agenda will require a 'yes' vote from 2/3 of the members present at the meeting IF all chapter members received previous notice that such a motion would be made at the meeting. IF there was no prior notice, passage of the motion requires a majority of the ENTIRE membership.

7.) Here are the 8 steps to a Main Motion:

- (1) Member seeks recognition by the chair
- (2) Member is recognized by the chair
- (3) Member states the motion
- (4) Another member seconds the motion
- (5) The chair restates the motion as made and seconded
- (6) Members discuss or debate the motion
- (7) The chair takes a vote
- (8) The chair announces the results of the vote

8. There are main motions and secondary motions. Voting on the main motion is in order only when no secondary motions remain to be decided. The three types of secondary motions are: subsidiary motions relating to the main motion, privileged motions concerning matters of urgency or importance, and incidental motions dealing with questions of procedure.

This information was gleaned from the NSDAR Parliamentarian and NSDAR webinar pages. Access the NSDAR Parliamentarian and the webinar pages here: <http://members.dar.org>