

PARLIAMENTARY PROCEDURE STUDY GUIDE

The presiding officer calls the meeting to order, maintains order, and adjourns the meeting.

The presiding officer must relinquish the chair to make a motion.

The presiding officer must relinquish the chair to enter in a discussion on the motion.

The presiding officer may vote when voting is done by ballot.

The minimum number of members who must be present for legal action to be taken is a quorum.

The largest number of votes cast for a single person, place, or thing when three or more are voted upon is the plurality vote.

More than one half of the votes cast for a person are called the majority vote.

To propose an action to the membership is to make a motion.

The basic operating rules of the organization are the by-laws.

The order of business for a meeting is an agenda.

An affirmative vote to a motion is “aye.”

The opening ceremonies can include an invocation, Pledge of Allegiance, and/or song.

The proper way to make a motion is to state, “ I move that”.

The function of the nominating committee is to secure nominations for office.

The president does not select the members of the nominating committee.

Because it comes from a committee, nominations from the nominating committee do not require a second.

A motion is not required to approve minutes. However, minutes can be corrected.

Business left over from the previous meeting is called unfinished business.

The proper way to answer the roll call is “present”.

Motions made from the floor need a second. Motions made from a committee do not need a second.

The name of person making the motion is recorded in the minutes.

The name of a person seconding the motion is not recorded in the minutes.

The maker of the motion may vote against the motion.

Only the maker of the motion can withdraw the motion.

To “call for the question” means to ask for a vote on the motion.

The presiding officer is not necessarily the president of the organization.

To recess means to take a break from the meeting.

The last order of business is to adjourn the meeting.

The secretary reads the minutes from the previous meeting.

PARLIAMENTARY PROCEDURE TERMS TO KNOW

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|-----------------|--------------------------------|--------------|
| chair | nominating committee | present |
| quorum | parliamentary procedure | constitution |
| majority vote | <u>Robert’s Rules of Order</u> | adjournment |
| nomination | unfinished business | committee |
| recommendation | standing rules | minutes |
| recess | rules of order | vote |
| by-laws | call to order | agenda |
| board | new business | ballot |
| question | plurality vote | second |
| motion | standing committee | presiding |
| “aye” | seconding a motion | invocation |
| making a motion | approval of minutes | |