

# Parliamentary Procedure Study Guide

## What is Parliamentary Procedure?

- Based off of Robert's Rules of Order
- Way to conduct an orderly meeting
- Makes meetings more effective and efficient.

## How does this relate to FFA?

- Teaches good citizenship
- One of our FFA CDE's is the Chapter Conducting Contest...a contest where we demonstrate our knowledge of parliamentary procedure and its practices.

## Qualifications of a Chapter Conducting Team

- Willingness to work
- Capability of learning parliamentary procedure
- Team spirit
- Well developed voice
- Calmness and Self-confidence

## Characteristics of an Ideal Presiding Officer

- Willingness to work
- Self-confidence
- Ability to learn Parliamentary Procedure
- Well developed voice
- Neat Appearance
- Fair and impartial judgment
- Skill in leading people

## Steps in Presenting a Motion

Rise and address the President

- *"Mr/Madam President"*

Get recognition from President

- *"Sally" or "Mr. Reporter"*

Make the motion

- *" I MOVE that" This is the ONLY correct terminology!*
- *A brief explanation for why you are making the motion is okay.*
  - a. *Ex. Since we need money, I MOVE that we have a fundraiser.*

Get a second

- *"Mr. President, I second the motion."*
- *Do not need to rise or obtain recognition*

Statement of the question

- *Done by President*

- *"It is moved and seconded that..."*
- *It is proper for the President to then state whether the motion is debatable, amendable, and the vote required.*
- *If the question is debatable the President will then say "This question is not open for discussion" OR "Are there any remarks?"*

## **Main Motion**

- Purpose: to present an item of business for consideration and action by the chapter.
- Second is required
- It is debatable and amendable
- A majority vote is necessary

## **Lay on the Table**

- Purpose- to temporarily delay action on an item of business.
- All amendments and other motions belonging are also tabled.
- Requires a second
- Undebatable and Unamendable
- Majority vote

## **Previous Question**

- Purpose- To terminate discussion on a motion or motions before the chapter and secure an immediate vote.
- If called for without qualifications only immediately pending question is effected.
- Second required
- Undebatable and Unamendable
- Two-thirds vote

## **Refer to a Committee**

- Purpose- To place a question temporarily in a committee.
- This may be done to:
  1. Secure more detailed information
  2. Secure a recommendation from a smaller group
  3. Ensure privacy when dealing with a delicate matter
  4. Allow a more informal discussion of an item of business
  5. Give a committee power to act
- Can indicate a standing committee or special committee
- Second required
- Debatable and amendable
- Majority vote
- To discharge a committee requires a two-thirds vote

## Amend

- Purpose- to modify the motion that is under consideration
- 2 kinds:
  1. First Rank- an amendment applying to an original motion
  2. Second Rank- an amendment to an amendment
- Must pertain to the motion which they refer
- Made by striking out, inserting, or striking out and inserting words.
- Second required
- Debatable when the motion it applies to is debatable
- May be amended by an amendment of the second rank
- Second rank amendments cannot be amended
- Majority vote

## Point of Order

- Purpose- to enforce the rules by calling attention to a violation of the rules or a mistake in procedure
- President is duty bound to enforce the correct rules of procedure and should call members out of order when they are in error.
- No second required
- Undebatable and Unamendable
- Recognition not necessary
- No vote required
- May interrupt a speaker

## Adjourn

- To terminate (close) the meeting
- Second required
- Undebatable and Unamendable
- Majority vote
- In an FFA meeting closing ceremonies should be performed, adjourn only closes the business session of the meeting.
- Example

## Voting Methods

- Roll call
- Show of hands
- Standing vote
- Secret ballot

## Voting Types

- Simple Majority (more than half of the number of votes cast)
- Two-thirds

## Basic Procedures

- **Having the Floor**—Before a member can speak at a meeting, she or he must be recognized by the chairperson. Once recognized, the speaker cannot be interrupted, except by the chairperson.
- **Making Motions**—One makes a motion to propose a course of action that one thinks the group should take. If another member agrees that the motion should be open for discussion, she or he will “second the motion.” Discussion pertaining only to the motion on the floor follows. Only one motion to close discussion and a second are needed before a vote can be taken.
- **Amending Motions**—Amendments can be motions as long as the person who moved the original motion is agreeable to the amendment. If the originator of the motion is not agreeable, then the group must vote on the original motion.
- **Tabling the Motion**—If it appears that more information is needed to consider a motion fairly, then a motion to table the discussion can be made. The length of and reason for tabling the motion must be included in the table to motion. A majority of members must support the tabling for it to pass.
- **Previous Question**—When it appears that the discussion of a particular motion is no longer productive, the question can be called with a two-thirds vote of the members present. The result of the call to question is an immediate vote on the motion.