

# ***Simplified Parliamentary Procedure***

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# Parliamentary Procedure

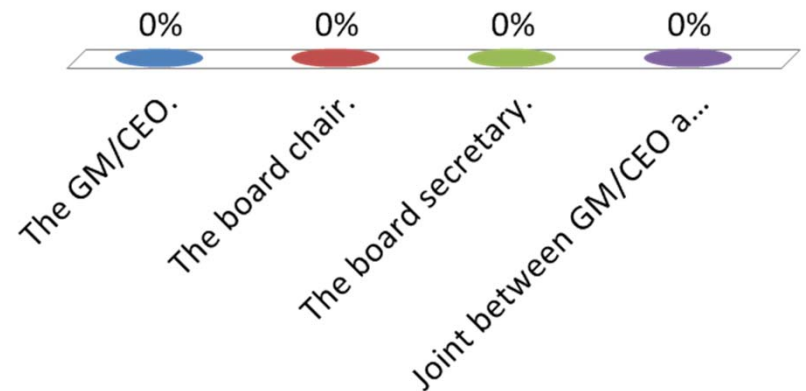
- Rules designed to move meetings along while maintaining order and controlling the communication process.
  - Purpose is to help groups accomplish tasks through orderly, democratic process.
  - Not intended to inhibit a meeting with unnecessary rules or prevent people expressing opinions.
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# Order of Business (i.e. the agenda)

- Call to Order.
  - Role Call (if appropriate).
  - Adoption of the agenda.
  - Approval of minutes from previous meeting.
  - Reports of officers.
  - Reports of committees.
  - Unfinished business.
  - New business.
  - Announcements.
  - Adjourn.
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# Who sets the Agenda for your cooperative's board meetings?

- A. The GM/CEO.
- B. The board chair.
- C. The board secretary.
- D. Joint between GM/CEO and board chair.



# Steps of a Motion

- 1) Be recognized by the chairperson.
  - 2) Member makes a motion.
    - “I move that...”
  - 3) Chairperson asks for second.
  - 4) Chairperson recognizes member who wants to second the motion.
  - 5) Member “seconds the motion”.
  - 6) Chairperson repeats the motion as stated.
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# Steps of a Motion

- 7) Chairperson opens the floor for discussion.
  - It is customary to allow the person who made the motion to speak first.
  - Members may speak on the issue after being recognized by the chair.
  - A member may not speak a second time until all other members have had a opportunity to speak a first time.



# Steps of a Motion

- 8) When everyone has had an opportunity to speak, chairperson restates the motion and conducts the vote.
- “All in favor of the motion say ‘aye’.”
  - “All opposed, say ‘no’.”
  - Most motions are decided by majority vote.
  - Results should be announced and recorded.
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# “So Moved” is NOT a Motion

- All members have a right to know exactly what is being moved.
  - It is amazing how an exact motion can help clarify an issue and reduce the time needed to make a decision.
- It makes it very difficult for the meeting secretary to record the actions of the group.





# Amending a Motion

- Motion must be on the floor.
- Member can “Move to amend by...”
  - Inserting.
  - Removing.
  - Replacing.
- Amendment requires a second.
- Discussion should focus on the amendment.
- Vote on the amendment before moving back to the main motion.



# Chairperson Votes or Debates

- 1) Chair should vote if it will decide outcome by either breaking or creating a tie vote.
- 2) Chair can vote if voting is by ballot.
- 3) Chair can debate issues and vote if board is small and/or operates more informally.



# Chairperson Votes or Debates

- 4) Chair may participate in debate and vote if they represent a specific district, group or interest area.
  - Ensures constituents are fully represented
- 5) Chair of executive committee, standing committees or special committees have same privileges as any other member to make motions, discuss issues and vote.



# Table a Motion

- Motion must be on the floor.
- Member can “Move to table the motion”.
  - Must specify time:
    - Later in the meeting.
    - Another meeting
    - Specific date.
- Requires a second.
- Discussion should focus on the motion to table.
- Vote is taken.
- Postpone or Table Indefinitely is separate motion.
  - This sometimes used to “kill” a motion.



# Previous Question

- Used to close debate and force a vote.
  - “I move to close debate.”
  - “I move Previous Question.”
  - A simple call for “the question” is not proper and should be ruled out of order.
- Requires a second.
- Not debatable.
- Requires 2/3 vote to pass.
- If passed, main motion will be voted on immediately.



# Previous Question

- If chairperson is doing their job properly, they should sense when the discussion on a motion has ended and a vote should be initiated.
- Sometimes members may use Previous Question to limit unwanted discussion on an issue.



# Refer to a Committee

- Sometimes a group doesn't have enough information to make a decision or is too large to work out the details in a timely manor.
- “I move to refer...”
  - What issue?
  - What committee?
    - Standing or Ad-Hoc.
  - What does the committee need to do?
    - Gather information, make recommendation, etc.
  - When is the committee expected to report?



# Refer to a Committee

- Requires a second.
- Can be debated.
- Majority vote.





# Withdraw a Motion

- Any member may move to withdraw.
  - Member who made the motion must agree.
  - Member who seconded the motion must also agree.
- No vote is needed, unless someone objects.
  - If someone objects, majority vote is required.



# Questions?

