

## Parliamentary Procedure Guide

Parliamentary Procedure refers to using a set of rules and procedures for formal meetings. Whatever specific rules a Team decides to use, the same set of procedures should be used for all meetings so that members of the public and Team know what to expect.

### Beginning the Meeting

#### Call to Order

- Chair states, *"This meeting is called to order."*

#### Roll Call

- Chair calls name of each member. Member responds, *"Present."*

#### Approval of Minutes

- Minutes should be distributed in advance so members can review and submit corrections.
- Chair states, *"If there are no objections, we will approve the minutes as distributed/corrected."*

### Conducting Team Business

#### Addressing Agenda Items

- The Team will typically move through the agenda items in order. As each item is concluded, the Team moves to the next item.

#### Discussion

- Discussion should be limited to the current agenda item.
- See "Commonly Use Procedures for Discussion" for options that Team can choose to use during discussion of agenda items.

#### Motions

- A member can make a motion to vote on an agenda item.
- The Chair typically does not make motions, but can call for a motion.
- See "Making Motions" for the procedure that members should use when making a motion.

#### Voting

- The Team should determine the format that will be used for voting, how votes will be recorded, and what items will require a vote.
- See "Voting Methods" for options on the format of voting.

### Concluding the Meeting

#### Closing

- Chair states, *"This meeting is adjourned."*

## Making Motions

- 1) Member is recognized or called on.
- 2) Member makes a motion: *"I move..."* or *"I make a motion..."* (Not *"I motion"*)
- 3) Member seconds the motion: *"I second."*
- 4) Repeated by the chair *"It has been moved and seconded that\_\_."*

## Voting Methods

Teams should establish which voting method they will use as part of their meeting procedures.

<b>By Consent</b>	<b>By Voice</b>	<b>By Raising Hands</b>	<b>By Roll Call</b>	<b>By Ballot</b>
<i>"If there is no objection, the motion passes."</i>	<i>"All those in favor say 'aye.' All those opposed say, 'nay.'"</i>	<i>"By show of hands, who is in favor? Who is opposed?"</i>	Each member is called upon and states <i>"aye"</i> or <i>"nay."</i>	Each member receives and returns a ballot.

## Commonly Used Procedures for Discussion

Teams may choose use other procedures in order to make discussions more productive.

<b>Suspend the rules.</b>	<b>Move to table.</b>	<b>Set a time limit.</b>
<ul style="list-style-type: none"> <li>• A motion can be made to suspend parliamentary procedure so the group can discuss more than one item at a time.</li> <li>• Member states, <i>"I move to suspend the rules to discuss."</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>"Table"</i> means set an item to be discussed later. Topics can be tabled until a specific time or indefinitely. If an item is tabled indefinitely, it cannot come up again until a member makes a motion to take it from the table.</li> <li>• Member states, <i>"I move to table this discussion [until_ or indefinitely]."</i></li> </ul>	<ul style="list-style-type: none"> <li>• A motion can be made to establish a time limit for discussion of a topic.</li> <li>• Member states, <i>"I move to end discussion of this topic at 11:20,"</i> or <i>"I move limit discussion to 10 minutes."</i></li> </ul>

## Recording Minutes

Teams should have someone designated to take minutes throughout the meeting to provide a record of the meeting. Minutes should be concise and align to the agenda. Minutes should include:

- Members present
- Summaries of discussions
- Who made motions
- Decisions that were made
- Votes that were taken

See *Sample Meeting Minutes* document for an example of the format used for minutes.