

A PRIMER OF PARLIAMENTARY PROCEDURE

A. PURPOSE OF PARLIAMENTARY LAW AND PROCEDURE

Parliamentary procedure assists a deliberative and decision-making assembly in carrying out its purpose and aims in an orderly, fair, and expeditious manner.

It is not the purpose of parliamentary procedure to make difficult the conduct of business in an assembly, to entangle an assembly in technicalities, or to provide a channel for individuals to flaunt their parliamentary knowledge.

Parliamentary law protects six basic rights:

- 1) The right of the majority to make a decision;
- 2) The right of the minority to be heard in hopes that it may become the majority;
- 3) The right of absentees to be protected;
- 4) The right of the assembly to be comfortable and to hear;
- 5) The right of the individual member to be honored; and
- 6) The orderly consideration of one subject at a time.

B. BASIC STEPS OF PARLIAMENTARY PROCEDURE

The chairman and members of the assembly are to be acquainted with and observe eight basic parliamentary steps to take care of convention business in an orderly and fair manner. They are:

MEMBERS:

1. *Address the chair.* “Mr. Chairman” (or “Mr. President”)
2. *Await recognition,* by the chair.
3. *Make a motion.* “I move that...”
4. *Second the motion.* (*unless not required*)

CHAIR:

5. *States the motion.* (Or rules it out of order)
6. *Calls for discussion.* (Unless motion is undebatable)

“Is there any discussion?” or “Are there any remarks?”
ample opportunity must always be given for expression of opinions and for discussion.
7. Takes the vote. (Or “Puts the question”)
8. States the results.

“The ‘ayes’ have it and the motion is carried.” Or, “The ‘noes’ have it and the motion is lost” The vote does not go into effect until the results are announced.