

# Parliamentary Procedure

**Origin** - In 1876 Henry Martyn Robert put together a small book of rules specifically designed for non-legislative organizations.

**Purpose of Parliamentary Procedure** - The rules of parliamentary procedure protect

- the right of the majority to decide
- the right of the minority to be heard
- the rights of individual members
- the rights of absentees

**Basics of Parliamentary Procedure** - All members are equal and their rights are equal. Those rights are:

- to attend meetings
- to make motions and speak in debate
- to nominate
- to vote
- to hold office

Quorum must be present to do business.

Majority rules.

A two-thirds vote is necessary whenever you are limiting or taking away the rights of members. Otherwise, a simple majority rules.

## Running a Meeting Effectively

- Be on time and start on time
- Be organized
- Be prepared
- Be an educator
- Be in control of the floor
- Be impartial
- Be composed
- Be precise
- Be focused

## General Tips and Techniques

- To make a motion the verbiage is "I move..."
- Use the gavel only to open and close the meeting (each with one tap only of the gavel).
- Use general consent when possible
- Elect by acclamation

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