



Parliamentary Procedure Quick Reference Guide

	Action by Board Member/Member	Then the President Says:
To call the meeting to order	President or their alternative	One tap of the gavel and say, <i>"This meeting is called to order at (state time)"</i>
Quorum Established	Parliamentarian or President	<i>"A quorum (has/has not) been established with (number of members present/out of number of members in your chapter)."</i> Note: Your chapter bylaws should state what your chapter quorum is.
Approval of minutes	Secretary should first state in what manner the minutes were presented (newsletter, direct mailing, at the door)	<i>"Are there any corrections to the minutes?"</i> (Pause) <i>"Hearing none the minutes stand approved as printed"</i> If there are corrections then say: <i>"The minutes stand approved as corrected."</i> (NOTE: A motion does not need to be made to approve the minutes.)
Approval of Treasurer's Report	The Treasurer's report is presented but does not need approval.	<i>"The beginning balance is... The ending balance is..."</i> Note: A treasurer's report is never adopted. An audit report, usually presented annually, is the only financial report that is adopted. This language is used to adopt the audit report: "The question is on the adoption of the audit report. Those in favor of adopting the audit report say 'aye'. Those opposed say 'no'. The 'ayes' have it and the audit report is adopted."
Announce the next piece of business	President	<i>"The next item of business is"</i> (NEVER say "The next order of business.")
Report of officers	President then each officer	<i>"The next business in order is hearing reports of the officers."</i> Notes: Officers are called on in the order they are listed in the bylaws. An officer should not move the implementation of a recommendation in their report; another member can make such a motion following the officer's report
Reports of standing committees	President Chairperson	The president says, <i>"The next business in order is hearing reports of the standing committees."</i> Note: Standing committees are called on in the order they are listed in the bylaws. The president should only call on those who have reports to make. The chairman or other reporting member of a committee says, <i>"On behalf of the committee, I move the adoption of [insert motion needed to implement any recommendations the committee</i>

		<i>makes]. "Note: A motion arising out of a standing committee's report is taken up immediately.</i>
Reports of special committees	President- Announced only if there are such committees prepared or instructed to report. Chairperson	The president says, " <i>The next business in order is hearing reports of special committees. The committee appointed to [insert special committee name] will now report.</i> " Note: Special committees are called on in the order in which they were appointed. The chairman or other reporting member of a committee says, " <i>On behalf of the committee, I move the adoption of [insert motion needed to implement any recommendations the committee makes].</i> " Note: A motion arising out of a special committee's report is taken up immediately.
Unfinished business and general orders	President	" <i>Is there any unfinished business?</i> " Unfinished business (sometimes incorrectly referred to as "old business") refers to questions that have carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business.
New Business		" <i>Is there any new business?</i> " (Members may introduce new items of business at this time.)
Announcements	President	The president says, " <i>Are there any announcements?</i> "
To adjourn the meeting	President	" <i>There being no further business, the meeting is adjourned at (state time).</i> " (NOTE: No motion is needed unless someone wishes to adjourn the meeting before all business is conducted.)
Motion Etiquette	<ul style="list-style-type: none"> > Motions may only be positive. > Stand when giving motion. > Write motions on motion slips. > State your name when giving a second. > Listen carefully to each motion, Ask for clarification if unsure. 	
What needs a motion?	Any new proposal to the group – anything that would require action by the chapter members. If a project was included on your yearly calendar and the calendar was voted on and approved as a whole then you do not need to vote on the project.	
Steps in processing a motion		
A member makes the motion " <i>I move that ...</i> "	Another member seconds the motion, Secunder does not need to be recognized	If a motion fails to get a second, the chair states: <i>"Since there is no second, the motion is not before the meeting."</i>
	The chair states the question: <i>"It is moved and seconded that (restate the motion)"</i>	
	Debate is held – the chair states: <i>"Is there any discussion?"</i> (NOTE: Member who made motion has the right to speak first – alternate for and against.)	
	<i>"Is there any further discussion?"</i>	
	The chair puts the question to a vote – Restates the motion.	

	<p><i>"A motion has been made and seconded that we (restate the motion)"</i></p> <p>The chair states: <i>"Those in favor of the motion, say aye."</i></p> <p><i>"Those opposed, say no."</i></p> <p>(Voice vote – Most common)</p>	
	<p>Chair announces result of vote</p> <p><i>"The ayes have it and the motion is adopted." (or)</i></p> <p><i>"The nos have it and the motion is lost."</i></p>	
<p>Process for Amending a Motion</p>		
A member makes motion		<p><i>"I move that we amend "Motion A" by</i></p>
<p>Another member amends that motion by saying:</p> <p><i>"I move to amend motion A by (inserting, striking out, striking out and inserting) as follows:</i></p>	<p>Another member seconds the motion to amend</p>	<p>The chair then says:</p> <p><i>"It is moved and seconded that we amend "Motion A" by (inserting, striking out, striking out and inserting) as follows _____. If the amendment is adopted the main motion would then read _____."</i></p> <ol style="list-style-type: none"> 1. To insert or to add (a word, consecutive words or a paragraph). <ol style="list-style-type: none"> a. Phrasing: <ol style="list-style-type: none"> i. <i>"I move to amend the motion by inserting the word 'consecutive' before the word 'terms.'"</i> ii. <i>"I move to amend by adding the words 'at a cost not to exceed \$100.'"</i> iii. <i>"I move to amend by adding the following paragraph"</i> 2. To strike out (a word, consecutive words or a paragraph). <ol style="list-style-type: none"> a. Phrasing: <ol style="list-style-type: none"> i. <i>"I move to amend by striking out the word 'every.'"</i> ii. <i>"I move to amend by striking out the third paragraph."</i> 3. To strike out and insert (words) or to substitute (paragraph or entire main motion). <ol style="list-style-type: none"> a. Phrasing: <ol style="list-style-type: none"> i. <i>"I move to amend by striking out the word 'monthly' and insert the word 'annually.'"</i> ii. <i>"I move to amend by substituting for the pending main motion the following ..."</i>
Debate is held	<p>the chair states:</p> <p><i>"Is there any discussion?" (NOTE: Member who made the motion has the right to speak first – alternate for and against.) "Is there any further discussion?"</i></p>	
	<p>The chair puts the motion to a vote and says:</p> <p><i>"The motion on the floor is whether or not to amend the main motion. If the amendment is adopted, the main motion would then read _____." (Be sure the members realize that they are voting on the amendment only and not the main motion.)</i></p>	
	<p>All those in favor, say "Aye" (Pause for response)</p>	

	<p><i>All those opposed, Say "No"</i></p> <p><i>The affirmative has it, the "Motion A" is amended and now reads</i></p> <p>_____.</p> <p><i>Is there any discussion on "Motion A" as amended?</i></p> <p style="text-align: center;">Or</p> <p><i>The nays have it, the motion is lost, and "Motion A" is not amended. The motion before you is "Motion A." Is there any further discussion?</i></p>	
Withdrawal of a Motion		
A member who made a motion now wishes to withdraw it	<p>The President says, "<i>(Name of the person) asks to withdraw her motion. If there is no objection, the motion will be withdrawn. Is there any other business?</i>" Note: This can be done only without the final vote having been taken. If there is an objection to having the motion withdrawn then you need to vote on it like any other motion.</p>	
Reconsider a Motion		
To vote on a previous motion passed at the same meeting, can only be made by a member who voted on the winning side.	<p>The President says, "<i>It is moved and seconded that we reconsider the vote on the motion (state the motion to be reconsidered). Is there any discussion?</i>"</p> <p>> "<i>Those in favor say aye. Those opposed say nay.</i>"</p> <p>Aye vote: "<i>The ayes have it and the motion to reconsider the motion is carried. You now have before you the motion to (state the motion). Is there any discussion on this motion?</i>"</p> <p>Nay vote: "<i>The nays have it and the motion to reconsider is lost.</i>"</p>	
Close Debate		
	A member says, " <i>I move the previous question. It must be seconded and there is no debate.</i> "	<p>The president says, "<i>It has been moved and seconded that we close debate on the pending question. Those in favor say 'aye', those opposed say 'nay.'</i>"</p> <p>If 2/3 vote aye, then go on and vote on the question.</p>
Voting		
	<p>The determination of what kind of vote is needed (majority, two-thirds) is based on members' rights. If an action gives rights to the members, it requires a majority vote to pass. If an action takes away rights from members, it requires a two-thirds vote to pass.</p>	
Voice Vote	Most common. The chair asks those in favor say " <i>aye</i> " opposed say " <i>no</i> ."	
Show of Hands Vote	This method is typically used in small groups	
Ballot Vote	method is used when secrecy is desired. Members write their vote on a piece of paper	
Roll Call Vote	This is the exact opposite of the ballot vote. The purpose of the roll call vote is to make official as part of the record how each member voted	
General Consent	A method of voting without taking a formal vote. The presiding officer asks if there are any objections. If just one-member objects then the matter must be put to a vote	

**Parliamentary
Rules for a
Committee**

The formality necessary in a large group would hinder business in a smaller group. Therefore, in a committee:

- Members are not required to obtain the floor before making motions or speaking.
- Motions need not be seconded.
- There is no limit to the number of times a member may speak to a question.
- Informal discussion of a subject is permitted while there is no motion about it pending.
- All proposed actions must be approved by vote.
- Voting may be by voice or show of hands; minutes may be taken.
- The chairman may make and debate motions. They is usually an active participant in the discussions and work of the committee. They may vote on all questions.

Revised 9/24