INTRODUCTION

B.C.A. By-laws, Article X, Section 1: "In all matters not specifically covered by the provisions of these constitution and by-laws, the rules contained in Robert's Rules of Order (Revised) shall govern the Club in all cases to which it is applicable." Robert's Rules provide a group guide to democratic action. Properly used, they can help guarantee orderliness and fair play in the conduct of meetings.

It is interesting that the first parliamentary rules published in America were by Thomas Jefferson, who also is believed to have introduced the Briard to America. These rules were later modified by Cushing, then Gen. Robert, but Mr. Jefferson's part makes them especially appropriate for B.C.A.

Your B.C.A. Board, "in the hope to establish peace, and therefore draw a quorum" has approved a Resolution to more strictly apply Robert's Rules to our '84 Annual Meeting. Outside Parliamentarians were consulted, and contrary to what you may have "heard", the Resolution is constitutional and fair. This will only be effective if members are familiar with the basics.

The President, Bob Boelter, has asked that the following booklet of parliamentary basics be sent to B.C.A. members, in the hope they will again be interested in attending the more orderly Annual Meeting the Rules can produce.
**WHAT is PARLIAMENTARY PROCEDURE?**

It's a **SET OF RULES** for conduct at meetings. It allows **EVERYONE** to be heard and to make decisions... without confusion!

**Parliamentary procedure has a LONG HISTORY**

**IT ORIGINATED** in the early English Parliaments (discussions of public affairs).

**IT CAME TO AMERICA** with the first settlers.

**IT BECAME UNIFORM** in 1876, when Henry M. Robert published his manual on Parliamentary Law.

**Today...**

**ROBERT'S RULES OF ORDER NEWLY REVISED** is the basic handbook of operation for most clubs, organizations and other groups.

**WHY is parliamentary procedure IMPORTANT?**

Because-- it's a time-tested method of conducting business at meetings and public gatherings.

**PARLIAMENTARY PROCEDURE MEANS:**

- **DEMONCRATIC RULE**
- **FLEXIBILITY**
- **PROTECTION OF RIGHTS**
- **FAIR HEARING FOR EVERYONE**

...it can be adapted to fit the needs of any organization.

So it’s important that everyone know these **BASIC RULES!**
Organizations using parliamentary procedure usually follow a fixed order of business

Here's a typical example

I. CALL TO ORDER
The chairperson says, "The meeting will please come to order."

II. ROLL CALL
Members say "present" as their names are called.

III. MINUTES
The secretary reads a record of the last meeting.

IV. OFFICERS' REPORTS
Often limited to a report from treasurer, but others may report at this time.

V. COMMITTEE REPORTS
First come reports from "standing," or permanent committees; then from "ad hoc," or special committees.

VI. SPECIAL ORDERS
Important business previously designated for consideration at this meeting.

VII. UNFINISHED BUSINESS
Business left over from previous meetings.

VIII. NEW BUSINESS
Introduction of new topics.

IX. ANNOUNCEMENTS
Informing the assembly of other subjects and events.

X. ADJOURNMENT
The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).

QUORUM...
The number of members that must be present for business to be conducted legally. The actual number is usually stated in the by-laws.

Robert's Rules, § 4:
"All principal motions .. should be in writing, if required by presiding officer."

A motion is a proposal that the assembly TAKE A STAND or TAKE ACTION on some issue.

PRESENT motions
(make a proposal)

SECOND motions
(express support for discussion of another member's motion)

DEBATE motions
(give opinions on the motion)

VOTE on motions
(make a decision)
There are **4 TYPES OF MOTIONS**

**0 MAIN motions**
Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

**FOR EXAMPLE:**
"I move that we purchase..."

**1 SUBSIDIARY motions**
Change or affect how the main motion is handled (voted on before the main motion).

**FOR EXAMPLE:**
"I move the question before the assembly be amended by striking out..."

**2 PRIVILEGED motions**
Are most urgent...about special or important matters not related to pending business.

**FOR EXAMPLE:**
"I move we adjourn..."

"I move to suspend the rules for the purpose of..."

**3 INCIDENTAL motions**
Are questions of procedure that arise out of other motions...must be considered before the other motion.

**4 TYPES OF MOTIONS**

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**IS IT IN ORDER?**
Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the by-laws.

**DO I NEED A SECOND?**
Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

**MAY I INTERRUPT THE SPEAKER?**
Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

**IS IT DEBATABLE?**
Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

**WHAT VOTE IS NEEDED?**
Most require only a majority vote but motions concerning the rights of the assembly or its members need 2/3 vote to be adopted.

**CAN IT BE AMENDED?**
Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in main motion.

**CAN IT BE RECONSIDERED?**
Some motions can be redebated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the by-laws.

**FOR EXAMPLE:**
"I move that we purchase..."

"I move the question before the assembly be amended by striking out..."

"I move to suspend the rules for the purpose of..."

"I move we adjourn..."

The table on pages 8 and 9 answers these questions for some common motions.
# Parliamentary Procedure... at a Glance

Here are some motions you might make, how to make them, and what to expect of the rules.

## TO DO THIS:

<table>
<thead>
<tr>
<th>TO DO THIS:</th>
<th>YOU SAY THIS:</th>
<th>MAY YOU INTERRUPT THE SPEAKER?</th>
<th>DO YOU NEED A SECOND?</th>
<th>IS IT DEBATABLE?</th>
<th>CAN IT BE AMENDED?</th>
<th>WHAT VOTE IS HELD?</th>
<th>CAN IT BE RECONSIDERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJOURN MEETING</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>CALL AN INTERMISSION</td>
<td>&quot;I move that we recess for...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>COMPLAIN ABOUT HEAT, NOISE, ETC.</td>
<td>&quot;I rise to a question of privilege&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO VOTE</td>
<td>NO</td>
</tr>
<tr>
<td>SUSPEND FURTHER CONSIDERATION OF AN ISSUE</td>
<td>&quot;I move to table the motion&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>END DEBATE AND AMENDMENTS</td>
<td>&quot;I move the previous question&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>( \frac{2}{3} )</td>
<td>NO</td>
</tr>
<tr>
<td>POSTPONE DISCUSSION FOR A CERTAIN TIME</td>
<td>&quot;I move to postpone the discussion until...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>GIVE CLOSER STUDY OF SOMETHING</td>
<td>&quot;I move to refer the matter to committee&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>AMEND A MOTION</td>
<td>&quot;I move to amend the motion by...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>INTRODUCE BUSINESS</td>
<td>&quot;I move that...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
</tbody>
</table>

## The Motions Listed Above Are in Order of Precedence... Below There Is No Order...

<table>
<thead>
<tr>
<th>MOTION</th>
<th>YOU SAY THIS:</th>
<th>MAY YOU INTERRUPT THE SPEAKER?</th>
<th>DO YOU NEED A SECOND?</th>
<th>IS IT DEBATABLE?</th>
<th>CAN IT BE AMENDED?</th>
<th>WHAT VOTE IS HELD?</th>
<th>CAN IT BE RECONSIDERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROTEST BREACH OF RULES OR CONDUCT</td>
<td>&quot;I rise to a point of order.&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO VOTE</td>
<td>NO</td>
</tr>
<tr>
<td>VOTE ON A RULING OF THE CHAIR</td>
<td>&quot;I appeal the chair's decision&quot;</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>SUSPEND RULES TEMPORARILY</td>
<td>&quot;I move to suspend the rules so that...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>( \frac{2}{3} )</td>
<td>NO</td>
</tr>
<tr>
<td>AVOID CONSIDERING AN IMPROPER MATTER</td>
<td>&quot;I object to consideration of this motion&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>( \frac{2}{3} )</td>
<td>( \frac{2}{3} )</td>
</tr>
<tr>
<td>VERIFY A VOICE VOTE BY HAVING MEMBERS STAND</td>
<td>&quot;I call for a division&quot; or &quot;Division!&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO VOTE</td>
<td>NO</td>
</tr>
<tr>
<td>REQUEST INFORMATION</td>
<td>&quot;Point of information&quot;</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO VOTE</td>
<td>NO</td>
</tr>
<tr>
<td>TAKE UP A MATTER PREVIOUSLY TABLED</td>
<td>&quot;I move to take from the table...&quot;</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>RECONSIDER A HASTY ACTION</td>
<td>&quot;I move to reconsider the vote on...&quot;</td>
<td>YES</td>
<td>YES</td>
<td>( \frac{2}{3} )</td>
<td>NO</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
</tbody>
</table>

## Notes:

1. Unless vote on question is not yet taken.
2. Unless the committee has already taken up the subject.
3. Only if the motion to be amended is debatable.
4. Except in doubtful cases.
5. A majority vote in negative needed to reverse ruling of chair.
6. A 2/3 vote in negative needed to prevent consideration of main motion.
7. Only if the main question or motion was not, in fact, considered.
8. Only if motion to be reconsidered is debatable.
How do I present my motion?

Present Main Motions in writing, please

1 Obtain the floor-
   a. Wait until the last speaker is finished.
   b. Rise and address the chair.
      Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
   c. Give your name. The chair will recognize you by repeating it.

2 Make your motion
   a. Speak clearly and concisely.
   b. State your motion affirmatively.
      Say, "I move that we . . ." instead of "I move that we do not . . ."
   c. Avoid personalities and stay on the subject.

3 Wait for a second
   a. Another member will say, "I second the motion."
   b. Or the chair will call for a second.
   c. If there is no second, your motion is lost.

4 Chair states your motion
   The chairperson must say, "It is moved and seconded that we . . ."

   After this happens, debate or voting can occur.
   Your motion is now "assembly property" and you can't change it without consent of the members.

5 Expand on your motion
   a. Mover is allowed to speak first.
   b. Direct all comments to the chairman.
   c. Keep to the time limit for speaking.
   d. You may speak again after all other speakers are finished.
   e. You may speak a third time by a motion to suspend the rules with a 2/3 vote.

6 Putting the question
   a. The chairperson asks, "Are you ready for the question?"
   b. If there is no more discussion, a vote is taken.
   c. Or motion for previous question may be adopted.
The method of VOTE ON A MOTION depends on the situation and on the laws of your organization.

**BY VOICE**
The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.

**BY SHOW OF HANDS**
Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.

**BY ROLL CALL**
Each member answers "yes" or "no" as his or her name is called -- when a record of each person's vote is needed.

**BY BALLOT**
Members write their vote on a slip of paper. Done when secrecy is desired.

**BY GENERAL CONSENT**
When a motion isn't likely to be opposed, the chairperson says, "If there is no objection . . ." Members show agreement by their silence. If someone says, "I object," the matter must be put to a vote.

...more about VOTING

**...are we ready for the question?**
A question (motion) is PENDING when it has been stated by the chair but not yet voted on. The last motion stated by the chair is the first pending. The MAIN MOTION is always the last voted on.

**A motion to TABLE (lay on the table)**
This motion is often used in an attempt to "kill" a motion. There is always the option to "take from the table" any motion for reconsideration by the assembly.

**A motion to POSTPONE INDETERMINATELY**
This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.
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PARLIAMENTARY PROCEDURE
is the BEST WAY to GET THINGS DONE at meetings

BUT--it only works if you use it right!

✓ MAKE MOTIONS that are in order
✓ OBTAIN THE FLOOR properly
✓ SPEAK clearly and concisely
✓ OBEY the rules of debate

... and most of all, BE COURTEOUS

That's always in ORDER!

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