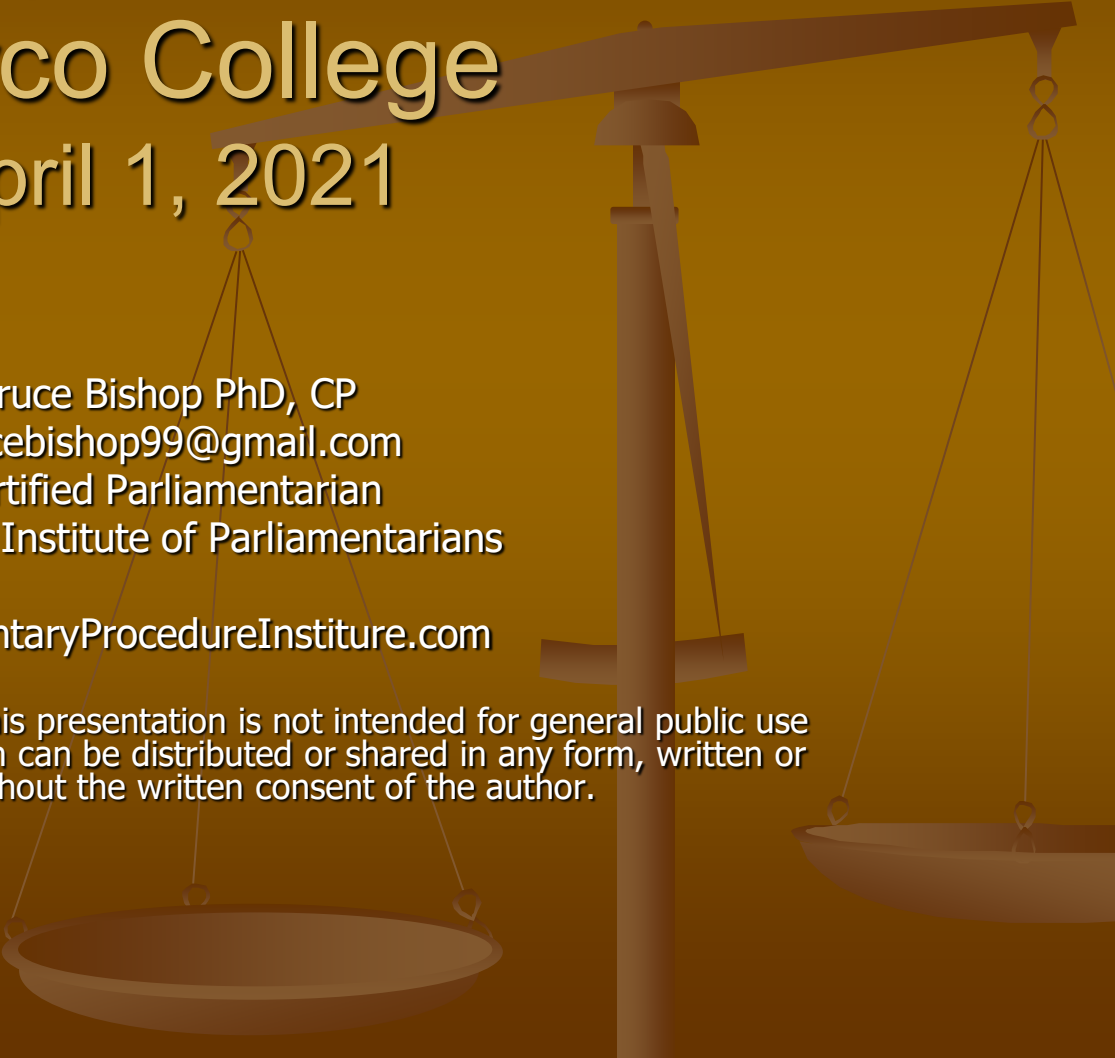


Parliamentary Law & Procedure

Norco College

April 1, 2021



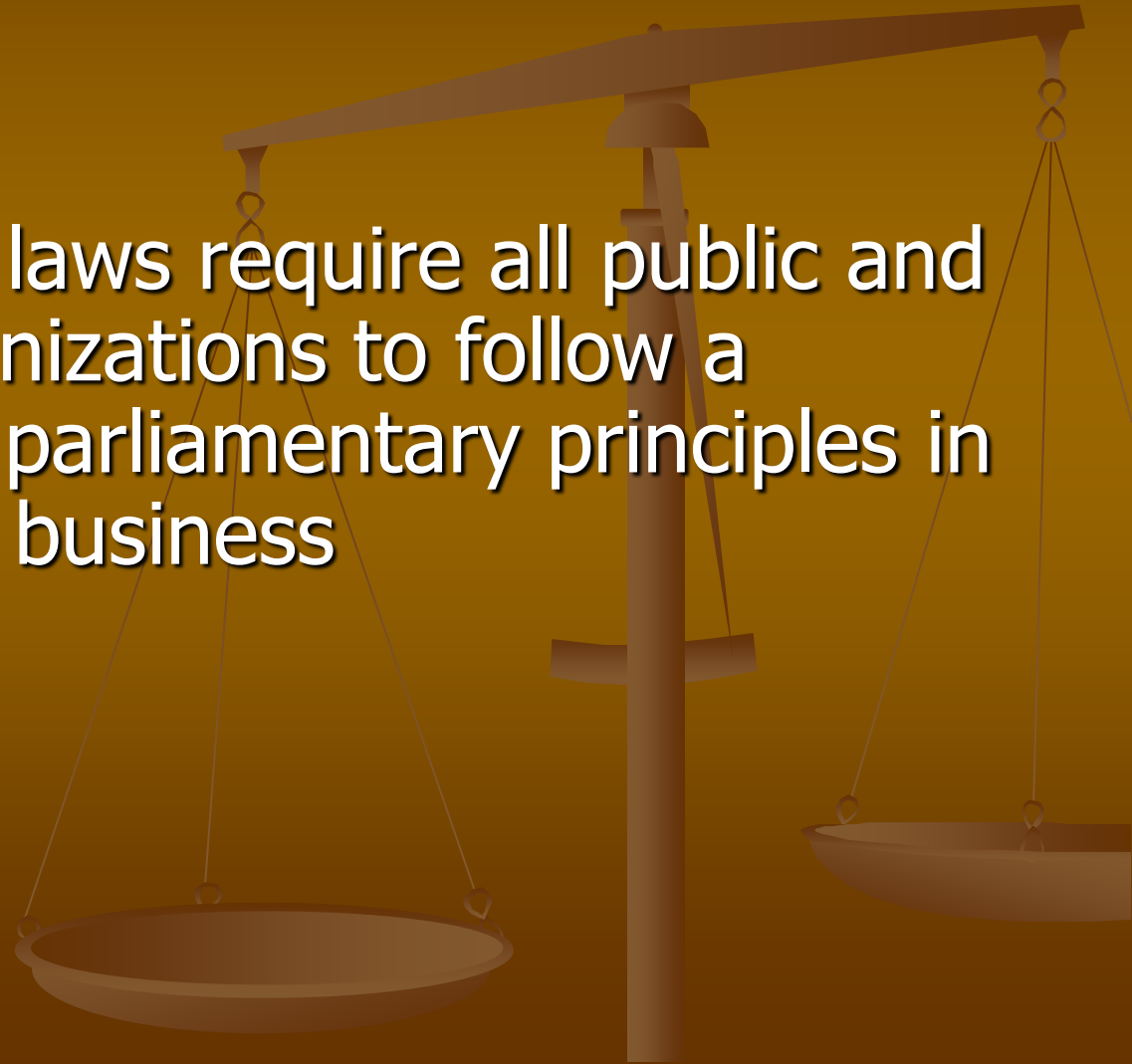
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Parliamentary Procedure

State and federal laws require all public and most private organizations to follow a recognized set of parliamentary principles in the conduct of all business



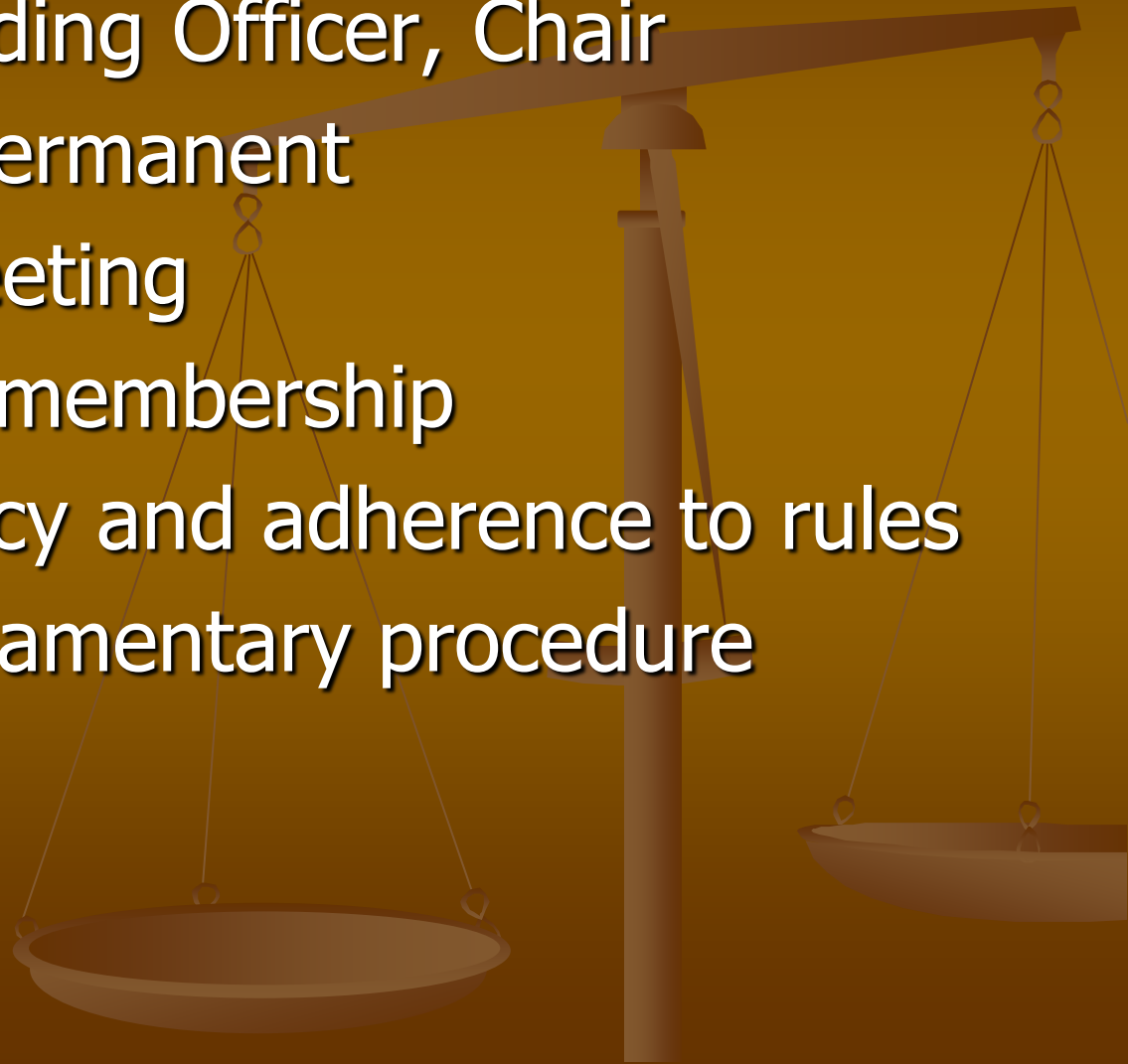
Robert's Rules of Order

- Most common parliamentary authority
- Perhaps the most difficult/complex
 - 700+ pages
 - 86 different motions
- Must follow if adopted
- May adapt to organization's needs
 - Substitute with standing rules

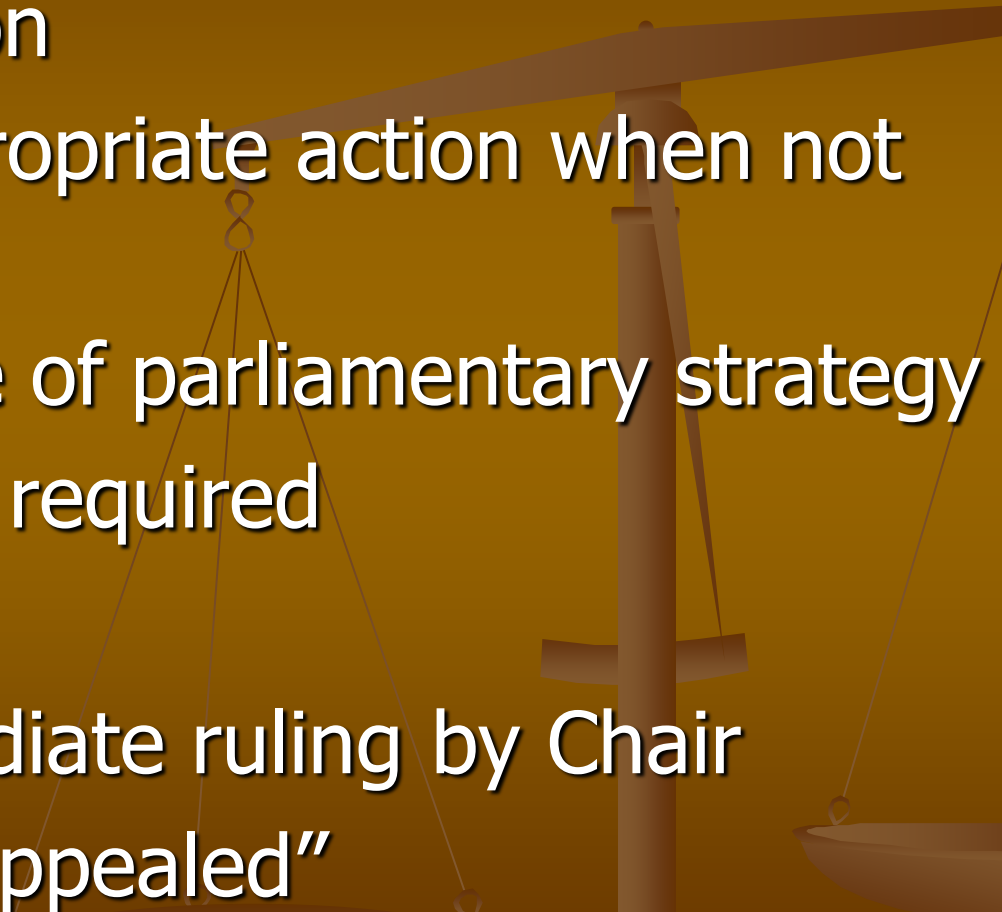


The Chair

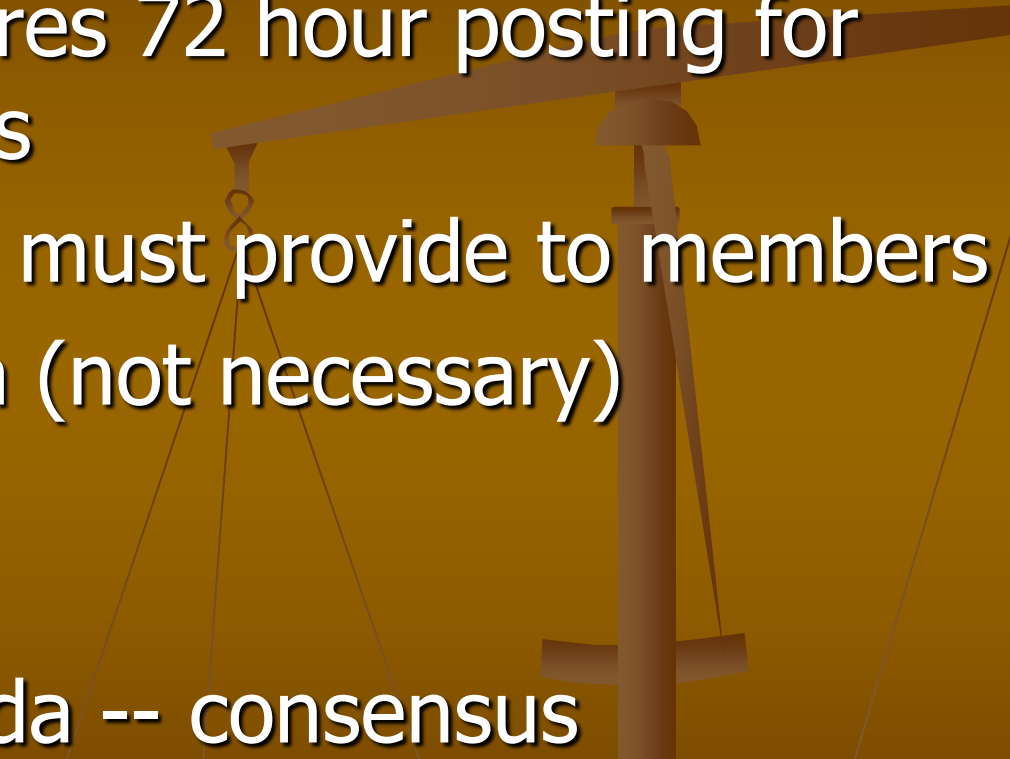
- President, Presiding Officer, Chair
- Temporary or permanent
- Controls the meeting
- Answers to the membership
- Assures efficiency and adherence to rules
- Must know parliamentary procedure



Point of Order

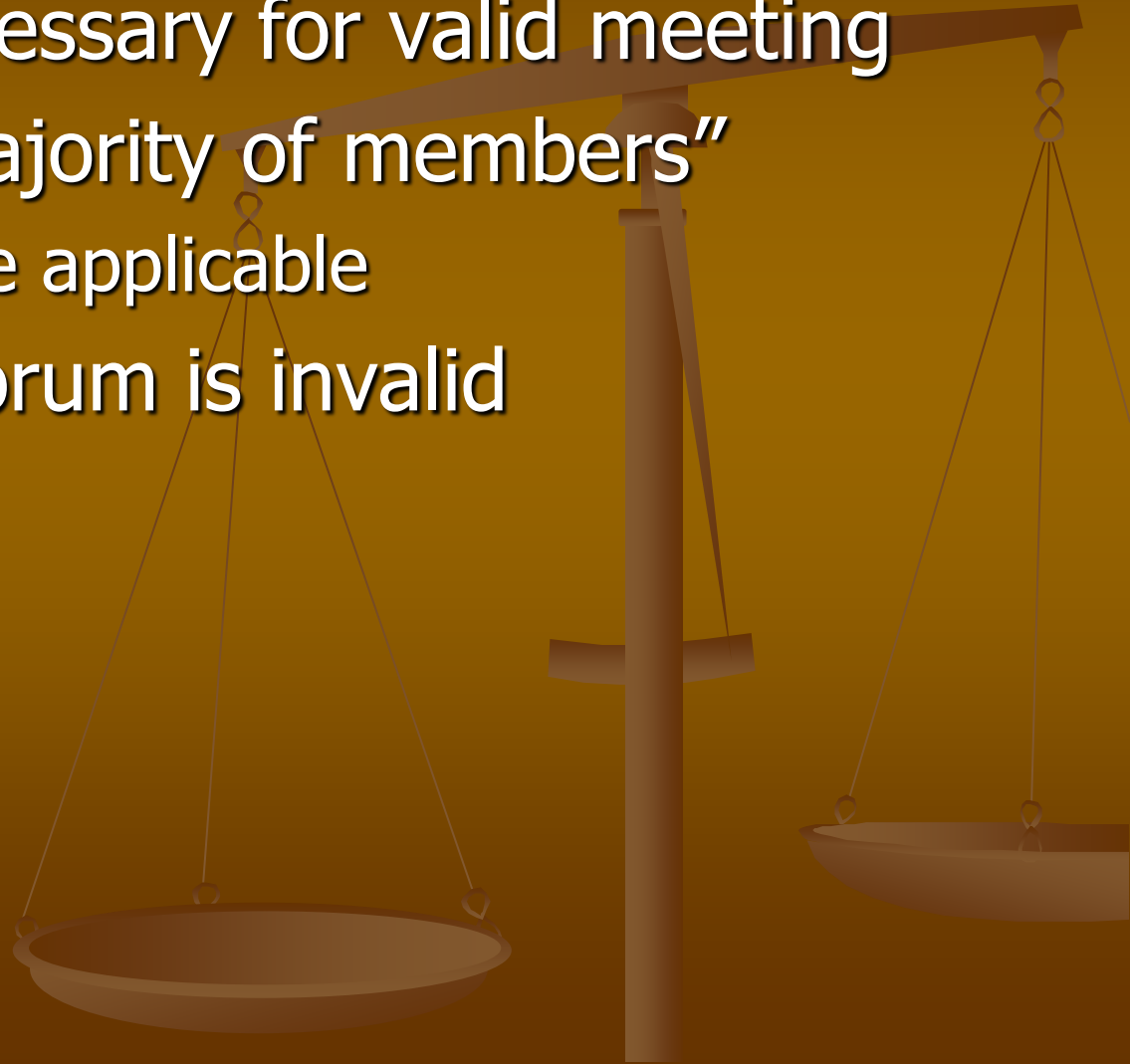
- Incidental motion
 - Identifies inappropriate action when not called by Chair
 - Prevents misuse of parliamentary strategy
 - Recognition not required
 - Requires no 2nd
 - Demands immediate ruling by Chair
 - Chair may be “appealed”
- 

Agenda

- Brown Act requires 72 hour posting for legislative bodies
 - All other groups must provide to members
 - Adopted agenda (not necessary)
 - General orders
 - Special orders
 - Amending agenda -- consensus
- 

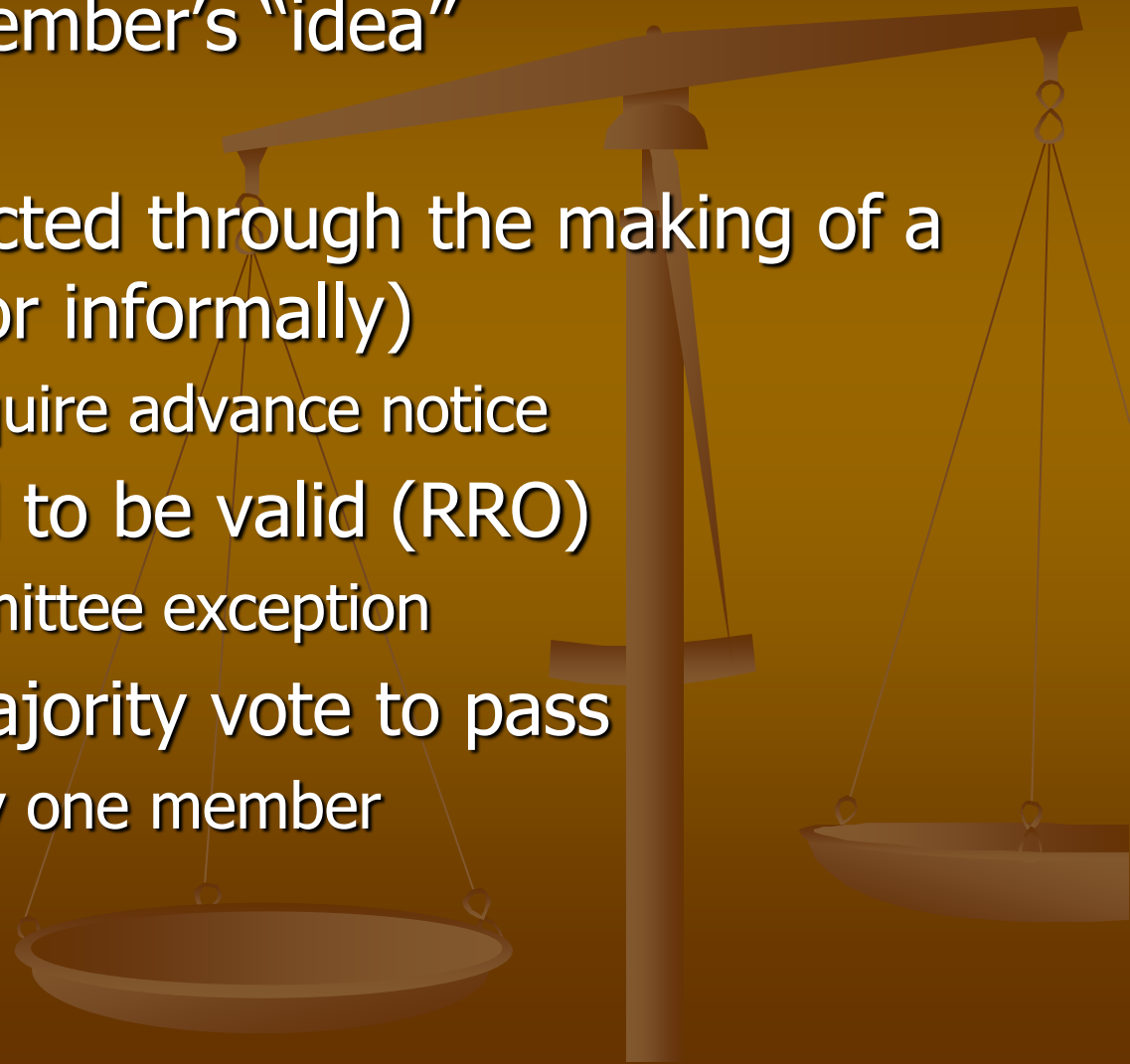
Quorum

- Minimum # necessary for valid meeting
- Default # is “majority of members”
 - State law where applicable
- Action w/o quorum is invalid
- Options
 - Recess
 - Adjourn



Motions

- Statement of a member's "idea"
 - Say "I move"
- Business is conducted through the making of a motion (formally or informally)
 - Some motions require advance notice
- Must be seconded to be valid (RRO)
 - Small board/committee exception
- Usually require majority vote to pass
 - Prevents abuse by one member

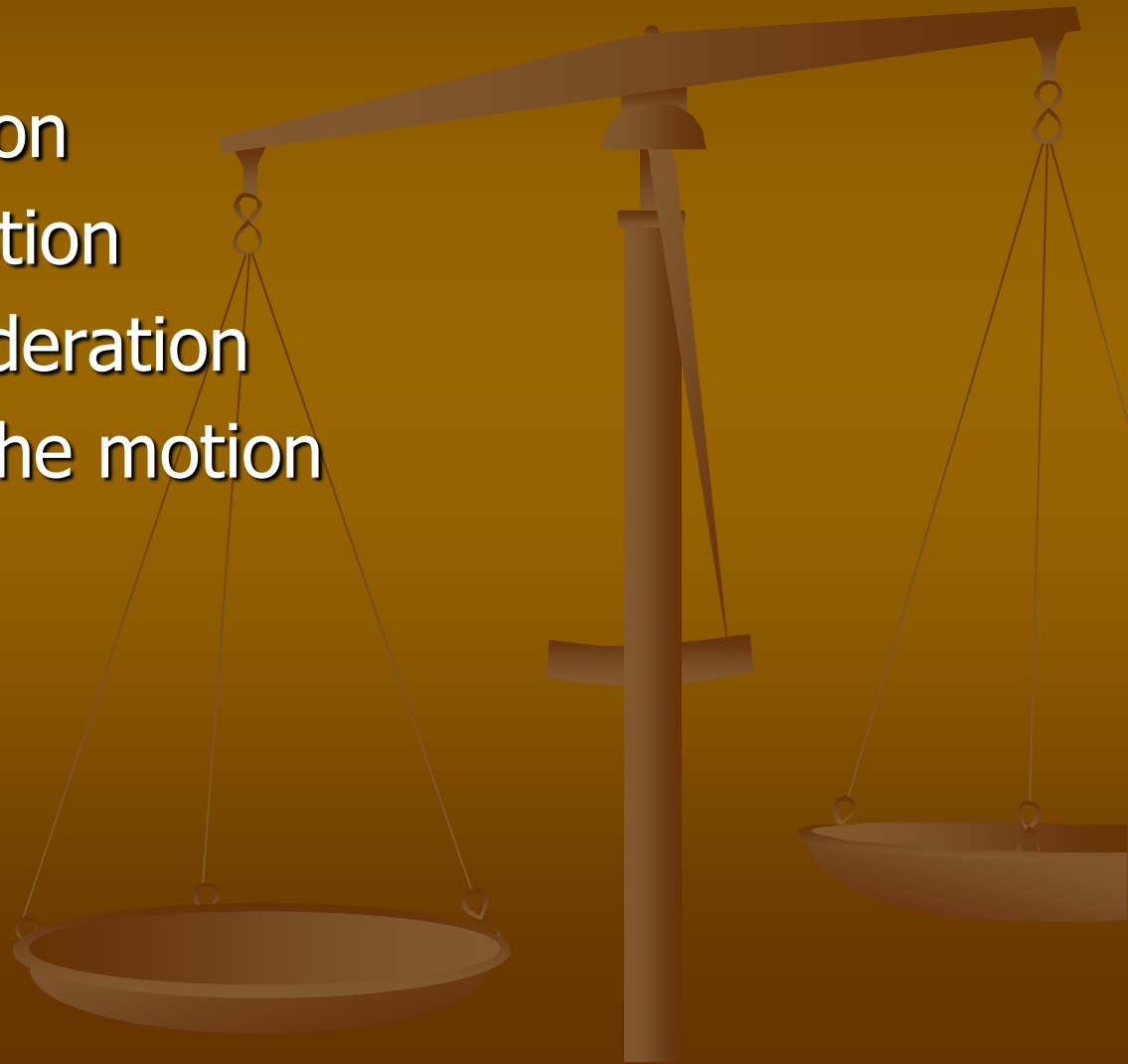


Acting on Motions

- Pass -- usually a majority vote
- Defeat – anything less than a majority (includes ties)
- Other motions applied
 - Close, limit, or extend debate
 - Postpone consideration
 - Refer to committee
 - Table

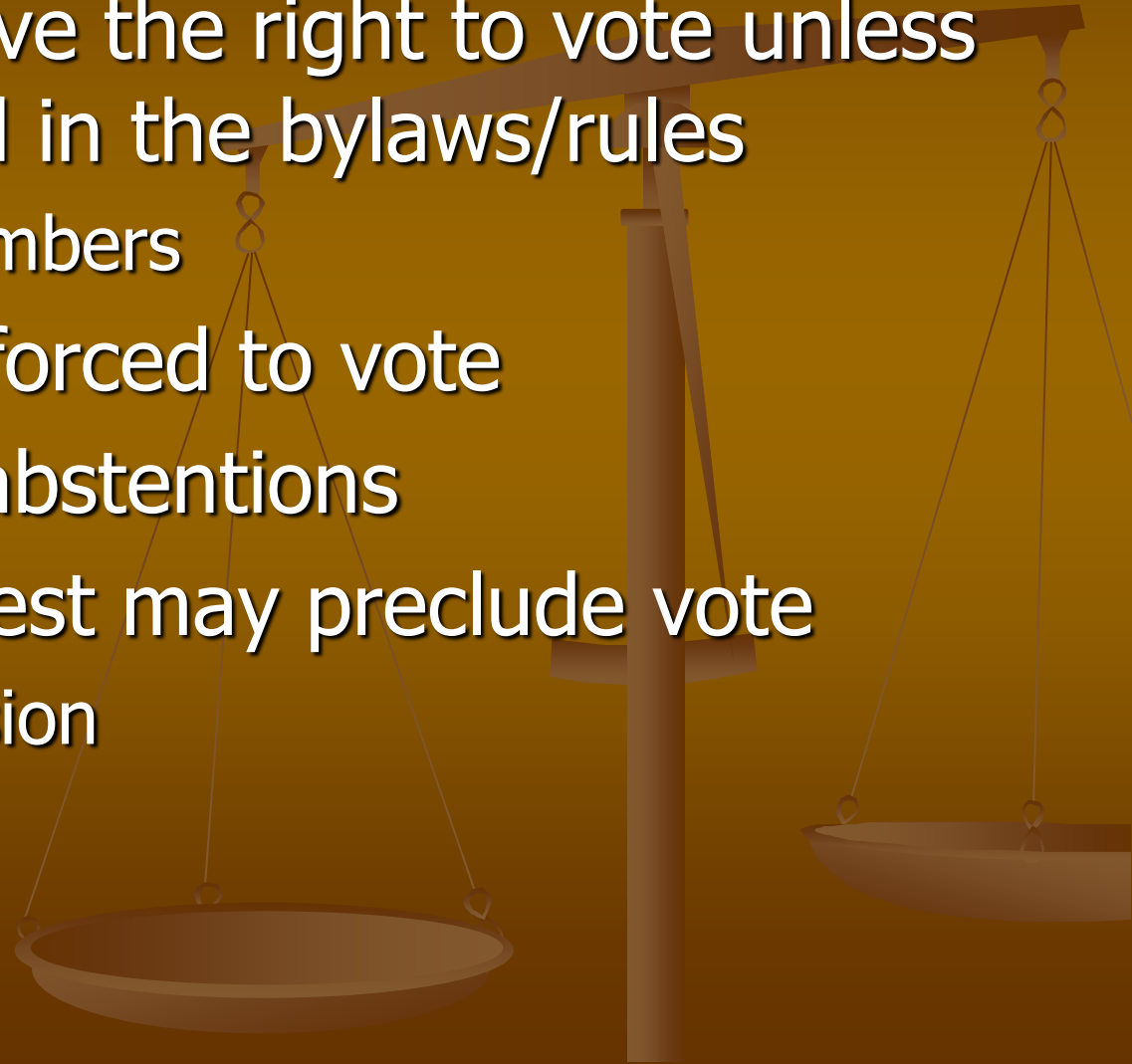


- Amend
- Substitute motion
- Divide the question
- Object to consideration
- Withdrawal of the motion
- Adjourn
- Recess



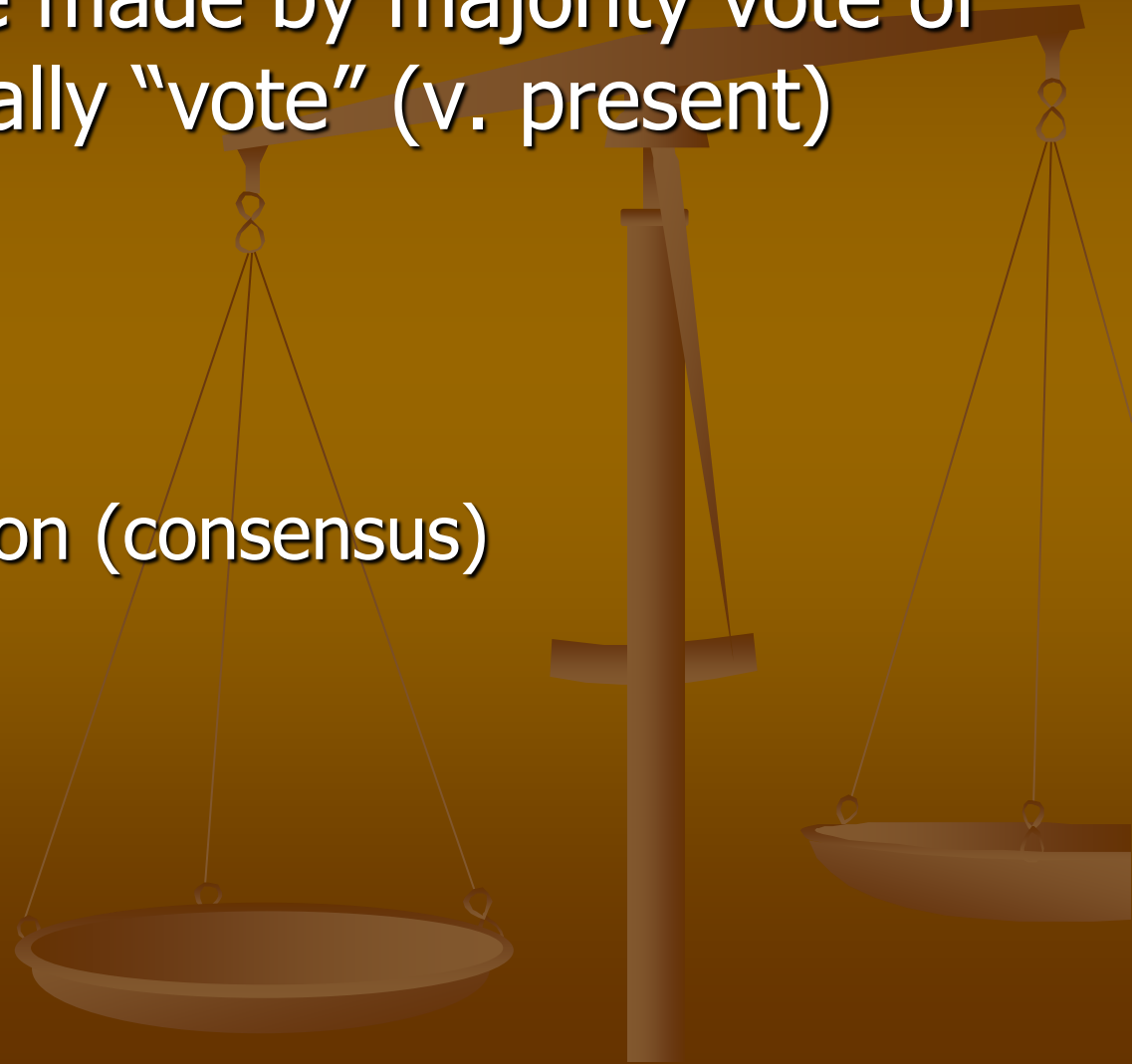
Voting

- All members have the right to vote unless otherwise noted in the bylaws/rules
 - Non-voting members
- No one can be forced to vote
- Do not ask for abstentions
- Conflict of interest may preclude vote
 - Individual decision



Voting

- All decisions are made by majority vote of those who actually “vote” (v. present)
 - Voice vote
 - Hand vote
 - Counted vote
 - Without objection (consensus)
 - Ballot
 - Roll Call
 - other



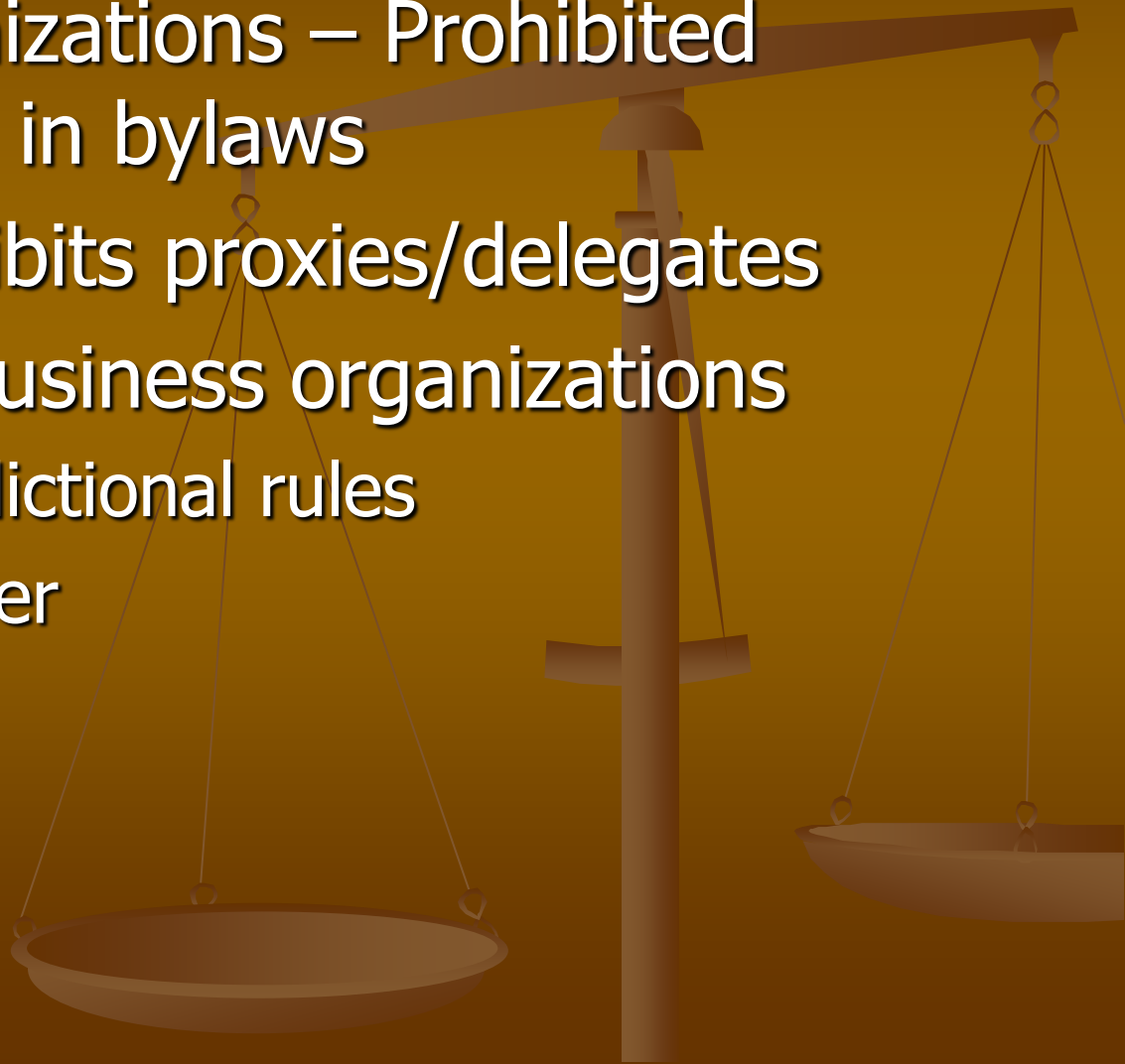
Abstain

Every member should vote

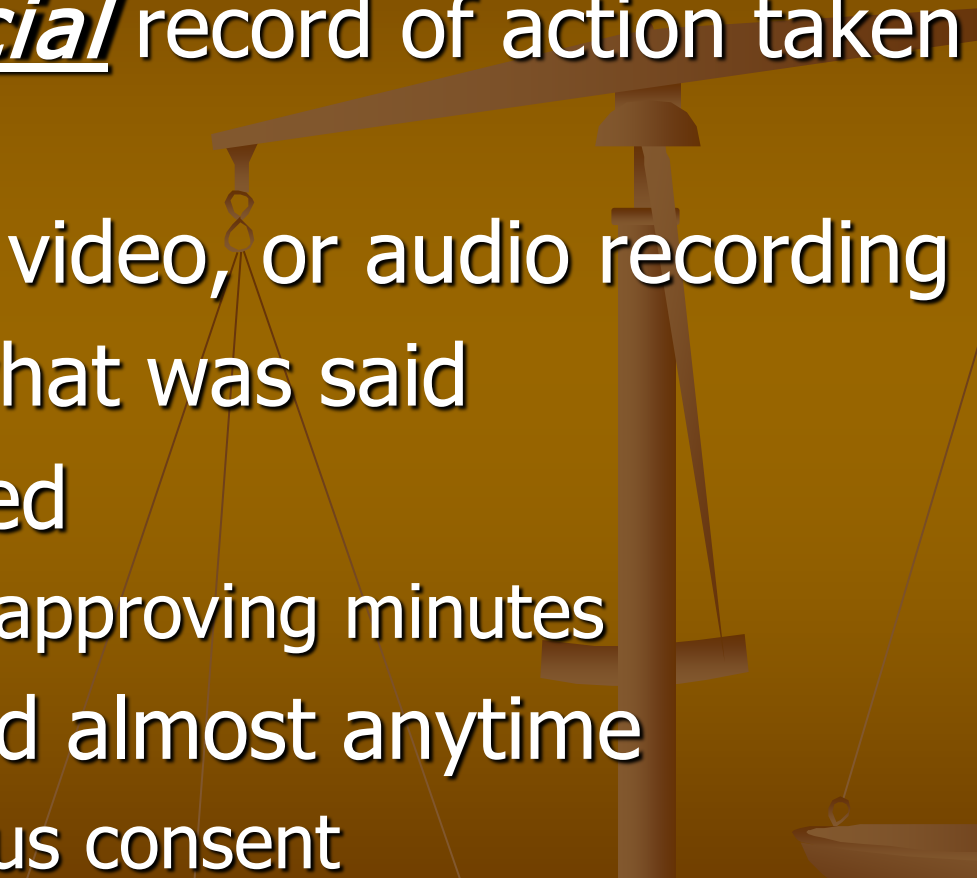
- Provides option not to vote on a motion
 - Required by unique personal or pecuniary benefits
- Member decision
 - Unfamiliar with issues
 - Disinterest
 - Absence does not require abstention

Proxies

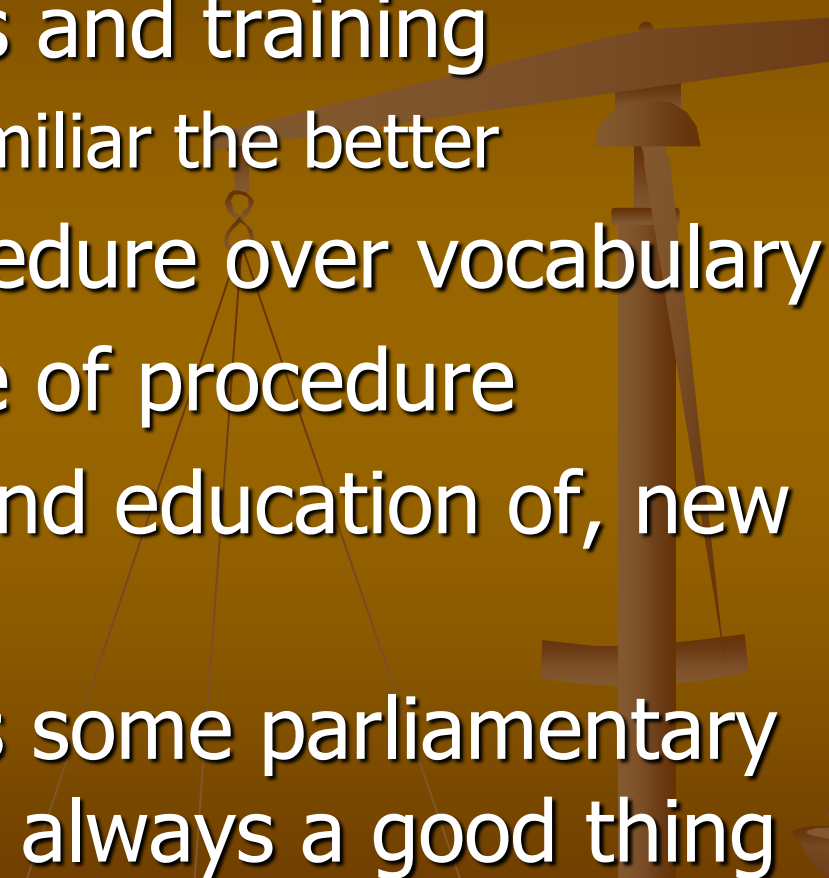
- Voluntary organizations – Prohibited unless specified in bylaws
- Brown Act prohibits proxies/delegates
- Nonprofit and business organizations
 - State and jurisdictional rules
 - Bylaws or charter



MINUTES

- Provide an *official* record of action taken at a meeting
 - May be written, video, or audio recording
 - Do not reflect what was said
 - Must be approved
 - Do not vote on approving minutes
 - May be amended almost anytime
 - 2/3 or unanimous consent
- 

Moving forward

- Offer workshops and training
 - More people familiar the better
 - Emphasize procedure over vocabulary
 - Establish culture of procedure
 - Patience with, and education of, new members
 - Everyone knows some parliamentary procedure – not always a good thing
- 



THE END

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