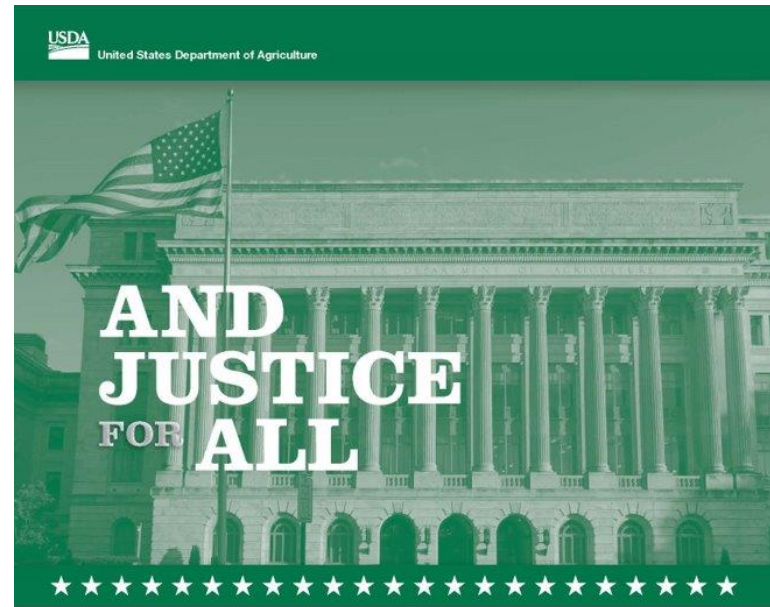


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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**  
(833) 256-1665 or (202) 690-7442;

**email:**  
program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD 3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

**correo postal:**  
U.S. Department of Agriculture  
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Washington, D.C. 20250-9410; o

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(833) 256-1665 o (202) 690-7442;

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program.intake@usda.gov.

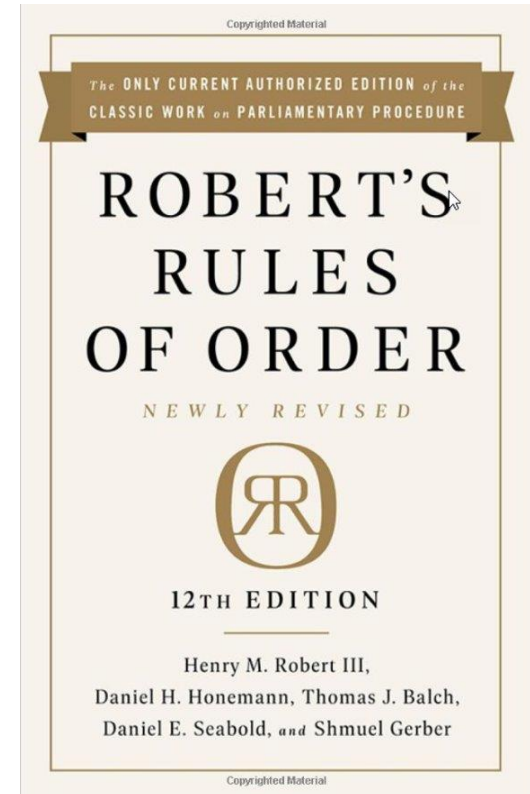
Esta institución ofrece igualdad de oportunidades.

# Exploring Academic Leadership: Basics of Parliamentary Procedure

November 20, 2024

Julie Pioch, PRP

[piochj@msu.edu](mailto:piochj@msu.edu)

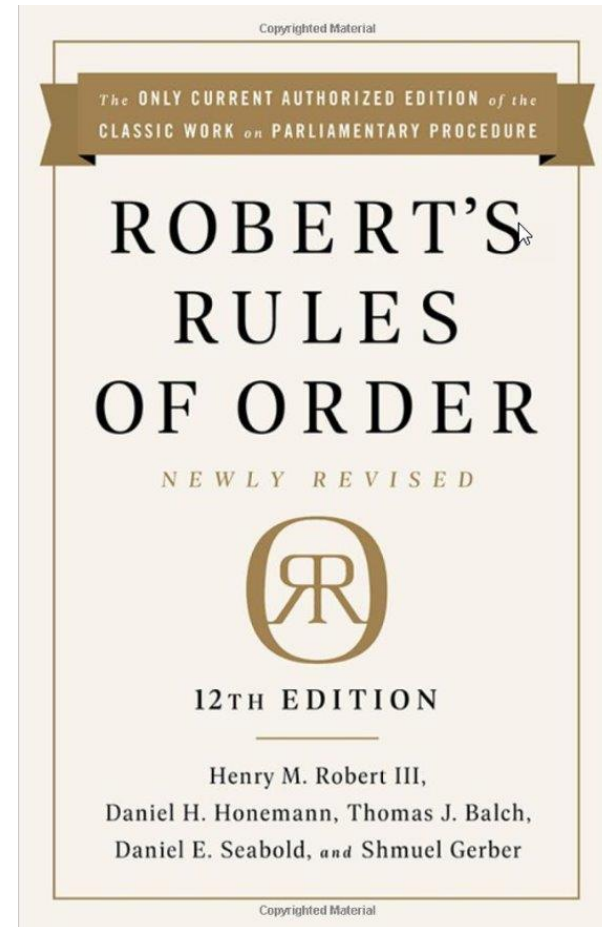


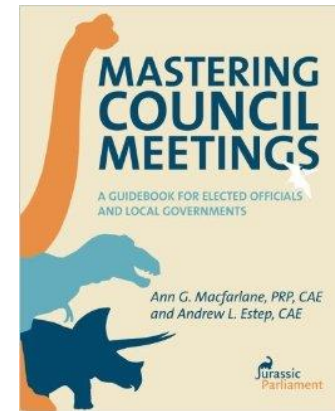
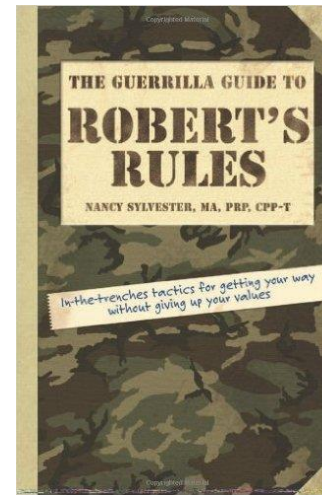
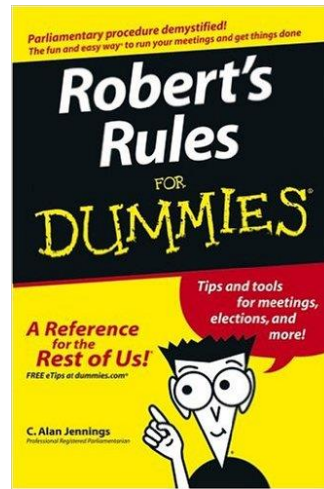
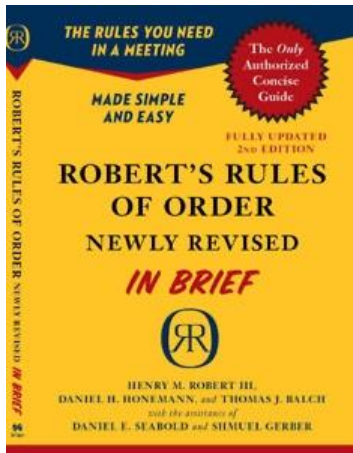
# Agenda

- RONR as a Parliamentary Authority
- Hierarchy of Rules
- Parliamentary Principles
- Handling a Main Motion
- Motions to get things done in a meeting
- Small boards and committees



The most  
common  
parliamentary  
authority





National Association of Parliamentarians  
(NAP)

[www.parliamentarians.org](http://www.parliamentarians.org)



# Rules

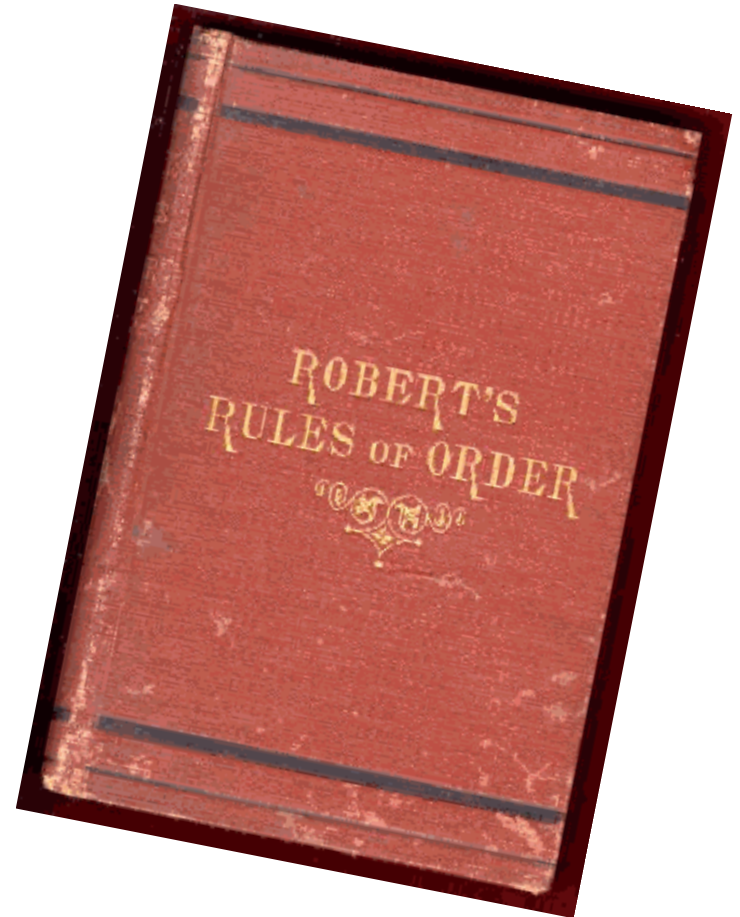
*Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty*

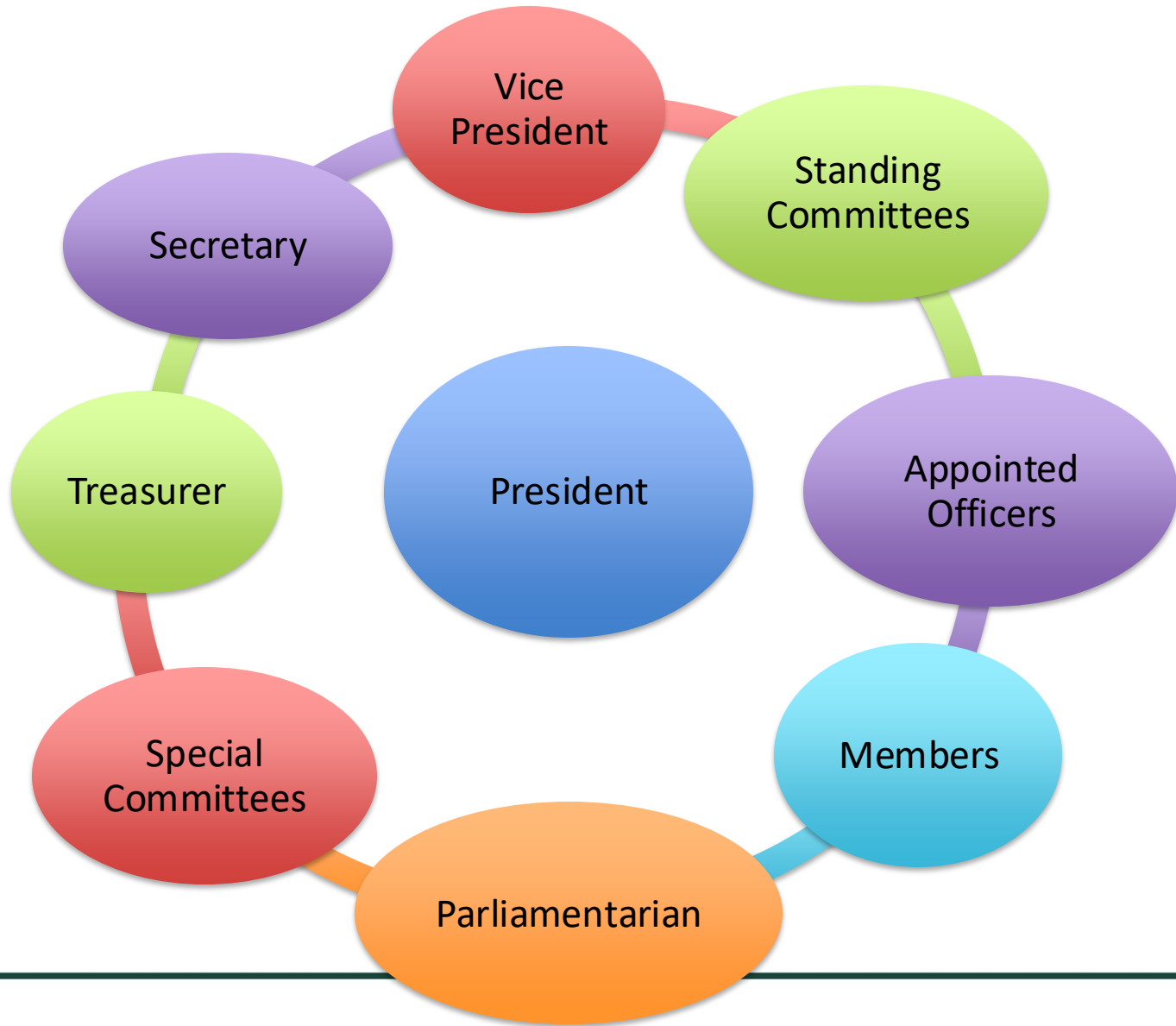
*Henry M. Robert*





Consensus  
VS  
Tyranny







# Hierarchy of Rules Governing Deliberative Assemblies

- Federal and State Laws
- Corporate Charter
- Bylaws
- Rules of Order
  - Special Rules of order
  - Parliamentary authority
- Standing Rules
- Custom



Rules of procedure used to govern the meeting on questions not covered by any of the preceding rules.



# Principles of Parliamentary Law

Rules are based on a balance of the protection of the rights of

- the majority;
- the minority;
- those not present;
- and all of these together.

# Parliamentary Principles

- The organization is paramount
- All members have equal rights
- An established minimum number of members must be present in order to transact business - Quorum
- Only one main proposal may be before the assembly at a time and only one member may have the floor at a time



## Parliamentary Principles

- Full debate should be allowed before the vote on a main motion, except when the members, by motion, impose limitations
- A question, once settled may not be presented again in the same form, in the same session, except by reconsideration



## Parliamentary Principles

- A majority vote decides a question except where basic rights of members are involved or the rules of the organization take precedence, then a larger vote is required
- The two most basic rights of a member of a deliberative assembly -
  - Right to debate
  - Right to vote



## Basic Parliamentary Principles

- Silence gives consent
- A proposition or issue is the item under discussion, never the person who introduced it.





# Main Motion - the business at hand

Made orally, or in writing depending on the length, complexity or importance

The maker always gets first right to speak to the motion so that they can explain what they are proposing

There should no discussion until there is a motion on the floor.  
Always having a pending motion keeps the discussion focused on one topic at a time (germane)

In small groups there is often discussion prior to presenting a main motion



# Main Motion

–the business at hand

“I move to...”,  
“I move that...”

Can you interrupt a speaker to make this motion? **No**

Does this motion need a second? **Yes**

Is this motion debatable? **Yes**

Is this motion amendable? **Yes**

What type of vote **M** does it need to pass?

May it be reconsidered? **Yes**

---

Main Motion



## Six steps in handling a motion

1. A member is recognized by the chair and states a motion
2. A different member seconds the motion
3. The chair states the motion
4. Members discuss the motion
5. Chair “puts” the question to a vote
6. Chair announces result of the vote



## Six steps in handling a motion

#1. A member is recognized by the chair and states a motion

“I move to...” ,

“I move that...”

“I move the adoption of the following resolution:”



## Six steps in handling a motion

#2. A different member seconds the motion:

“Second”

or

“I second the motion.”



## Six steps in handling a motion

#3. The chair restates the motion

“It is moved and seconded to...”

At this point the motion belongs to the assembly.

#4. Members discuss/debate the motion





All debate must be germane to the motion.



# Rules of Debate

- All remarks must be addressed to and through the chair
  - The maker of the motion is entitled to speak first
  - All remarks must be confined to the pending question
  - A member may not speak against his own motion but may vote against it
  - No member is entitled to speak a second time until all members wishing to speak have spoken a first time
- Personal comments should be avoided
  - No member may comment adversely on any prior act of the board not under consideration
  - The chair shall make an effort to alternate between supporting and opposing arguments
  - Members can speak up to 10 minutes; two times unless other rules are adopted



## Six steps in handling a motion

#5. Chair “puts” the question (takes the vote):

“The question is on the adoption of the motion to...”

“Those in favor, say *Yes*.  
Those opposed, say *No*.”



# How is a vote taken?

- Voice
- Rising vote
- Show of hands
- A count
- Ballot or roll call
- **Unanimous Consent**



~~“All in favor say  
Aye...All opposed  
say No.”~~

The chair votes when that vote will  
make a difference in the outcome



## Six steps in handling a motion

### #6. Chair announces result of the vote

“The ayes have it and the motion is adopted”

Chair may provide instructions for implementation and then says... “The next item on the agenda is...”

“The motion is lost”

... The next item on the agenda is...”



## Six steps in handling a motion

1. A member is recognized by the chair and states a motion
2. A different member seconds the motion
3. The chair states the motion
4. Members discuss the motion
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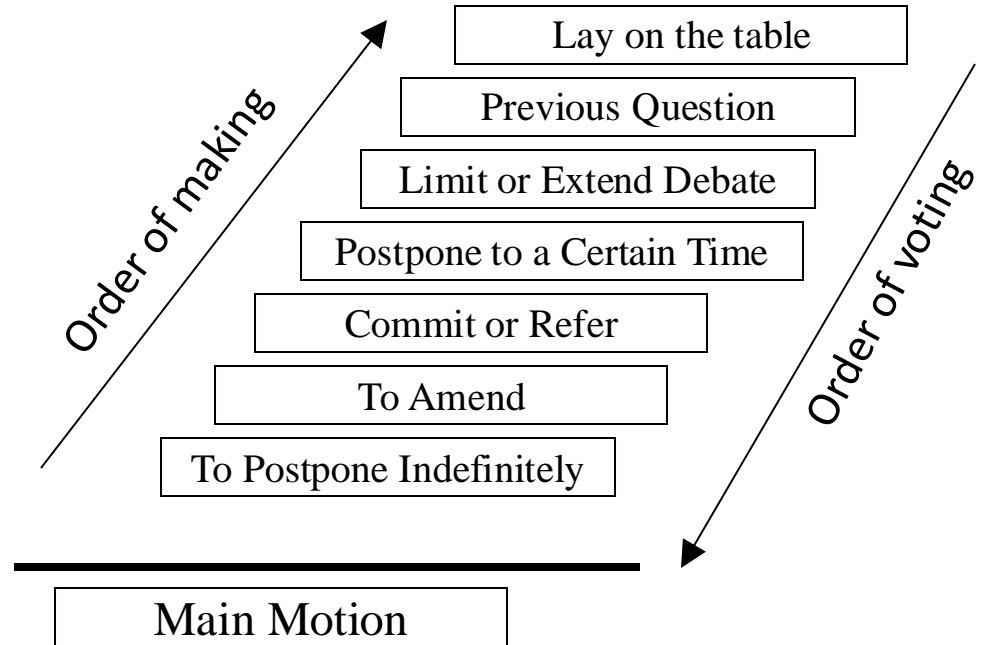


*There is a motion for that!*



# Subsidiary motions

- do something to the main motion
- have a rank and order



Members have the right to conclude their debate with a higher-ranking motion than the one pending.

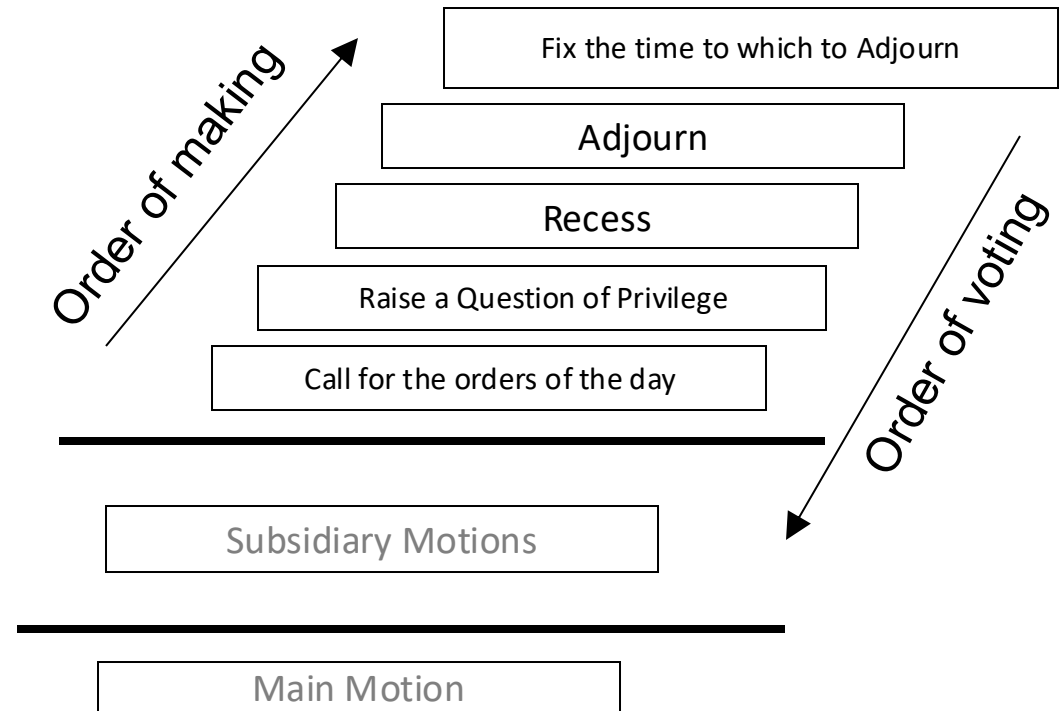


- To amend a motion
  - insert or add
  - strike words
  - strike & insert words
- To postpone, commit or refer
  - To another meeting
  - To a committee
- To stop debate and vote
  - Previous question
  - Call the question



# Privileged Motions

- Have a rank and order
- Answer immediate questions of process
- Do not relate to pending business
- Rank higher than subsidiary because of their immediacy
- Are not debatable in most circumstances



# Incidental Motions

- Deal with matters of procedure related to pending business
- Many allow a member to interrupt a speaker
- Most are undebatable
  - **Point of order** - That's against the rules!
  - **Parliamentary inquiry** - I have a question about meeting process or rules
  - **Request for information** - I need clarification before I vote
  - **Appeal** from the decision made by the Chair
  - **Suspend the rules** – put aside a parliamentary or standing rule in order to do something different in the meeting.



# Motions that bring a question again before the assembly

(enable an assembly to change its mind!)

- **Reconsider**
  - In the same meeting
  - Introduced by someone who voted on the prevailing side
- **Rescind/Amend Something Previously Adopted**
  - Can be brought up anytime by anybody
  - with notice requires majority vote, without notice 2/3rds
- **Discharge a committee**
- **Take from the table**





# Avoid the use of “Table”

- Instead:
  - Determine why you are “tabling”
  - Make the motion to postpone (and set the time for the issue to come back)
  - Make the motion to refer to a committee (provide instructions to the committee)
  - If you are attempting to “kill” a motion
    - Use postpone indefinitely – followed by previous question
    - Ask yourself why the issue is before the group and WHY are you trying to “kill it” - is it good policy to do that?



## Small Boards and Committees

Most parliamentary rules apply, but certain modifications permitting greater flexibility and informality are commonly allowed.

*RONR (12<sup>th</sup> ed.) 2:3*

*RONR (12<sup>th</sup> ed.) 49:21 & RONR In Brief (3<sup>rd</sup> ed) P. 161*



# Discussion on a motion

- Under parliamentary procedure, strictly speaking, discussion of any subject is permitted only with reference to a pending motion. When necessary, a motion can be prefaced by a few words of explanation which must not become a speech;...
- For a member to begin to discuss a matter while no question is pending, without promptly leading to a motion, implies an unusual circumstance and requires permission from the assembly in addition to obtaining the floor. In larger assemblies this rule requires firm enforcement.

*RONR (12<sup>th</sup> ed.) 4:7-8*

## But in Small Boards...

- Informal discussion of a subject is permitted while no motion is pending.

*RONR (12<sup>th</sup> ed.) 49:21*

# Making motions

- There are six steps to handling a motion:
  - Recognition
  - Motion
  - Second
  - Debate
  - Vote
  - Announce results

RONR (12<sup>th</sup> ed.) 4

## But in Small Boards...

- If a proposal is perfectly clear to everyone, a vote can be taken without a motion having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings.

RONR (12<sup>th</sup> ed.) 49:21



# Chairman's participation

- ...the chair does not enter into discussion of the merits of the pending question...

*RONR (12<sup>th</sup> ed.) 4:31*

- ...the chair protects his impartial position by voting only when the vote will make a difference in the outcome

*RONR (12<sup>th</sup> ed.) 4:56*

## But in Small Boards...

- If the chairman is a member of the board they can, without leaving the chair, participate in debate, make motions, and vote on all questions.  
*RONR (12<sup>th</sup> ed.) 49:21*



## Standard Order of Business



**MRS SUN**

- **M**inutes
- **R**eports of officers, boards and standing committees
- **S**pecial committee reports
- **S**pecial orders
- **U**nfinished business
- **N**ew business



# A Sample Meeting Agenda

- Call to order
- Ceremony
- **M**inutes
- **R**eports of committees
  - Finance
  - Bylaws
- **S**pecial committee report
  - Fundraising committee
- **S**pecial orders
  - Appointment of auditor
- **U**nfinished business
- **N**ew business
  - Hiring a new cleaning crew
- Program
- Adjournment



# Consent Agenda/Consent calendar

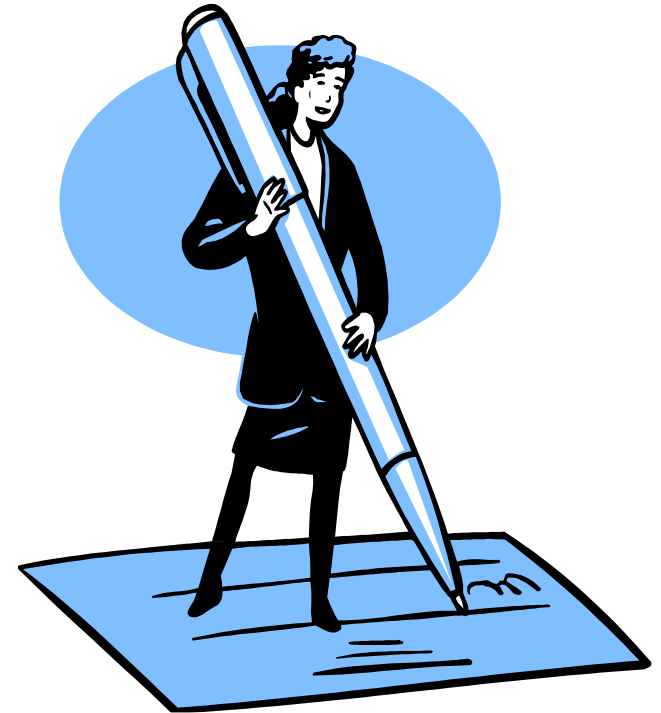
- Part of the order of business
- To be effective takes a prepared board
- Items are removed at the request of one member
- Might contain
  - Minutes
  - Staff or committee reports
  - Tributes or resolutions
  - Items ready for final discussion and adoption moved over from committee or past meetings





# Minutes

- A lasting record of what was done, not what was said.
- Approval of minutes should be easy
- Approved in chronological order
- No motion is required
  - The Chair asks: Are there any corrections to the minutes?
  - The Chair says: Minutes are adopted as presented, mailed, corrected, etc...



# Minutes

- Technically: What was done not what was said
- Committee Meetings & work session meetings need to help group maintain continuity of conversation and assignment (call them “notes”)
- Administrative decisions where legal requirements exist and require more detail are different (if it isn't in the minutes it didn't happen i.e. local government planning commissions and zoning boards of appeal)



**Questions?**

**Thank you  
& Good Luck**



# Resources

*Roberts Rules of Order 12<sup>th</sup> Edition*

*Roberts Rules of Order 12<sup>th</sup> Edition, In Brief – 3<sup>rd</sup> Edition*

Michigan State Association of Parliamentarians

[www.michiganparliamentarian.org](http://www.michiganparliamentarian.org)

National Association of Parliamentarians [www.parliamentarians.org](http://www.parliamentarians.org)

Roberts Rules Association [www.robertsrules.com](http://www.robertsrules.com)

Michigan State University Extension

[www.msue.anr.msu.edu/resources/parliamentary\\_procedure\\_resources](http://www.msue.anr.msu.edu/resources/parliamentary_procedure_resources)

