

# Facilitator

## Module 10

Get Into It and Out of It!

Parliamentary Process



INDIVIDUAL  
DEVELOPMENT  
PROGRAM

BPW/USA Individual Development Program

Facilitator's Guide

Module 10: Activity Quiz, Review, the Agenda, Terminology, Steps for Handling Motion, Pass, or Defeat Motions

Module 10 Purpose:

1. Introduce Parliamentary Process to participants
2. Explain importance of process in many aspects of life
3. Provide rules for group leadership.
4. Provide information to make meetings effective and efficient.
5. Provide sound advice on classification and precedence of motions.

Module 10 Outcomes:

1. Participants will learn elementary Parliamentary Process
2. Participants will learn to effectively and efficiently chair a meeting
3. Participants will learn to make or amend a motion.
4. Participants will learn basic terminology used in Parliamentary Process.

Module 10 References:

1. Parliamentary Procedure at a Glance. Jones, O. Garfield. Penguin Books. ISBN 0140153284
2. Robert's Rules of Order (10<sup>th</sup> Ed.). Robert III, Henry M., Evans, William J., Honeman, Daniel H., and Balch, Thomas J. Perseus Publishing. ISBN 0738203076

Module 10 Time:

Activity – Matching Exercise	5 minutes
Review	5 minutes
Handout – Study Questions & Answers	10 minutes
Handout – The Agenda & Verbiage	15 minutes
Handout – Terminology	10 minutes
Handout – Steps for Handling Motions	5 minutes
Handout – Pass or Defeat Motions	10 minutes

Additional Recommendations:

The Facilitator should review Parliamentary Process via the internet or local library to review Robert's Rules of Order. There will many questions from the participants. Having a reference copy of Robert's Rules of Order on hand will be helpful.

**Matching Exercise**

**Place the appropriate letter in the box beside the number. Use each letter only once.**

- |                              |   |
|------------------------------|---|
| 1. [N] Addressing the chair  | A. Taking the vote on a motion; calling for the vote  |
| 2. [J] Announcing the vote   | B. A motion that introduces business.   |
| 3. [M] Assigning the floor   | C. One of the two steps needed to seek and secure permission to speak.                              |
| 4. [L] Chair                 | D. A member introduces a motion.  |
| 5. [I] Debating the question | E. A member verbally agreeing that a motion should come before the meeting.                         |
| 6. [K] Handling a motion     | F. Formally placing a motion before the assembly for debate.  |
| 7. [B] Main motion           | G. A formal expression of the will, opinion, or preference of the members about a submitted matter. |
| 8. [D] Making the motion     | H. The person who is chosen to conduct business, usually the president.                             |
| 9. [C] Obtaining the floor   | I. The discussion of a motion by the members.   |
| 10. [O] President            | J. A declaration by the chair of the results of the vote.   |
| 11. [H] Presiding officer    | K. The six steps necessary for consideration of a motion.   |
| 12. [A] Putting the question | L. The presiding officer.   |
| 13. [E] Second               | M. The recognition of a member by the chair giving the right to speak.                              |
| 14. [F] Stating the question | N. A member seeks permission from the presiding officer to speak.                                   |
| 15. [G] Vote                 | O. The person who is elected or appointed to lead the organization.                                 |

**Rearrange in the proper sequence by placing the appropriate number in the block.**

- |   |  |
|---|--|
| [5] A. Chair states the motion.           | [1] F. The member rises and addresses the chair. |
| [4] B. The motion is seconded.            | [7] G. The chair takes the vote.                 |
| [3] C. The member makes a motion.         | [2] H. The member is recognized by the chair.    |
| [8] D. The chair announces the vote.      |  |
| [6] E. The motion is debated (discussed). |  |

## Study Questions & Answers

1. What do you call the presiding officer?  
*Madam (or Mr.) President or Madam (or Mr.) Chairman*
2. How do you make a motion at a meeting?  
*Rise, address the chair, state your name, and say, "I move that..." (state your motion). Do not give any explanatory statements.*
3. What is required before a motion becomes a subject for discussion?  
*A second.*
4. How many amendments can be attached to a motion at one time?  
*Two*
5. Where did we get the idea of using rules of procedure for meetings?  
*From the English Parliament*
6. How can we delay action on a motion?  
*Send it to committee, lay it on the table, or postpone it.*
7. When a member wishes to introduce a new item of business (that is, to make a main motion), what is the first thing to do?  
*Rise, address the chair, and wait for recognition.*
8. May a member wishing to make a main motion interrupt a speaker?  
*No, a member rises to seek recognition only when no one else has the floor.*
9. Who has the right to speak first in debate on a question?  
*The maker of the motion.*
10. What is the number of times a motion is stated while it is being dealt with?  
*Three times*
11. Can the chair close debate when a member is seeking to speak?  
*No, not as long as any member wishes to speak (unless there is a pre-determined time limit for debate by the assembly).*
12. What does "Are you ready for the question," mean?  
*Is there any discussion or is there any further discussion?*
13. What does "putting the question," mean?  
*To call for the vote.*
14. What statement does the chair make if the motion is agreed to?  
*The "ayes" have it and the motion is carried (or adopted).*
15. What statement does the chair make if the motion is not adopted?  
*The "noes" have it and the motion is lost.*

Following an agenda is not only important in organizational meetings, but is necessary in business and committee meetings, as well. Time and efficiency are two key reasons that an agenda is used. Get into it – and out of it!

### The Order of Business

- ✓ Call to Order
- ✓ Roll call (or determining a quorum)
- ✓ Reading and approval of minutes
- ✓ Reports of officers and standing and special committees
- ✓ Unfinished Business (We do not refer to it as “old” business. It is *unfinished* if it is still on the agenda.
- ✓ New Business
- ✓ Adjournment

*Possible additions would be an invocation or ceremony, communications, announcements, a speaker, pass the gavel, etc.*

### Typical language used by the chair:

“I call this meeting to order.”

“Will the secretary, [name], please call the roll?”

“We have a quorum. Will the secretary please read the minutes of the last meeting?”

“Are there any corrections to the minutes?” “Corrections” is all that needs to be asked. Stating “additions, corrections, etc.” is redundant.

“If there are no (further) corrections, the minutes stand approved (as read / as corrected).”

“We’ll now move to officer’s reports. Will the treasurer, [name], please submit his/her report?”

“Are there any questions concerning the treasurer’s report?” (If none) “Thank you, [name]. Will the vice-chair [president], [name], please give his/her report?” You can not move to accept the treasurer’s report, because you do not know the accuracy of it. It is placed on file for review [or audit].

“We’ll now move on to unfinished business. At the last meeting John Doe of the Office Operations Committee moved that...is there discussion?”

“The meeting is now open for new business.”

“The chair recognizes [name].”

“It has been moved and seconded that ...Is there any discussion?”

“We will now vote on the motion that ...All in favor say, ‘Aye.’ All opposed say, ‘Nay.’ The motion is carried [or defeated].”

“If there’s no objection, the meeting is hereby adjourned.” (Or, “Is there a motion to adjourn?”)

## Terminology used in parliamentary procedure

Executive Committee: The Executive Committee (EC) consists of the elected officers of the organization and the Parliamentarian, who serves without a vote. The EC is usually empowered to act in the interim between meetings of the general assembly.

Board of Directors: The Board of Directors consists of the Executive Committee and all Standing Chairs. They each have a vote.

General Business Session: A general business session consists of the Executive Committee, Board of Directors, and all members in attendance. A quorum (see bylaws) and a majority of the EC must attend to hold a valid vote.

### Parliamentary Terms

<b>Adjourn:</b>	To dissolve the meeting until the next regular or special meeting.
<b>Amend:</b>	To modify or change a motion.
<b>Announcing the Vote:</b>	Action taken by the Chairperson after a vote is concluded. Must state if the motion is carried or if it is lost.
<b>Chair:</b>	Any person presiding over an assembly. To chair a meeting means to preside over it.
<b>Carried:</b>	The same as the terms "passed" or "adopted" when referring to action taken on a motion.
<b>Ex-Officio:</b>	A member of a committee by virtue of the office held; does not assume the chair;
<b>General Consent:</b>	Obtaining unanimous consent from the assembly on any matter without requiring a motion and vote. Note: If there is even ONE objection, the matter must be put to a vote and a majority decide.
<b>Germane:</b>	A matter is considered germane if it relates to the subject that is under consideration.
<b>Main Motion:</b>	One that introduces a subject to the assembly.
<b>Majority:</b>	More than half the votes cast.
<b>Move:</b>	To propose a motion. NOTE: The proposer says, "I move...;" not "I make a motion..."
<b>Postpone to a Definite Time:</b>	A motion used to provide time for further consideration and for obtaining more information before action is taken.
<b>Previous Question:</b>	To cut off discussion and bring the immediate vote upon the pending question. Not debatable. Not amendable. Requires a two-thirds vote to carry.
<b>Quorum:</b>	Number of persons required to be present at a business meeting before business can be legally conducted.
<b>Reconsider:</b>	To bring to the assembly a motion which has already been disposed of. Must be <b>made the same day of the meeting or the meeting immediately following, by the one who voted with the prevailing side.</b>
<b>Rescind:</b>	To annul a motion when the time limit for reconsideration is past. To annul action.
<b>Second:</b>	To agree that a motion should be considered. Without a second, a motion dies. This action simply allows a motion to be considered.
<b>Table:</b>	To set aside for the time being the motion under discussion, with the privilege of taking it up again at some future time. NOTE: It requires a motion to "Take from the table" before it can be considered again after being tabled.
<b>Unanimous:</b>	Means <u>every</u> voting member present at a meeting favored or opposed the motion.
<b>Withdraw:</b>	To remove a motion that has been made, seconded, and stated by the Chair, without prejudice and without a vote.

## Eight Basic Steps for Handling a Motion

Handling motions can be fun and exciting, if you know how to follow Parliamentary Process!

1. **STAND AND ADDRESS THE CHAIR:**  
Rise and address the Chair by saying, "Madame President" or "Mister Chairperson."  
In larger groups, the person would state his/her name and affiliation.
2. **GAIN RECOGNITION:**  
The Chair says, "The Chair recognizes..." This lets the membership know that the person has the floor and no one else can speak at the moment.
3. **MAKE THE MOTION:**  
The maker says, "I move that..." If referring to a motion that comes from a committee, the maker of the motion may state: "By recommendation of the \_\_\_\_\_ Committee, I move that..."
4. **SECOND THE MOTION:**  
The seconded says, "I second the motion." [NOTE: if using motion forms, the seconded has already signed and the maker states after reading the motion, and I have a second." The copy of the motion then goes to the Chair for reading to the membership. Written motions are preferred so the exact intent is carried through.]
5. **THE CHAIR STATES THE MOTION:**  
"It has been moved and seconded that..." The motion will be stated 3 times before the vote is taken.
6. **THE CHAIR ASKS FOR DEBATE OF THE MOTION:**  
"Is there any discussion?" The maker of the motion has the first opportunity to speak to the motion. The chair will direct additional debate by asking if someone is in the affirmative or in opposition to the motion and allow equality to the debate.
7. **THE CHAIR PUTS THE MOTION TO A VOTE:**  
"It has been moved and seconded that..." "All those in favor of the motion please say Aye; all those opposed, please say No."
8. **THE CHAIR ANNOUNCES THE RESULT OF THE VOTE:**  
"The motion has carried and you have just voted to..." or "The motion has lost."

## How to Help Pass or Defeat Motions

Proponents or opponents to either promote or adopt motions and resolutions, or to obstruct and defeat them can legally use the following tactics or proceedings.

**NOTE:** Vote and function at meetings. Do not be idle or unconcerned. In addition, do not sleep on your rights, when you do, you forfeit them.

<b>TO HELP PASS A MOTION:</b>	<b>HOW TO DEFEAT A MOTION:</b>
1. Second it. Say, "I second the motion."	1. Do not second it. Be silent.
2. Speak for it before the vote is taken.	2. Speak against it before the vote is taken.
3. Vote for it.	3. Vote against it.
4. Vote against indefinite postponement to rescue it.	4. Move to postpone indefinitely to "kill" it.
5. Amend it sensibly to improve and perfect it.	5. Amend it adversely to ridicule it or encumber it.
6. Vote against referring it.	6. Move to refer it.
7. Vote against postponements or delays, and pass it now.	7. Move to postpone it to the next meeting – delay it.
8. Defeat the "previous question" to (continue to) bring out its good points in debate.	8. Move the "previous question" to shut off (further) discussion of its good points.
9. Vote against tabling it.	9. Vote to table it.
10. Vote against recessing so as not to give free time.	10. Move to recess to go after votes.
11. Vote down any motion to reconsider.	11. If the motion is passed move to reconsider it.
12. Carry out passed motions at once, so they cannot rescind.	12. If a passed motion remains un-executed, move to rescind.
13. Vote down adjournments to pass it right now.	13. Move to adjourn and delay or obstruct its passage.

### SPECIAL NOTES:

Support or oppose questions at meetings and conventions with all your skill and eloquence, then abide by the result (the majority has spoken) – thus preserving harmony and unity, and safeguarding the organization's dignity and integrity.

# PowerPoint Slides Script

## (Slide 1) Module 10

Have you ever been in a meeting that seemed to go in circles? Well, I'm here to help you learn how to have a smooth, effective and efficient meeting by using parliamentary process!

## (Slide 2) Module 10 goals

[Read from slide] [Hand out Activity A]

1. Introduce parliamentary process
2. Explain importance of process in life
3. Provide rules for group leadership
4. Provide information to make meetings effective and efficient
5. Provide advice on motions
- 6.

Before we begin to learn about parliamentary process, I'm going to give you a fun matching exercise to complete. These are common terms used in parliamentary process. You won't be graded, so don't worry! This is a learning experience.

## (Slide 3) Test your knowledge

Take a few moments to work through the quiz and matching exercise –

How well do you know Parliamentary Process?

## (Slide 4) Study questions

- What do you call the presiding officer?
- How do you make a motion at a meeting?
- What is required before a motion becomes a subject for discussion?
- How many amendments can be attached to a motion at one time?
- What does BPW/USA require as a parliamentary authority?
- Where did we get the idea of using rules of procedure for meetings?

Answers:

- Madam (or Mr.) President or Chairman
- Rise, address the chair, state your name, and say, "I move that..." (state your motion). Do not give any explanatory statements.
- A second.
- Two
- Robert's Rules of Order (latest edition)
- From the English Parliament

## (Slide 5) More study questions

- What is the number of times a motion is stated while it is being dealt with?
- Can the chair close debate when a member is seeking to speak?
- What does "Are you ready for the question," mean?
- What does "putting the question," mean?

Answers:

- Three times (once by the maker, and twice by the chair)
- No, not as long as any member wishes to speak (unless there is a pre-determined time limit for debate by the assembly)
- Is there any discussion or is there any further discussion?
- To call for the vote

(Slide 6) And, more questions

- How can we delay action on a motion?
- When a member wishes to introduce a new item of business (that is, to make a main motion), what is the first thing to do?
- May a member wishing to make a main motion interrupt a speaker?
- Who has the right to speak first in debate on a question?

Answers:

- Send it to committee, lay it on the table, or postpone it.
- Rise, address the chair, and wait for recognition
- No, a member rises to seek recognition only when no one else has the floor.
- The maker of the motion

(Slide 7) More study questions

- What statement does the chair make if the motion is agreed to?
- What statement does the chair make if the motion is not adopted?

Answers:

- The “ayes” have it and the motion is carried (or adopted)
- The “noes” have it and the motion is

(Slide 8) The agenda

- The Order of Business
  - Call to order
  - Roll call (or determining a quorum)
  - Reading and approval of minutes
  - Reports of officers, standing, & special committees
  - Unfinished Business
  - New Business
  - Adjournment

Following an agenda is not only important in organizational meetings, but is necessary in business and committee meetings, as well. Time and efficiency are two key reasons that an agenda is used. Get into the business – and out of it!

A note on Unfinished Business: we do not refer to it as “old” business. Old business was handled – a motion passed or defeated. Business deferred until another time is “unfinished” if it is still on the agenda.

Possible agenda additions would be an invocation or ceremony, communications, announcements, a speaker, pass the gavel, etc.

(Slide 9) Typical language by the chair

- I call this meeting to order
- Will the secretary, [name], please call the roll?
- We have a quorum. Will the secretary please read the minutes of the last meeting?
- Are there any corrections to the minutes?
- If there are no (further) corrections, the minutes stand approved (as read / as corrected).  
Regarding asking if there are “Corrections” to the minutes: Corrections is all that needs to be asked. Stating additions, corrections, etc. is redundant.
- We’ll now move to officer’s reports. Will the treasurer, [name] please submit his/her report?

(Slide 10) More words by the chair

- Are there any questions concerning the treasurer’s report? Thank you, [name]. Following the treasurer’s report: You can not move to accept the treasurer’s report, because you do not know the accuracy of it. It is placed on file for review or audit. You would only state that the treasurer’s report will be filed for audit if you indeed hire an accounting firm to perform one. The chair would continue with additional officer and committee reports in order, stating, “Will the vice-chair [president], [name], please give his/her report?”

- We'll now move on to unfinished business. At the last meeting Joe Doe of the Office Operations Committee moved that...is there discussion?
- The meeting is now open for new business.
- The chair recognizes [name].
- "It has been moved and seconded that...Is there any discussion?"

(Slide 11) And, more words by the chair

- "We will now vote on the motion that...All in favor say, "Aye."  
All opposed say, "Nay." The motion is carried [or defeated].
- If there's no objection, the meeting is hereby adjourned."

(Slide 12) Parliamentary groups

- Executive Committee
- Board of Directors
- General Business Session

The Executive Committee (EC) consists of the elected officers of the organization and the Parliamentarian, who serves without a vote. The EC is usually empowered to act in the interim between meetings of the general assembly.

The Board of Directors consists of the Executive Committee and all Standing Chairs. They each have a vote.

A general business session consists of the Executive Committee, Board of Directors, and all members in attendance. A quorum (see bylaws) and a majority of the EC must attend to hold a valid vote.

(Slide 13) Parliamentary terms

- Adjourn: To dissolve the meeting until the next meeting or special meeting.
- Amend: To modify or change a motion.
- Announcing the vote: Action taken by the Chairperson after a vote is concluded. Must state if the motion is carried or if it is lost.
- Chair: Any person presiding over an assembly. To chair a meeting means to preside over it.
- Carried: The same as the terms "passed" or "adopted" when referring to action taken on a motion.
- Ex-Officio: A member of a committee by virtue of the office held; does not assume the chair; does not vote.

(Slide 14) More parliamentary terms

- General Consent: Obtaining unanimous consent from the assembly on any matter without requiring a motion and vote. Note: If there is even ONE objection, the matter must be put to a vote and a majority decides.
- Germane: A matter is considered germane if it relates to the subject that is under consideration.
- Main Motion: One that introduces a subject to the assembly.
- Majority: More than half the votes cast.
- Move: To propose a motion. NOTE: The proposer says, "I move...;" **not** "I make a motion..."
- Postpone to a Definite Time: A motion used to provide time for further consideration and for obtaining more information before action is taken.

(Slide 15) And, more parliamentary terms

- Previous Question: To cut off discussion and bring the immediate vote upon the pending question. Not debatable. Not amendable. Requires a two-thirds vote to carry.
- Quorum: Number of persons required to be present at a business meeting before business can be legally conducted.

Reconsider:	To bring to the assembly a motion which has already been disposed of. Must be made the same day of the meeting or the meeting immediately following, by the one who voted with the prevailing side.
Rescind:	To annul a motion when the time limit for reconsideration is past. To annul action.
Second:	To agree that a motion should be considered. Without a second, a motion dies. This action simply allows a motion to be considered.
Table:	To set aside for the time being the motion under discussion, with the privilege of taking it up again at some future time. NOTE: It requires a motion to "Take from the table" before it can be considered again after being tabled.
Unanimous:	Means every voting member present at a meeting favored or opposed the motion.
Withdraw:	To remove a motion that has been made, seconded, and stated by the Chair, without prejudice and without a vote.

(Slide 16) 8 basic steps for handling a motion

Handling motions can be fun and exciting, if you know how to follow Parliamentary Process!

Stand and Address the Chair: Rise and address the Chair by saying, "Madame President" or "Mr. Chairperson." In larger groups, the person would state his/her name and affiliation.

Gain Recognition: The Chair says, "The Chair recognizes..." This lets the membership know that the person has the floor and no one else can speak at the moment.

Make the Motion: The maker says, "I move that..." If referring to a motion that comes from a committee, the maker of the motion may state, "By recommendation of the \_\_\_\_\_ Committee, I move that..."

Second the Motion: The seconded says, "I second the motion." [NOTE: if using written motion forms, the seconded has already signed and the maker states after reading the motion, and I have a second." The copy of the motion then goes to the Chair for reading to the membership. Written motions are preferred so the exact intent is carried through.]

The Chair States the Motion: "It has been moved and seconded that..." The motion will be state 3 times before the vote is taken.

The Chair asks for Debate on the Motion: "Is there any discussion?" The maker of the motion has the first opportunity to speak to the motion. The chair will direct additional debate by asking if someone is in the affirmative or in opposition to the motion and allow equality to the debate.

The Chair puts the Motion to a Vote: "It has been moved and seconded that..." "All those in favor of the motion please say, 'Aye;' all those opposed, please say 'Nay.'

The Chair Announces the Result of the vote: "The motion has carried and you have just voted to..." or "The motion has lost."

(Slide 17) How to pass a motion

- |   |   |
|---|---|
| <input type="checkbox"/> Second it                            | <input type="checkbox"/> Defeat the "previous question"     |
| <input type="checkbox"/> Speak for it                         | <input type="checkbox"/> Vote against tabling it            |
| <input type="checkbox"/> Vote for it                          | <input type="checkbox"/> Vote against recessing             |
| <input type="checkbox"/> Vote against indefinite postponement | <input type="checkbox"/> Vote down any motion to reconsider |
| <input type="checkbox"/> Amend it sensibly to improve it      | <input type="checkbox"/> Carry out passed motions at once   |
| <input type="checkbox"/> Vote against referring it            | <input type="checkbox"/> Vote down adjournments             |
| <input type="checkbox"/> Vote against postponements           |   |

Proponents or opponents t either promote or adopt motions and resolutions, or to obstruct and defeat them can legally use the following tactics or proceedings. In order to be an active participant in the parliamentary process you must vote and function at meetings. Do not be idle or unconcerned. In addition, do not sleep on your rights, when you do, you forfeit them.  
Second it. Say "I second the motion."

Speak for it before the vote is taken.

Vote for it

Vote against indefinite postponement to rescue it.

Amend it sensibly to improve and perfect it.

Vote against referring it.

Vote against postponements or delays, and pass it now.

Defeat the “previous question” to (continue to) bring out its good points in debate.

Vote against tabling it.

Vote against recessing so as not to give free time.

Vote down any motion to reconsider.

Carry out passed motions at once, so they cannot rescind.

Vote down adjournment to pass it right now.

#### (Slide 18) How to defeat a motion

Do not second it

Speak against it

Vote against it

Move to postpone indefinitely

Amend it adversely

Move to refer it

Move to postpone it

Move the “previous question”

Vote to table it

Move to recess

Move to reconsider

Move to rescind

Move to adjourn

Do not second it. Be silent.

Speak against it before the vote is taken.

Vote against it.

Move to postpone indefinitely to “kill” it.

Amend it adversely to ridicule it or encumber it.

Move to refer it.

Move to postpone it to the next meeting – delay it.

Move the “previous question” to shut off (further) discussion of its good points.

Vote to table it.

Move to recess to go after votes.

If the motion is passed move to reconsider it.

If a passed motion remains unexecuted, move to rescind.

Move to adjourn and delay or obstruct its passage.

Support or oppose questions at meetings and conventions with all your skill and eloquence, then abide by the result (the majority has spoken) – thus preserving harmony and unity, and safeguarding the organization’s dignity and integrity.

#### (Slide 19) Are we having fun yet?

General Gavel Tips

Begin on Time

Communicate

When calling a meeting to order, stand at the podium or lectern and rap the gavel ONE time. Wait until the membership quiets to proceed.

The gavel is not to be used as a weapon. Lay it aside until the meeting is adjourned.

Upon adjourning, rap the gavel ONE time to close the meeting.

Begin every meeting at the appointed time. Do not wait for late-comers. Tardiness should not be tolerated.

If there must be delay in beginning a meeting (power outage, etc.) communicate that to the members present.