WHAT IS PARLIAMENTARY PROCEDURE?
Parliamentary procedure is the body of rules, ethics and customs governing meetings and other operations of clubs, organizations, legislative bodies and other deliberative assemblies.

ROLES OF THE BOARD & MEMBER PARTICIPANTS

BOARD CHAIR
The Board Chair is the presiding officer responsible for running the meeting. If the Chair is absent or has to recuse himself the Vice Chair serves in the position.

ATTORNEY (if applicable)
Is the parliamentarian; all procedural questions should be directed through the Chair to the Attorney.

SECRETARY
A person should be appointed to keep minutes and official records.
ORDER OF THE MEETING

- Call to Order
- Roll Call
- Invocation
- Pledge (If a flag is present)
- Agenda Approval
- Old Business
- New Business
- Adjournment

QUORUM

A quorum is the minimum number of members necessary to hold a meeting to conduct business (a majority of the board)

PROCEDURE FOR HANDLING A MAIN MOTION

Note: Nothing goes to discussion with a motion being on the floor

Obtaining and Assigning the Floor
- A member raises their hand when no one else has the floor
- The Chair recognizes the member by name
HOW THE MOTION IS BROUGHT BEFORE THE ASSEMBLY

- The Member Makes a Motion
- Another Member Seconds the Motion
- The Chair States the Motion

CONSIDERATION OF THE MOTION

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor.
4. Debate must be confined to merits of the motion.
5. Debate can be closed only by order of the assembly or by the chair if no one seeks the floor for further debate.

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Focus on issues, not personalities
- Avoid questioning motives
- Be polite
CONSIDERATION OF THE VOTE

CHAIR PUTS THE MOTION TO A VOTE...
- Chair calls for questions
  - If none arises, proceeds to take vote
  - Calls the vote, say “Aye” those in favor or say “Nay” if opposed
  - Those who abstain (when asked by the Chair) should say “Aye”.

CHAIR ANNOUNCES THE RESULT OF THE VOTE...
- The Chair announces
  - if the motion carries
  - or fails

AMENDING A MOTION

If it becomes necessary to amend a motion
After recognition, move the motion is amended:
- ✓ with the following words...
- ✓ Striking out the following words...
- ✓ Striking out the following words and adding...

ACTION OPTIONS FOR AN ITEM BEING CONSIDERED BY THE BOARD
- ✓ APPROVE
- ✓ REFER TO A COMMITTEE
- ✓ POSTPONE DEFINITELY
- ✓ POSTPONE INDEFINITELY
COURTESIES FROM BOARD MEMBERS

- Arrive at all meetings on time and prepared
- Address the Chair as “Madam Chair” or “Mr. Chair”
- Do not speak during the meeting without being recognized by the Chair
- Only one member speaks at a time
- Willingly accept the decision of the Board.

QUESTIONS?

Mark K. Massey
City Clerk
City of South Fulton

“Success all depends on the second letter.”

Connect With Us!

facebook.com/VinsonInstitute
@CVIOG_UGA
www.cviol.uga.edu