

PARLIAMENTARY PROCEDURE FOR DUMMIES

TO: AUXILIARY AND GRAND PRESIDENTS

Parliamentary Procedure is simply an orderly way of conducting business meetings.

No one is a DUMMY, but I love HOW those Dummy books help me figure out what to do next! So let's learn some Basics of Parliamentary Procedure:

Demeter's and Robert's Rules of Order are the same general rules; the books are just formatted differently. The big news here is President's must have help from the members to move motions for the Auxiliary to approve taking any action!

Placing Motions on the Floor: The member is NOT to Discuss her thoughts without placing a motion on the floor for consideration. Stop a member from opening with Discussion, and ask that she state her idea into a motion. The motion MUST have a second. Sometimes you will hear "The Committee moves to approve the audit, or pay the bills, etc." A Committee is more than one person, therefore it is assumed to have a second to the motion.

Important: Once the Motion is made and seconded, YOU the President must repeat it. You may rephrase it a little – ONLY if it clears up some wording, and still represents the intent of the person placing the motion on the floor. **Restating the motion helps your Secretary get the motion down correctly, and it lets the members hear it plainly stated again!** If you as President are confused, just think how confused your members and Secretary will be if you don't restate it properly! "A motion to hold a Fundraiser for the Political Action Committee was made by Jane Doe, and seconded by Sally Smith. Is there any Discussion?"

The motion stated above did not indicate the Type of Fundraiser, the Date, or give any other detail. Discussing these details without an amendment is not correct. Why? Because discussion is NEVER placed in the Minutes! Only the details of the Motions and Amendments go in the Minutes. No more than 2 amendments can be considered for the Main Motion on the floor before one of them is passed. Members get confused with too many amendments, so this rule keeps everyone focused on the changes to the motion, and voting accordingly.

MOST COMMON MISTAKE MADE: Call for the Question or Moving the Previous Question. This is a motion to cease debate. It must be considered immediately if it is seconded. So, then what happens? You must take a vote to cease debate/discussion, and it must have approval of 2/3's of the members. That is easy at an Auxiliary level; however, it is NOT easy at the District, Department or National level – WHY? You would have to STOP and have a Delegate vote to be accurate, and that is more time consuming than the Chair encouraging the discussion to finalize for a vote. So, be careful when you wish to cease debate.

President's you should not partake in the discussion on motions, you are to remain impartial. If you feel you must take part, then you turn the Chair over to your Senior Vice President. She then carries the motion through for a vote. A President cannot resume the Chair until that motion is passed or defeated.

These are just a few TIPS....I hope it was not confusing.

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