

discussed 5/12 44
2009
20

OUTLINE OF PARLIAMENTARY LAW

A. PARLIAMENTARY LAW

- I. Parliamentary law comprises the rules and customs governing deliberative assemblies.
- II. The object of parliamentary law is to expedite business, obviate friction, secure justice, maintain equality and preserve dignity.

B. Established RULES AND CUSTOMS

- I. Obtaining the floor.
 1. Rise. *Raising hand*
 2. Address the presiding officer.
 3. Be recognized.
 4. Obtain the floor.
- II. One main question can be considered at a time.
 1. It must be properly made.
 2. It must be seconded.
 3. It must be stated by the Presiding Officer.
 4. It is then open to debate and amendment.
- III. Privilege of speech.
 1. One must not speak unreasonably long.
 2. One may not speak more than twice on the same subject the same day.
 3. No member may speak a second time if other members who desire to speak have not had an opportunity to do so.
 4. Additional opportunities to speak must be secured from the assembly.
- IV. Remarks on Questions
 1. All remarks must be addressed to the Presiding Officer.
 2. Remarks must not be addressed to another member.
 3. A member's name must not be mentioned if it can be avoided.
- V. Disposition of Question
 1. All questions must be adopted, rejected, or disposed of in some other way.

C. MOTIONS.

- I. Making a Motion
 1. A motion is a proposal that the assembly take action, or that it express itself as holding certain opinion.
 2. It should be remembered that all motions are made by members other than the presiding officer.
 3. The member first obtains recognition from the presiding officer by standing and waiting until acknowledged by the Chair.
 4. The presiding officer recognizes a member by announcing his name.
- II. Seconding a Motion
 1. A motion must be seconded in order to be considered.
 2. If a motion is not seconded, no notice whatever need be taken of it by the presiding officer.
 3. Two or more seconds may be made to any motion, although one is enough.
 4. When a motion has been made and seconded, it is then stated to the assembly by the presiding officer and thus becomes a subject for discussion and decision.
 5. Amendment may be proposed, discussed, and voted in usual way.
 - a. Discussion
 - b. Question
 - c. Vote---Decision
 6. When moved, seconded, and stated by the Chair, a motion cannot be withdrawn or ignored, except where the original mover asks for permission from the assembly.
- III. Renewal of Motions
 1. No main motion or amendment can be introduced a second time during the same session unless withdrawn or materially changed.
 2. No motion similar to the one in the possession of the assembly can be introduced.

D. RESOLUTIONS

I. How Resolutions are Made.

1. Motion can be made by any member of the assembly.
2. Resolution can be presented to the assembly only after being passed by the resolution committee, which should be the standing committee.

II. Types of Resolutions

1. One type expresses the club's policy or point of view on a question of public interest.
2. The second type of resolution is a pledge on the part of the club to perform a certain work.

III. Presentation of a Resolution

1. A resolution must be presented to the assembly in written form.
2. A motion is made and seconded that the resolution be adopted. The question is then open for discussion.
3. Amendment may be proposed, discussed, and voted upon in the usual way.

E. AMENDMENTS

I. Order of Procedure

1. Amendment must be always voted upon first, then the main motion as amended.

F. METHODS OF VOTING

I. By voice

II. By "Show of Hands"

III. By rising

IV. General Consent (Silent Consent)

V. Tie Vote

VI. Majority, Plurality and Two-Thirds Vote.

1. Majority Vote. A majority is one more than half the vote cast, ignoring blanks.
2. Plurality. One has a plurality of the votes when he has more votes than any other candidates.
3. Two-Thirds Vote. A two-thirds vote means $\frac{2}{3}$ of the votes cast, ignoring blanks which are never counted.

VII. Vote by Proxy

1. Members who are unable to attend a meeting may vote by means of proxy.
2. A proxy is a written and signed authority for some other member to vote for the member who is absent.

G. METHOD OF NOMINATION AND ELECTION

I. Nomination and Election of the officer

1. From the floor
2. By Committee
3. By Rotation

II. No member may nominate more than one member if anyone objects or until every member has had an opportunity to make a nomination.

H. COMMITTEES

I. Committees shall be appointed by the Chairman.

II. All Standing Committees, after appointed by the chair, shall be ratified by the assembly at a regular business meeting.

III. Purpose and Duties

1. Committee may perform at least three distinct services
 - a. To consider and report on a motion referred to it.
 - b. To consider a subject and recommendations for the club's action.
 - c. To attend to any business referred to it by the assembly.

I. TO ADJOURN

I. It cannot be debated, amended, or reconsidered.

II. Form; "I move to adjourn".

III. After voting on this motion, the assembly is still in session until the Chair declares the assembly adjourned.