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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. One must rise.
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 the Question

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 Questions

1. All questions must be adopted, rejected, or disposed of in some other way.

C. ORGANIZATION -- MOTIONS

I. Officers

1. Residing officer
2. Recording officer

II. Organization

1. Nomination
2. Motion

D. 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 other members 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

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.

E. 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 Resolution

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

III. Presentation of Resolution

1. 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.

F. METHODS OF VOTING

I. By Voice

1. As many as are in favor of the motion say Aye.
2. Those opposed say No.
3. The Ayes (or No's) have it and the motion is adopted (or lost).

II. Voting by "Show of Hands".

1. As many as are in favor of the motion will manifest by the uplifted right hands.
2. Down
3. Those opposed will signify in the same way.
4. Down
5. The affirmative have it and the motion is adopted.

III. Voting by "Rising Vote"

1. As many as are in favor of the motion will rise.
2. Be seated.
3. Those opposed will rise.
4. Be seated.
5. The affirmatives have it and the motion is adopted.

IV. General Consent (Silent Consent)

1. Is there any objection to the proposed action? There being no objection (or if there is none), the action is approved.
2. If there is no objection, the gentlemen's time will be extended five minutes.

V. Tie Vote

1. There are --- in the affirmative and in the negative.
2. There being a tie, the motion is lost.

G. AMENDMENTS

I. Order of Procedure

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

H. METHODS OF NOMINATION AND ELECTION

I. Nomination and election of officers may be accomplished by one of three methods.

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.

I. PURPOSE AND DUTIES

I. Purpose and Duties of Committee

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 make recommendations for the society's action.
 - c. To attend to any business referred to it by the assembly.

J. 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.