

MASTER THE MEETING

A PARLIAMENTARY PROCEDURE WORKSHOP



Meetings of the Deliberative Assembly

CHARACTERISTICS OF THE DELIBERATIVE ASSEMBLY

- A group of people meeting to determine, in full and free discussion, courses of action to be taken in the name of the entire group.
- Group meets in a single room or location to provide opportunity for communication among all participants.
- Persons have the right to participate and are free to act within the assembly according to their own judgement.
- In any decision made, the opinion of the individual member present has equal weight that is expressed through vote.
- Failure to concur in a decision of the assembly does not constitute withdrawal from the body.
- Absent member's rights are protected by limitations established by the body's governing rules.

TYPES OF DELIBERATIVE ASSEMBLIES

- **Mass Meeting**--an unorganized group meeting that is open to all individuals who are interested in deliberating about a subject proposed by the meeting's sponsors.
- **Local assembly of an organized society**--a membership meeting of a local chapter or branch of a membership organization.
- **Convention**--a meeting of delegates who represent constituent units of a population. Conventions are not permanently established bodies, and delegates are normally elected for only one term.
- **Legislative body**--a legally established public lawmaking body. It consists of representatives chosen by the electorate.
- **Board**--an administrative, managerial, or quasi-judicial body. A board derives its power from an outside authority that defines the scope of its operations.

MAINTAINING ORDER WHILE PROTECTING RIGHTS

- Robert's Rules of Order – the leading authority on parliamentary law
- Why should parliamentary laws be used to govern meetings?

A WORLD WITHOUT ROBERT'S RULES OF ORDER





BENEFITS OF PARLIAMMENTARY PROCEDURE

BASIC RULES OF ORDER

- Someone must facilitate meetings and maintain order.
 - Chairman or presiding officer
- Everyone has the right and responsibility to present ideas and debate.
 - Members of the assembly
- Everyone has the right to vote.
 - Members of the assembly and occasionally the chairman
- Majority rules.
 - Based on votes cast
- Group can only consider one item at a time.
 - Governed by chairman

1. Allows for efficient decision making.

Since every member has the right to express opinions, though limited by number and length of debates, and voting makes every vote cast count equally, decisions, even on the most complex issues, can be made in a timely fashion.

2. Eliminates or minimizes conflict.

Since all members have equal rights to express opinions through debate, and decisions are made based on a majority of the votes cast, there is little to no arguable points at the end of the decision making process.

3. Decisions and transactions are made in fairness and good faith.

Since all members have equal rights to debate and voting, decisions are reflections of the opinions of the majority of the membership.



REQUIRED POSITIONS & THEIR DUTIES

CHAIR/PRESIDING OFFICER DUTIES

- Call the meeting to order at the published start time.
- Ensure **quorum** requirements are met.
- Get the agenda approved.
- Announce business that is before the assembly.
- Expedite business in an orderly manner.
- Recognize members who wish to speak in a fair and equitable manner.
- Protect the members from frivolous motions.
- State and put to vote all questions that come before the assembly.
- Declare the meeting adjourned.

DUTIES OF THE SECRETARY AND MEMBERS

Secretary

- Keeper of the minutes.

Members

- Make motions and recommendations.
- Participate in committees, debate and vote.
- Be prepared in meetings.



TYPES & USES OF MOTIONS

MOVING AN IDEA INTO ACTION

MAIN MOTIONS

Allows one to present an idea to the assembly for consideration and ultimately a vote.

- Most basic motion used in meetings—motion that is used incorrectly most often.
- Must be MOVED – “I move to sponsor the state FFA parliamentary procedure contest at the \$1000 donor level.”
- Must be seconded by another member of the assembly.
- Members can speak no longer than 10 minutes and are allowed two debates.
- Majority vote required to pass.

Main motions that are negative, result in no action, or would have the same result as a motion that previously failed are not in order.

SUBSIDIARY MOTIONS

Used to assist the assembly in treating or disposing of a main motion.

- They are applied to other motions.
- The adoption of one changes the status of the motion it was applied to without adopting it.
- They follow an order of precedence.
- They are out of order when another member has the floor.
- They are in order the entire time that a motion to which they can be applied to is pending.
- Must be moved and seconded.

- **Lay on the Table**—temporarily sets aside a pending motion without setting a time for resuming it
- **Previous Question**—closes debate and brings the pending motion to an immediate vote; 2/3 majority vote required for adoption
- **Limit or Extend Limits of Debate**—modifies normal limits of debate on a pending motion; 2/3 majority vote required for adoption
- **Postpone Definitely**—postpones the consideration of the main motion to a later time in the current meeting or at a different meeting
- **Refer to a Committee**—sends the motion to a committee for study or redrafting before the assembly considers it further
- **Amend**—changes or alters the main motion in an effort to perfect it without changing the original intention of the motion
- **Postpone Indefinitely**—disposes of the main motion without bringing it to a direct vote by the assembly

PRIVILEGED MOTIONS

Motions that do not relate to the pending business, but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

- Take precedence over all other classes of motions
- They follow an order of precedence
- Can be moved when no business is pending
- Not debatable, but amendable in some cases
- Handled by the chair immediately

- Fix Time to Which to Adjourn— sets a date and hour, and sometimes a place, for another meeting, a continuation of the current meeting, before the next regularly scheduled meeting. This is the highest ranking of all motions.
- Adjourn—close the meeting; can be made while business is pending provided the time for the next meeting is established.
- Recess—provides a short intermission in a meeting, even while business is pending, for a specific length of time.
- Question of Privilege—addresses a pressing situation affecting the rights of an individual or the rights of the assembly.
- Orders of the Day—a demand from a single member to follow the orders of business as presented in the approved agenda.

MOST COMMONLY USED MOTIONS

- Main Motion
- Amend
- Amend the Amendment
- Refer to a Committee

AND THERE'S MORE

Other Classes of Motions

- Incidental Motions
- Motions that bring a Question Again Before the Assembly

TAKE AWAY FROM TODAY

- Parliamentary procedure allows you to run a meeting more efficiently, come to decisions with least argument, ensures decisions are fair and in good faith, and affords every member equal courteous and respect.
- Illustrates to members that:
 - You respect and value their time
 - Favorites are not allowed in the group
 - Differing views and opinions are welcomed
 - Majority make decisions

A white, scalloped-edged shape, resembling a seal or a decorative frame, is centered on a yellow background. It contains the text for Keitha Bennett.

KEITHA BENNETT

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