

## Parliamentary Procedure LEO Study Notes

- The agenda for parliamentary procedure
  - Opening Ceremony
    - The presiding officer leads the members in the FCCLA Mission
  - Roll Call
  - Secretary's Report
  - Treasurer's Report
  - Other Officer's Report
  - Standing Committee Report
  - Special Committee Report
  - Unfinished Business
  - New Business
  - Announcement
  - Program
  - Closing Ceremony
    - The presiding officer leads the members in the FCCLA Creed
- Acclamation
  - An oral or voice vote
- Affirmation
  - "For" or "yes" vote
- Adjourn
  - To end the meeting
  - Must be made by a main motion
- Agenda
  - Order of business for the meeting
- Amendment
  - A change in or addition to the main motion; amendments can also be amended once
    - Adding
    - Inserting
    - Striking out
    - Striking out and inserting
    - Substituting
  - Primary
    - An amendment to a main motion
  - Secondary
    - An amendment to a primary amendment
  - Voted for in reverse order
- Ballot
  - Secret ballot, usually written or recorded by voting machine
- Bylaws
  - The highest body of rules in an organization other than the Articles of Incorporation

- If the bylaws require an election to be by a ballot this provision cannot be suspended, even by unanimous vote
- Chair, Chairman, Chairperson
  - Person presiding at a meeting
    - May vote in case of a tie
    - In order to participate in debate the chair should relinquish the chair to the vice-president or another member
    - If a member makes a motion that is not in order the chair may suggest an alternate motion
- Committee
  - A group of one or more persons, elected or appointed to consider, investigate or take action on certain matters
    - Reports should be written in third person
    - Reports do not require a second since they represent more than one member's opinion
    - Appointed committee has preference in the order of business
- Debate
  - Discussion for or against the motion
  - Asked before the vote
  - Can only be closed by
    - Order of assembly (2/3 vote)
    - No one seeks the floor for further debate
- Division (Division of the house)
  - When a member disagree with a voice vote and calls for a counted vote; does not require a second
    - This vote must be a rising vote
- Division of the Question
  - To separate a motion into two or more parts, each capable of standing a separate motions
- Executive Session
  - A meeting at which the proceedings are secret
- Gavel
  - A tool for calling the meeting to order
- General Consent
  - If there are no objections, passing a motion without debate or vote
- Germane
  - To remain on the subject to be amended
- Majority
  - Over half of the votes cast; sometimes called simple majority, which is 50% plus 1
- Methods of voting
  - Voice vote; general consent; roll call; ballot
- Minority
  - The smaller number; less than 50%
- Minutes

- Written record of the meeting
- Secretary or person in position in the absence of the regular secretary should sign the minutes
- The maker and the person who seconded the motion should be recorded on the minutes
- Motion
  - An idea brought before the group for consideration
  - Types of motions
    - Privileged
    - Incidental
    - Subsidiary
    - Main
    - Unclassified
  - Introduces new business
  - Is debatable
  - I move that...
  - Maker must first be recognized by the chair
  - To lay a motion on the table one must temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration
- Parliamentarian
  - One who has knowledge of parliamentary procedure and is skilled in its practice
- Parliamentary inquiry
  - Used to obtain information about meeting procedure
- Pending
  - Has not been voted on; is still “on the floor”
- Plurality
  - A larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to the effect
- Point of Information
  - To ask for clarification
- Point of Order
  - To correct a breach of order or error in procedure
- Postpone
  - Puts off a motion until some future time
- Prevailing side
  - Called the winning side when the vote has been taken
- Previous Question
  - A call to end discussion and vote on the pending motion; a second is required
- Putting the Questions
  - When chair takes vote for and against a motion and announces the results
- Receipt

- A written record of money received
- Roll Call
  - Raising hand or standing
  - For a 2/3 vote it must be a standing vote
- Quorum
  - Minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws
- Second
  - Means another member supports motion
- Stating to Question
  - Chair restates the exact motion after the second and indicates it is open for debate
- Voice vote
  - Aye or no