

# INFORMATION ON RULES OF ORDER

Use for reference during meetings

## The Order of Business

A typical order of business includes:

- Call to order
- Roll call (or determine quorum)
- Reading and approval of minutes
- Reports of officers and standing and special committees
- Unfinished business
- New business
- Adjournment

Possible additions: invocation or ceremony, communications, announcements, a speaker, pass the gavel, etc.

## Typical language used by chair

"I call this meeting to order."

"Will the secretary, Joe Davis, please call the roll?"

"We have a quorum. Will the secretary please read the minutes of the last meeting?"

"Are there any corrections to the minutes?"

"If there are no (further) corrections, the minutes stand approved (as read / as corrected)."

"We'll now move to officers' reports. Will the treasurer, Maria Johnson, please submit her report?"

"Are there any questions concerning the treasurer's report?" (If none) "Thank you, Maria. Will the vice-president, Jack Holmes, please give his report?"

"We'll now move on to unfinished business. At the last meeting Janice Ryan of the Office Operations Committee moved that . . . is there discussion?"

"The meeting is now open for new business."

"The chair recognizes Nidia Arroyo." (or simply, "Nidia?")

"It has been moved and seconded that . . . Is there any discussion?"

"We will now vote on the motion that . . . All in favor say 'Aye.' All opposed say 'Nay.' The motion is carried."

"If there's no objection, the meeting is hereby adjourned." (Or, "Is there a motion to adjourn?")

## Types of motions

Main motions introduce new business before the group. They take the form of proposing actions. Example: "I move that we reduce our first-year dues for new members."

Motions that bring a question again before the assembly provide ways to readdress a motion considered earlier, but in the same meeting. Example: "I move we reconsider the motion, that we reduce the first year dues for new members."

Subsidiary motions propose various ways of dealing with a main motion that's on the floor. Example: "I move that we refer this motion to committee."

Privileged motions deal with issues requiring immediate attention but not related to the motion on the floor. Example: "I move that we recess until 7:00 pm this evening so that members may attend the dinner program."

Incidental motions deal with procedural matters that must be resolved before the meeting continues. Example: "Point of order. We do not have a quorum."

## Handling a main motion

- Member asks for and gets recognition from the chair.
- Member says, "I move that . . ." Another member seconds motion, or chair asks, "Is there a second?"
- Chair states motion and asks for discussion.
- Members ask to be recognized and enter into debate. Maker of motion has first right to floor. Debate only on merits of motion, addressed only to chair.
- Debate is closed when no members seek floor, or when previous question is moved seconded, and voted.
- Chair puts question to vote.
- Chair announces result of vote.

While a main motion is pending no other main motions may be introduced. Privileged, subsidiary and incidental motions are permitted in order of rank.

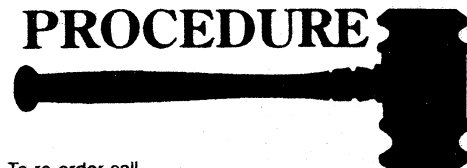
## What minutes must include

- The kind of meeting being held: regular, special (e.g., annual), adjourned
- The name of your organization
- The time, date and place of the meeting
- The names of the secretary and presiding officer serving at that meeting
- For small gatherings, the names of all members present and a list of those absent for large gatherings, the number present and the number absent
- Approval of the previous minutes, and any corrections
- Summaries of reports (separate paragraph for each)
- Exact final wordings of all main motions, with the names of movers
- The results of votes on main motions – when votes are counted or taken by ballot, the numbers of votes on both sides are usually included
- Motions that have been tabled or postponed
- Points of order raised and appeals made, with the chair's ruling on each
- Announcements
- The time of adjournment
- The signature of the acting secretary

## Types of votes

- Voice vote—most often used.
- Rising vote—members stand to be counted.
- Show of hands—used in smaller groups instead of voice or rising votes, if no member objects.
- General (or unanimous) consent—members vote by remaining silent when asked for objections.
- Ballot or roll call—must be done when majority orders it.

# BASICS OF PARLIAMENTARY PROCEDURE



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