

PARLIAMENTARY PROCEDURE: LESSON II DEVELOPMENT OF MEETING SKILLS

OBJECTIVES/RATIONALE

Effective use of Parliamentary Procedure requires proficiency in meeting skills. The student will identify and practice the various skills required to successfully conduct a meeting.

TEKS: 121.4 (c)(8)(A,B,C,D,E,F,G)

TAKS ELA 1, 4, 6

Duration: Approximately 1 ½ hours.

KEY POINTS

PowerPoint

- I. Skills necessary to successfully use Parliamentary Procedure
 - A. Obtaining the Floor
 1. Stand
 2. Address the Chair
 3. Receive Recognition
 4. If two or more people rise to seek recognition at the same time, the member who rose and addressed the chair first (after the floor was yielded) is usually recognized first.
 - B. Introducing Business (Making a Motion)
 1. Stand and obtain the floor
 2. State the motion “I move that. . . .”
 3. Statement must receive a second “I second the motion”.
 - a. If no second is received, the motion dies.
 - b. A motion made by a committee requires no second, since the committee introduces it into the assembly after receiving a majority.
 4. Chair repeats the motion verbatim, placing it before the assembly for debate.
 5. Chair asks if there is any further debate/discussion
 6. Asks, “Are you ready for the question?” – meaning are you ready for the vote?
 - C. Rules of Debate
 1. Every member has a right to speak on every debatable motion – cannot be interfered with except by a motion to limit debate.
 2. All discussion pertains to the question at hand – if not, they are out of order
 3. While debate is in progress, amendments, etc., can be introduced and disposed of accordingly
 4. Debate cannot last any longer than 10 minutes, unless the assembly votes otherwise.
 5. No member can speak twice on the same motion

6. No member can attack or question the motives of another member
 7. The maker of the motion, although allowed to vote against the motion, is not allowed to speak against it
 8. The presenter of the motion should be the first person to debate, if they wish
- D. Amendments
1. After the chair has restated a motion, the only way to change the motion would be by an amendment.
 2. Amendments are made by adding, deleting, and changing
 3. Only two amendments may be pending on a main motion at any time (primary and secondary – or First and Second Degree)
 4. Motion is made in the same way as for any main motion. The secondary amendment is made to the primary amendment.
 5. Amendments must be germane to the question under consideration.
- E. Voting
1. Unless special rules apply, a majority decides
 2. Unless otherwise provided for, voting is by voice vote
 3. If the presiding officer is a member of the assembly, he or she can vote as any other member does when the vote is by ballot
 4. Any member may request a division of the assembly if there is uncertainty as to the true result of the vote
 5. Types of votes: voice, rising vote or showing hands, call vote, ballot vote, general consent (not a form in the strictest sense. “Shall we pass by general consent?”), plurality vs. majority vote, null and void, division of assembly (a call to count the exact number of votes for and against a motion)

ACTIVITIES

- I. (Divide the class into groups as used in Introduction lesson) Prepare a 3-5 minute role-play on an assigned theme, having a chair, motion maker, one who seconds, amendment maker, and debate person. Complete the roll play by voting on the issue.
- Themes:
- Having a party at the end of the school year
 - Having a fund-raiser
 - Having a community service project
 - Having a dinner
 - The spending of money in the organization – making a purchase
 - An award to be given to someone
 - Recognition of someone in the community for something well done
 - The purchase of gifts for the officers
 - The planning of a presentation to a group

MATERIALS NEEDED

Handout: **Eight Steps in Processing a Main Motion**

PowerPoint: Meeting Skills

ASSESSMENT

Objective Quiz: Parliamentary Procedure

Member of a Team Rubric

Presentation Rubric

ACCOMMODATIONS

For reinforcement, the student will make a chart, showing the major aspects of each skill covered in this lesson. Then have the students drill each other on the steps of each skill.

For enrichment, the student will select one of the characters in the book Kings of the Hill, by Richard Cheney, and write a brief synopsis on the specific Parliamentary Procedure Skill implemented by this person when serving in Congress. The students are to determine if they agree with the use of the skill, and defend their choice in a brief paragraph.

REFLECTIONS

EIGHT STEPS IN PROCESSING A MAIN MOTION

OBTAINING THE FLOOR

1. Addressing the Chair

“Mr. (Madam) President”

2. Assigning the floor

“Mr./Mrs. _____”

HANDLING THE MOTION

3. making the motion

“I move that”

4. Seconding the motion

“I second the motion”

5. Stating the motion

“It is moved and seconded that”

6. Debating the motion

“Is there discussion?”

(or)

“Are you ready for the question?”

7. Putting the question

“Those in favor say AYE.”

“Those opposed, say NO.”

8. Announcing the vote

“The ‘ayes’ have it, the motion is carried (or adopted), and

(or)

“The ‘noes’ have it, the motion is lost, andnot. . . .

Chair: *The next business in order is*

PARLIAMENTARY PROCEDURE OBJECTIVE QUIZ

1. HOW DOES THE PRESIDENT REFER TO HIMSELF?
2. WHAT ARE THE DUTIES OF THE VICE PRESIDENT?
3. WHAT ARE THE DUTIES OF THE SECRETARY?
4. WHAT ARE THE OFFICIAL RECORDS OF A MEETING CALLED?
5. DOES THE TREASURER'S REPORT REQUIRE ACCEPTANCE BY THE ASSEMBLY?
6. WHAT IS THE FUNCTION OF THE SERGEANT AT ARMS?
7. WHAT IS A QUORUM?
8. THE SECRETARY SHOULD READ THE MINUTES FROM WHAT POSITION?
9. WHAT IS SAID AFTER THE SECRETARY'S REPORT IS READ?
10. GIVE THE ONLY CORRECT INTRODUCTION TO A MOTION
11. HOW DOES A MEMBER OBTAIN THE FLOOR CORRECTLY IN ORDER TO INTRODUCE A MOTION?
12. HOW DOES THE PRESIDENT RECOGNIZE A SPEAKER?
13. WHO SHOULD BE ALLOWED TO SPEAK FIRST ON A MOTION AFTER IT HAS BEEN SECONDED?

14. HOW IS A MOTION PROPERLY SECONDED?
15. WHAT MUST TAKE PLACE BETWEEN THE SECONDING OF A MOTION AND ITS DISCUSSION?
16. WHAT LIMITATION IS PLACED ON A MEMBER'S DISCUSSION OF HIS OWN MOTION?
17. WHAT IS MEANT BY THE FLOOR BEING YIELDED?
18. WHEN DEBATING A QUESTION, TO WHOM DOES THE SPEAKER ADDRESS HIS REMARKS?
19. HOW MAY THE PRESIDENT ENCOURAGE THE CONCLUSION OF DEBATE?
20. WHY SHOULD THE PRESIDENT RESTATE THE QUESTION AFTER DEBATE HAS ENDED?
21. THREE WAYS TO AMEND A MOTION
22. TWO KINDS OF AMENDMENTS
23. AN AMENDMENT IS PASSED BY WHAT VOTE?
24. WHAT IS MEANT BY THE QUESTION?
25. GIVE NAMES FOR PERSON IN CHARGE.
26. WHY OR WHAT ESTABLISHES THE NUMBER NEEDED FOR A QUORUM?

27. WHO MAKES THE DECISIONS IN AN ORGANIZATION?
28. DO ALL MEMBERS HAVE EQUAL RIGHTS, OR JUST THE MAJORITY?
29. ANOTHER WORD FOR PRECEDENCE IS WHAT?
30. HOW MANY MOTIONS CAN BE CONSIDERED AT ONE TIME?
31. WHAT CHARACTERISTIC IS IMPERATIVE FOR THE PRESIDING OFFICER?
32. RECOGNIZED MEANS WHAT?
33. WHAT DOES A SECOND MEAN?
34. DOES A PERSON NEED TO GET THE FLOOR/BE RECOGNIZED IN ORDER TO SECOND A MOTION?
35. IF A MOTION RECEIVES NO SECOND, WHAT HAPPENS TO THE MOTION?