What is Parliamentary Procedure?
Parliamentary procedure helps organizations or groups of people make decisions in a way that is organized and fair. Parliamentary procedure is used in groups everywhere – even around the world!

Using Parliamentary Procedure Helps Groups:
- Make fair decisions
- Respect every person’s opinion
- Give everyone a chance to speak
- Allow the majority to rule but protects those who disagree

Running a Meeting:
- Anyone who wants to speak must ask the “president” for permission.
- Everyone should stand up when speaking.
- Only one person may be talking at once.
- You may talk only about the topic at hand.
- Decisions are made using motions.
- Motions must be discussed.
- You must vote on a motion.

Making a Motion:
- Start your sentence by saying “I move…”
- Another person must second the motion by saying “I second the motion.”
- The president will ask for the group to talk about the motion.
- Once everyone has had the chance to speak, the president will ask for a vote.