



Parliamentary Procedure

Purpose: To provide a basic understanding of parliamentary procedure (parli pro) and utilize the two during meeting operations. Essentially parli pro revolves around fairness and common sense. Each member of the district should understand and feel comfortable with parli pro.

Why use it: Parli Pro is a historically proven method to move meetings along. The process maintains order and ensures equal treatment of all by guarding each members' rights, the majority, the minority, individuals and absentees. Parli Pro provides a common routine to conduct business, and controls the communication of the meeting while coming to a consensus.

Basic Principles: to help expedite business, ensure legality and protect the rights of the minority.

- Group discusses 1 issue at a time
- All members have equal basic rights to vote and be heard
- Minority rights are protected
- No one should speak until recognized by the chair.
- Every member can speak on an issue
- Majority vote almost always decides on an issue

Ground Rules for a meeting: to keep all members on task.

- Everyone participates
- Stay focused
- Maintain momentum
- Reach closure on all topics
- Follow the agenda
- Speak for yourself
- Maintain confidentiality
- Start and stop the meetings on time
- Allow everyone the chance to speak
- Always remain respectful

Making a Motion: Motions are proposals of action by the board. A motion is the basis of the group decision-making process. To aid in discussion motions should be as specific as possible. Only one motion should be brought before the board at a time. Discussion on a motion should not take place until after the motion is made and seconded.

1. Chair recognizes member
2. Member says, "I move..."
3. Motion is seconded by another member
4. Chair restates motion
5. Members discuss the motion
6. Chair puts the motion to a vote
7. Chair announces results of the vote

It is the Chairperson's duty to keep discussion on topic and the motion on the table. Every supervisor should be focused to the business before the board. This allows for efficiency and shows courtesy for each supervisor's time.



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Motions Cont'd:

- A motion requires a majority vote to pass
- Board members who have direct personal gain should abstain from voting
- If the result of a vote is a tie, the motion fails to pass

Seconds: A motion dies without a second. The act shows more than one member of the board thinks the motion deserves discussion from the group. To second a motion does not mean you agree with the motion; he/she only agrees the motion should be discussed.

Agenda Items: To provide the board the order of business for the meeting. Below is the normal order of a business meeting using Robert's Rules of Order.

1. Call to order
2. Opening exercise (optional)
3. Secretary minutes
4. Correspondence
5. Treasurer's report
6. Reports of officers
7. Committee Reports
8. Unfinished business
9. New business
10. Announcements
11. Adjourn

After the minutes have been read, the chair may ask, "Are there any corrections or additions to the minutes as read?" He may wait a moment and if there are no corrections, say "If not, they stand

approved as read." However it is not out of order, and it is often advisable to have such minutes accepted or approved by a formal vote. Such action would require a motion and a second. Amendments to a motion must be seconded the same as the main motion to which it applies. The amendments should be voted on before action is taken on the main motion.

Quorum: Is the necessary amount of board members needed to make business decisions of the board valid? The standard for a quorum is to have over fifty percent of the board member present. For SCD supervisors, it would be necessary to have 3 of the 5 in attendance to vote on business.

Discussion Questions

- What are the ground rules you SCD Board follows? Are there any additional ground rules you need to add?
- Reflect on the current use of parliamentary procedure and how it can be improved upon in your district.
- What are the advantages and disadvantages to using parliamentary procedure with a board of your size?

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