

Call to Order

What Every Board Member Needs to Know about Parli Pro

Guidelines for Participating Members

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Making a Motion

Say “*I move. . .*,” not “*I make a motion. . .*”

State your motion clearly and fully. Do not say “*I so move.*”

Try to include the details of who, what, when, where and how. “*I move that we print 500 membership brochures at a cost not to exceed \$75,*” is more precise than “*I move that we print some more membership brochures.*”

When a motion is made and *before it is restated by the chair*, anyone may informally offer suggestions to modify or clarify the wording of the motion. The maker of the motion may accept or reject the suggestions.



Seconding a Motion

Say “*I second the motion,*” “*I second it,*” or simply “*Second.*”

Seconding a motion means “I am willing to have this discussed.” It does not necessarily imply that the person making the second favors the motion.

Discussing a Pending Motion (Debate)

Wait to be recognized by the chair before you speak. This rule may be relaxed or suspended for meetings of small, less formal groups or boards.

Do not interrupt while someone else is speaking.

Comment only on the pending motion. Do not change the subject or bring up another matter.

Speak objectively and direct your comments to the chair. Do not make personal remarks directed at another member.

Amending a Motion

Anyone may move to amend a motion by striking, inserting or substituting words or phrases.

“I move to amend the motion by substituting the number 1,000 in place of 500 brochures and substituting a cost not to exceed \$150 in place of \$75.”

A motion may be made to amend an amendment. *“I move to amend the amendment by substituting \$125 in place of \$150.”* No further amendments may be proposed until this second amendment is acted on.

Withdrawing a Motion

An ill-advised or poorly worded motion may be withdrawn by the person making the motion before it is restated by the chair. *“I withdraw the motion.”*

After the chair has restated the motion, anyone may move to have it withdrawn. *“I move to withdraw the motion.”*

Other Subsidiary Motions: Commit, Postpone, Previous Question

A motion to commit sends the matter to a committee for further study. The motion should include the number of members to be on the committee, how the committee members are to be selected, and when they are to report back. *“I move that the motion be referred to a committee of two people appointed by the president to investigate the cost of printing membership brochures and to report back at the next board meeting.”*

A motion to postpone definitely delays the vote on a pending motion until later in the meeting or until the next meeting. *“I move that the motion be postponed until Mary arrives so that she can advise us how many brochures she printed last year.”* Or, *“As this meeting is running late, I move the motion be postponed until the next meeting.”*

Previous question is a motion to end the discussion and vote immediately. *“I move the previous question.”* It requires a 2/3 vote because it denies the rights of members to continue debate.

For Further Study

A-B-C's of Parliamentary Procedure. South Deerfield, Mass.: Channing L. Bete Co., 1998. National Association of Parliamentarians. *National Association of Parliamentarians*.

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Zimmerman, Doris P. *Robert's Rules in Plain English*. New York: Harper Collins Publisher, Inc., 1997.