

Educational: Parliamentary Procedure



Educational Details

Time: 5 minutes

Meant for session #: 7

Content

Parliamentary procedure is the rules that allow meetings and discussions to be efficient. Robert's Rules of Order are the most popular set to use in most countries.

The most simple, fundamental thing to know about in Parliamentary Procedure is motions.

- **What Are They?**
A motion is an idea being examined. There can be only one motion being discussed at once.
- **How Are They Made?**
To start a motion, say "I move..." For example: "I move that our program last longer!"
Any motion made must be seconded by someone other than the person making it to be accepted for discussion. When someone makes a motion, you can open it for discussion by saying "I second."
- **How Are They Changed?**
Sometimes, through discussion, we find the motion doesn't quite reflect what we want. In this case, we can amend a motion by saying "I move to amend the motion to..." For example: "I move that we amend the motion to: That our program last one additional week."
- **How Do They End?**
After being accepted, discussed, and changed if necessary, a motion must be voted on. The meeting chair will call for all those in favour (raise your hand if you want to adopt the motion), and then all opposed (raise your hand if you don't want the motion to be adopted).

There are many types of motions and special rules for almost every possible situation you may come across in a meeting with good Parliamentary Procedure, but now you know the basics to get you started!

Activity Ideas

Business Meeting

Hold a business meeting and have the participants create practice motions. Go through the process of creating, changing, and voting on motions until they can do it smoothly together!