

THE BASICS OF PARLIAMENTARY PROCEDURE

Parliamentary Procedure is an effective method for a Student Council to use when making decisions. Parliamentary Procedure is based on these principles:

- Only one idea should be considered at a time.
- Individuals should be encouraged to introduce ideas, but the decisions should be made by the entire group.
- Decisions should be according to majority rule, but the rights of the minority should be protected.

Some councils are small and friendly enough that they may feel they do not need the formal wording and rules of Parliamentary Procedure. It is possible to follow the principles of Parliamentary Procedure without using its system of rules and motions, but using Parliamentary Procedure provides valuable citizenship training for Student Council members. Parliamentary Procedure may seem complicated at first, but with practice, it allows for decisions to be made smoothly and fairly.

Some common Parliamentary terms are:

Motion

The starting point for any action to be taken by the entire group, it is a proposal for action. It must have a **second** to be considered for discussion

Second

Another council member expresses agreement with the motion presented

Amend

To change or modify the motion

Call for the Question

To end discussion on a motion by bringing it to an immediate vote

Table

To postpone consideration of a question temporarily

Voice Vote

To take a vote by asking for *ayes* and *nays*

Division of the House

To take a vote by a show of hands, standing, or secret ballot, usually after a voice vote seems to show equal votes for and against the motion

Adjourn

To close the meeting

PARLIAMENTARY PROCEDURE

When a member wants to . . .	He/She Says	May He/She Interrupt a Speaker	Must It Be Seconded	Is the Motion Debatable	What Vote Is Required
have the group take definite action; make a motion	"I move that . . ."	No	Yes	Yes	Majority
clarify or correct procedure	"Point of Order"	Yes	No	No	President decides
close discussion and vote	"I call for the question."	No	Yes	No	2/3
ask for a show of hands when the result of a voice vote is not clear	"I call for a division of the house."	No	No	No	None
reconsider something already acted upon	"I move we reconsider our action about . . ."	No	Yes	No	Majority
adjourn, or end, the meeting	"I move that we adjourn the meeting."	No	Yes	No	Majority
agree with the motion	"I second the motion."				

TO PASS A MOTION

1. The President says, "If we want to take action on this idea, then someone needs to make a motion. Does anyone want to make a motion?"
2. A Student Council member makes a motion by saying, "I move that....."
3. The President asks, "Is there a second to the motion?"
4. A Student Council member says, "I second the motion."
5. The President restates the motion by saying, "It has been moved and seconded that"
Then the President says, "Is there any discussion?"
6. The President calls on Student Council members who raise their hands to speak either in favor or against the motion. During discussion, the President should **summarize** what has been said and/or **clarify** what has been said. It is "out of order" to discuss anything other than the motion at this time.
7. When the President feels that discussion is completed, the President says, "If there is no further discussion, we will vote on the motion."
8. The President restates the motion, or has the Secretary restate the motion. Then the President says, "All in favor say, 'Aye'. All those opposed say, 'No'." A majority vote is needed to pass a motion. If the President is not sure after the voice vote, the President may call for a show of hands or a roll call vote.
9. The President then announces the results by saying, "The motion is passed," or, "The motion has failed."

Name of School _____

Student Council Agenda for _____

Month

Day

Year

I. CALL TO ORDER

II. ROLL CALL

III. READING OF THE MINUTES

IV. TREASURER'S REPORT

V. OFFICERS' REPORTS

VI. COMMITTEE REPORTS

1.

2.

3.

4.

VII. OLD BUSINESS

1.

2.

3.

4.

VIII. NEW BUSINESS

1.

2.

3.

4.

IX. ANNOUNCEMENTS

1.

2.

X. ADJOURNMENT

AGENDA

An agenda is a guide to an organized meeting. It is a list of the specific items to be presented to the Student Council. The agenda is prepared by the Executive Board before the Student Council meeting and copies of it are distributed to all Student Council members. It is also a good idea to distribute copies of the agenda to the school administrators and faculty members.

Call to Order	The person in charge of running the meeting, usually the President, officially opens the meeting
Roll Call	The Secretary takes attendance to make sure that the required number of voting members are at the meeting
Reading of the Minutes	The Secretary reads a summary of what was done done at the last meeting
Treasurer's Report	The Treasurer reports on expenses and income since the last meeting and reports on how much money Student Council has
Officers' Reports	Each of the officers may speak about items relating to his/her responsibilities
Committee Reports	The chairperson of each of the permanent and temporary committees reports on what each committee is doing
Old Business	Items already introduced at a previous meeting which require further discussion or action are considered
New Business	Any item which has not previously been brought before the Student Council is considered
Announcements	Messages are presented which, among other things, may include reminders about coming events
Adjournment	A vote is taken to formally end the meeting

Note: Committee meetings are sometimes included in a Student Council meeting.

Student Council Officers' Planning Guide for the _____ Meeting

Call to Order
 Roll Call
 Secretary's Report
 Treasurer's Report

	Officers' Reports	This is What Will be in My Report
1		
2		
3		
4		

	Committee Reports	Reports Will Include Information about These Projects
1		
2		
3		
4		

	Old Business	Information Which Needs to be Presented	Presenter
1			
2			
3			
4			

	New Business	Information Which Needs to be Presented	Presenter
1			
2			
3			
4			

	Announcements	Presenter
1		
2		

Things I Need to do before this Meeting