

Parliamentarian

• General duties

- Understand parliamentary procedure (Making motions, nominations, adjournment)
- Keep order during club business meetings
- Teach parliamentarian procedure to club members



General Questions

- **How do I propose an idea during a meeting?**
You make a motion.
- **What is a motion?**
A motion is a suggestion that is made at a meeting for something to be done.
- **How do I address the president?**
"Madam President" or "Mr. President"
- **What should I say to make a motion?**
"Madam President, I move that " (your idea) "
- **How do I point out that someone did something wrong according to parliamentary procedure?**
You make a "Point of Order", which is a motion that calls attention to a violation of order of the rules.

Ways to Teach Parliamentary Procedure

- Programs
- Brochures/flyers
- Power Point presentations
- Workshops
- Speeches

• Making Motions / Amending Motions

Process:

1. The member addresses the president.
2. The president recognizes him.
3. The member makes his motion (or amendment).
4. The motion is seconded.
5. The president states the motion.
6. The president calls for discussion.
7. The president takes a vote on the motion.
8. The president announces the result of the vote.



What is wrong with this motion?

"Hey President John, I motion that we do something fun."

• Adjourning Meetings

After you adjourn the meeting, you cannot continue discussing business, so make sure everything has been discussed before adjournment. Meetings can be adjourned in three ways:

- 1) When the President thinks there is no further business, he/she may ask, "Is there any further business?" If there is no business, he/she says, "The meeting is adjourned," or "We are adjourned."
- 2) A member may close the meeting with a motion by saying, "I move that we adjourn the meeting." The motion is voted on without discussion or amendment.
- 3) When a club has a specific time to adjourn, the President stands and says, "The time for adjournment has come. The meeting is adjourned."

• Nominations During Elections

Nominations:

- Require a motion
- Do not require a second
- Ending nominations requires a motion and a second

Example nomination: "I nominate Courtney Osong for Club President."

• Points of Order

1. A member of the club violates parliamentary procedure
2. The Parliamentarian addresses the president by saying "Point of Order", and the president's name.
3. The president recognizes the parliamentarian.
4. The parliamentarian states the violation and how it should be corrected.
5. The violation is corrected.

Example of a Point of Order:

(Secretary Julia reads the minutes of the previous meeting.)

President Bob: "Thanks Julia for reading the minutes. Let's move on to reports."

Parliamentarian Katy: "Point of order, Mr. President!"

President Bob: "Yes, Katy?"

Parliamentarian Katy: "We cannot move on to new business because the minutes have not been approved as read."

President Bob: "Okay! Do I have a motion to approve the minutes as read?"

