



# Parliamentary Procedure & Protocol

By

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Parliamentary rules take into account the often conflicting interests that develop during meetings, and they provide procedures that ensure decisions are made fairly

# Basic Definitions



***Quorum*** – minimum number of numbers required to transact business

***Constitution*** – an organization's fundamental governing principles

# Basic Definitions



***Bylaws*** – standard rules governing an organization's internal affairs

***Example : generally TI does not specifically state or restrict as to whether you can talk on topics relating to religion, sex or politics during your chapter meetings.***

***However, clubs internally can have rules to restrict or extend such topics.***

# Basic Definitions



***Standing rules*** – details concerning administration of organization

***Example : the organization may adopt a standing rule that “meetings shall be scheduled for every Sunday of each month” (for Toastmasters Clubs, meetings are set in the bylaws)***

# Basic Definitions



***Motion*** – formal proposal that an action be taken

*Example : We should conduct our Speech and Table Topics Contests on Sunday, 26<sup>th</sup> April 2015 at 5 pm at YMCA Building. DTM Roy will be the organising chair. The budget for the sum of S\$2,500/- is approved.*

***Presiding officer*** – meeting leader who sees that rules are observed

# Six Steps in Handling a Main Motion



## 1. Member makes a motion

*(Example : We should conduct our Speech and Table Topics Contests on Sunday, 26<sup>th</sup> April 2015 at 5 pm at YMCA Building. DTM Roy will be the organising chair. The budget is S\$2,500/- and as there are 5 clubs in Area A6 , each club will contribute S\$500/-)*

## 2. Another member seconds the motion

## 3. Presiding officer places motion before group

## 4. Motion is open for debate

## 5. Motion is put to a vote

## 6. Presiding officer announces result

# Subsidiary Motions



1. **Postpone indefinitely** – group avoids direct vote on main motion

*(Example : XYZ Club shall give a sum of S\$10,000/- donation to Community Chest)*

2. **Amend** – wording of another motion is modified

*(Example : XYZ Club shall give a sum of S\$10,000/- donation to Community Chest ; subject to availability of funds)*





# Subsidiary Motions

## 3. *Refer to committee* – send to another group for study

*(example : XYZ Club shall give a sum of S\$10,000/- donation to Community Chest; subject to approval of the finance committee which has authority to approve expenses up to S\$12,000 ; subject to availability of funds)*

## 4. *Postpone to a certain time* – consider something later

*(example : XYZ Club shall give a sum of S\$10,000/- donation to Community Chest; subject to approval of the finance committee which has authority to approve expenses up to S\$12,000 ; subject to availability of funds on or before 15 December 2014)*



# Subsidiary Motions

## 5. *Limit or extend* limits of debate

*Limit* : “I move that debate be limited to one speech of no longer than five minutes for each member”.

Extend : “I move that, at 8.30pm, the debate be closed and a vote be taken on the motion, “

## 6. *Previous question* – stop debate on pending motion and vote

*Example* : “I move to close debate on all pending motions”. Such incidents can take place during Club , Area , Division or District level meetings.



# Subsidiary Motions

## 7. *Lay on table* – put aside a pending motion

*Example : CEO of TI coming to your club on a surprise visit and cannot wait due to his tight overseas programme. “Mr Chairman , I notice that CEO of TI Mr Alex has just entered the room, I therefore, move that the pending motion be laid on the table, so we might hear from our CEO of TI Mr Alex.*

# Privileged Motions



## 1. Call for Orders of the Day

*Member can interrupt and say “Mr Chairman, I call for the orders of the Day”.*

## 2. Raise a question of privilege

*(Example : “Mr President those of us in the back of the room are having difficulty hearing the speaker because of the noise coming from outside the hall, I wonder if we might close the doors or have the members speak more loudly”.)*

# Privileged Motions



## 3. Recess

*(Example : “Mr Chairman, I move we recess for ten minutes,” or “I move, we take a recess until 9.00 pm”)*

## 4. Adjourn

## 5. Fix time to adjourn

*(Example : “Mr Chairman, I move that we adjourn to 7.30 pm next Friday 19 November 2014)*

*Note : Set the next meeting if not already scheduled*

# Most Frequently Used Incidental Motions



1. Point of Order
2. Appeal
3. Point of Information
4. Suspension of rules
5. Objection to consideration of question
6. Division of question
7. Consideration by paragraph
8. Division of assembly



How many motions have you seen so far???

***21 motions***

Now we will see **2 more** motions making it up to **23 motions in total**

*For information : Robert's Rules of Order – newly revised 11<sup>th</sup> edition has*

***86 motions in total.***

# Additional Motions and Special Problems



## 1. What can an assembly do to correct an action taken?

### a) Reconsider a motion already voted upon

The purpose is to reconsider certain motions passed in haste, ill-conceived manner or due to erroneous action, need to be corrected based on availability of new information or situation.

To be considered at the same committee meeting where the motion was passed.

Must be seconded, debated, voted and approved on majority votes.



# Additional Motions and Special Problems



## b) Rescind a motion previously adopted

Using new motion to rescind earlier motion previously adopted.

The motion requires a second, debatable, requires 2/3 majority vote in most cases.

No time limit to introduce motion to rescind, subject to the extended execution of the previous motion.

# Additional Motions and Special Problems



## 2. Can a motion be adopted when many members abstain?

Yes

Members who abstained, relinquished or forfeited their right to vote and be a factor in decision making.

Eg. 30 members who were at a meeting but when votes were counted, it was discovered that 7 votes in favour and 5 opposed. Motion adopted as majority voted in favour of the motion. Votes of 18 members who did not attend will be discarded.

# Additional Motions and Special Problems



## 3. Can a member be required to vote on a motion?

**No.**

**Member has right to abstain**

**Feel uninformed and desirous of leaving decision to more knowledgeable members**

**Unable to decide**

**Conflict of interest (if one is a party to motion in question)**

# Additional Motions and Special Problems



## 4. Can a motion be adopted by plurality vote?

Yes

Plurality based on several items to be selected while majority is defined as 50% and more

Candidates are elected by mail ballots obtaining plurality vote.

Such exceptions should not be encouraged

# Additional Motions and Special Problems



## 5. Can a presiding officer participate in debate?

Impartiality is required of a presiding officer and therefore should not participate.

If desirous to participate, to hand over to the next appropriate officer and step down to join assembly until motion is debated and passed. May return after the motion is finalized.

# Additional Motions and Special Problems



6. Can a presiding officer introduce a motion?

No

But may encourage members to introduce motions. If no objections received may proceed with course of action.

# Additional Motions and Special Problems



## 7. What is an ex officio member?

Common to include “ex-officio” members sitting in various boards or committees.

Ex-officio members have full rights of membership as long as they hold positions required of them.

They do not fulfil in quorum requirements for committee meetings.



# Q & A Session





**THE END**