

A MANUAL

FOR OFFICERS AND MEMBERS OF HOME ECONOMICS EXTENSION UNITS AND STUDY CLUBS

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Parliamentary procedure has grown out of a background of democracy. It is designed to help insure democracy in practice. For this reason, some method of parliamentary practice should become a part of the business procedure of every group or organization in a democratic country. This circular gives in simple form, parliamentary procedure needed in conducting a business meeting. It is also designed to help officers and members of Home Economics Extension Units and Study Clubs in performing their duties.

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A MANUAL

FOR OFFICERS AND MEMBERS
OF HOME ECONOMICS EXTENSION UNITS
AND STUDY CLUBS

By
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Parliamentary law is based on the principle of equality of membership, free discussion, the will of the majority to prevail and at the same time protect the minority by guaranteeing the individual certain privileges, and the rule of one thing at a time. Good procedure in meetings is valuable in order that the business of the organization may be accomplished in a dignified way and in the shortest time. Parliamentary law is good manners in a meeting.

Importance of Leadership

A home, a club, a community, a nation, cannot exist long as a unit without leadership. A real leader is one whose personality, ability, and knowledge are such that others are willing to work with him toward certain goals. Only through properly trained leaders can any organization function and develop to the best advantage. There are many persons with potential qualities of leadership who have never had an opportunity to develop them and who, with proper training and experience, may become effective leaders in their community.

Characteristics of Leadership

“Leadership is the more or less intangible quality of knowledge and power of feeling or friendliness, which when exercised by a good personality in a common-sense way, secures, first, attention, then respect, and finally, the confident following of others.”—M. C. BURITT.

Every officer, project leader, study club leader, or committee member is a successful leader insofar as she possesses or acquires certain characteristics, abilities, and information. The qualifications of leadership in all these positions are the same, though the specific information necessary to perform the duties of each differs.

Duties of Officers, Project Leaders, and Members

Much of the success of an organization will depend upon the care with which the officers and leaders are chosen. When they are willing to give unselfishly their service for the club and community and yet not neglect their homes, then that club will thrive and flourish. Leaders are selected by the group, because that group recognizes in them certain qualities, such as a genuine interest and understanding of people, a willingness to assume responsibility. A good leader is honest, sincere, and loyal. Wise leaders will develop other leaders who will also "carry on."

The Chairman

Duties:

1. To arrange for local meetings (unless delegated to committees)
 - a. Date
 - b. Place
 - c. Comfortable arrangement of room
 - d. Equipment and supplies
 - e. Luncheon
 - f. Publicity
2. To see that all members are notified of any change of meeting date or place. The secretary may be given this responsibility but the chairman is responsible for seeing that it is done.
3. To plan with secretary prior to opening of the meeting the order of business and the program of the day.
4. To preside at all meetings (unless incapacitated for duty or one yearly meeting is granted to vice chairman).
5. To open and close meetings at appointed time.
6. To call meetings to order, announce order of business, present all business not presented by members.
7. To see that the requirements of the Constitution are carried out.
8. To see that the proceedings are conducted by parliamentary procedure.
9. To announce the result of each vote and then the next order of business to come before the house.
10. To vote only to break a tie, or to make a tie.

11. While presiding, the chairman never participates in a debate. If she wishes to do so, she may relinquish the chair to the vice chairman or anyone she may choose.
12. To preserve order.
13. To appoint Project Leaders.
14. To appoint Program Planning Leaders.
15. To appoint Standing Committees. (The vice chairman may be appointed chairman of one of the important standing committees). Committee appointments may be made by the chairman, or by the chairman after consultation with other officers, or the chairman may appoint only the chairmen of the committees and let the committee chairmen select the other members of their committees, or committees may be elected by the group.
16. To appoint special committees.
17. To call special meetings of entire club or committee meetings.
18. To have charge of special and regular elections.
19. To attend Officer's Training Meetings.

Etiquette of office:

1. The chairman sets a good example by close observation of parliamentary usage. For instance, she refers to herself as "your chairman" or "the chair."
2. She stands when:
 - a. Calling meeting to order
 - b. Putting a question and announcing a vote
 - c. Recognizing a member
 - d. Addressing house on any subject
 - e. Introducing participants in program and visitors.
3. She remains seated during:
 - a. Reading of minutes
 - b. Talks, demonstrations, reading of papers
 - c. Debate, unless necessary to demand order.

Responsibilities:

1. Cooperate with county and state Extension workers.
2. Understand the aims and objectives of Extension work and the broad scope of the work.
3. See that Extension Agent or project leaders have sufficient time for presenting the demonstration.
4. Be responsible for appointing substitute project leaders if regular project leaders cannot attend training meetings.

5. Help and encourage project leaders. Create and maintain good attention for them.
6. See that every member has some responsibility during the year.
7. See that arrangements are made for taking care of children at meetings.
8. See that members understand their responsibility toward cooperators' reports.
9. Encourage song and recreation leaders to function at every meeting.
10. See that group sponsors 4-H club work.
11. Welcome new women in community to membership.
12. Encourage club participation in community and county affairs.
13. At the close of term of office, turn over to successor the chairman's material and explain the work of the office.

The Vice Chairman

1. Presides in the absence of the chairman and assumes other duties of chairman on request.
2. In case of resignation of chairman, succeeds her in office.
3. Chairman of one standing committee. Standing committee possibilities:

Finance	Publicity
Housing	Hospitality
Luncheon	Community Enterprises
Membership	4-H Club

The Secretary

Qualifications:

1. Ability to organize material in writing minutes. Bear in mind that minutes are merely a record of what is done at meetings; therefore, the secretary should not inject her personal comments or opinions.
2. Knowledge of parliamentary law and Constitution and By-laws of organization.

Duties:

1. Keep accurate record book.
 - a. Fill out organization sheets in secretary's book at

beginning of year and send duplicate copies to chairman and Extension Agent.

Membership list (name, address, telephone)
Attendance Record
Officers
Program Planning Leaders
Project Leaders
Standing Committees
Special Committees

- b. Minutes (see page 27).
- c. Financial record (obtain from treasurer).

2. Keep reports.

- a. Monthly—use form and mail to County Extension Office immediately following each meeting.
- b. Annual—use form and mail to County Extension Office following the May meeting.

3. Send out notices of meetings if necessary.

4. Prepare order of business with chairman.

5. Call roll when requested.

6. Read minutes of meetings.

7. Read any communication that should be brought before the body.

8. During course of meeting, address chairman as to what business is in order.

9. Assist chairman on questions of parliamentary procedure.

10. Sign, jointly with the President, all orders on the treasury authorized by action in business meetings, unless this is otherwise specified in the Bylaws.

11. Notify officers, delegates, or committee members of appointment or election if absent when appointment or election took place.

12. Preside at meetings in absence of Chairman and Vice Chairman until Chairman pro tem is elected.

13. Collect cooperators' reports. (This may be delegated by chairman to some other member.)

14. Have charge of all special documents of organization except Treasurer's books.

15. If there is but one secretary she conducts all the official correspondence of the organization.

Etiquette of Office:

The secretary is seated at the right of the chairman and is ready to assist chairman at all times.

The secretary stands when:

- Calling roll
- Reading minutes
- Presenting communications and bills

The Treasurer**Qualifications:**

1. Should be familiar with simple accounting methods.
2. Must be honest and accurate.

Duties:

1. Has charge of all funds of organization.
2. Presents statement at every business meeting, unless only given quarterly, and makes annual report.
3. Pays all bills authorized by organization.
4. Is prepared to furnish evidence of receipt or disbursement of funds.
5. Always has specific authorization from organization to spend money.
6. In case of a community project where the treasurer is handling sums of money, for her own protection she should ask for a periodic audit of the books.

Note: In most of Oregon's Home Economics Extension Units or Study Clubs, the work of the treasurer is not heavy and so the office is frequently combined with that of secretary. Dues are purely a matter of the local unit, county committee, and State Extension Council.

The Program Planning Leader**Qualifications:**

1. Initiative and vision. Is able to see the needs of the homes in the community, new problems that arise, and possible ways of meeting them.
2. Ability to lead discussion.

Duties:

1. Attends Program Planning Leader Training meetings and final Program Planning Day.

2. Leads Program Planning discussion in unit.
3. Makes required reports to County Extension Agent.

The Project Leader

Qualifications:

1. Ability both to receive information and to pass it on to others.
2. Ability either to give a demonstration or to lead a discussion. Be able to acquire the techniques of either.
3. Have great interest in the project.
4. Especially adept in that particular project so as to have respect of community.
5. Sufficient time from home duties not only to attend training meetings, but to practice with cooperators before demonstrating at meetings.
6. Means of transportation to and from training meetings. (In many of the Extension Units and Study Clubs, leaders' transportation costs to and from training meetings are met by the local group.)
7. Dependable.
8. Desire to help others.
9. Willingness to adopt improved practices in her own home life.
10. Alertness in checking program and results at completion of short-time project or periodically with long-time project.

Duties:

1. Serve as leader of project in the community.
2. Attend all leader training meetings. As soon as possible after the leader training meeting, go over material to organize it. Make new and condensed notes.
3. Practice demonstration with cooperators before demonstrating at meeting. If leading discussion, see that assistant has some part. Practice aloud for timing.
4. Obtain demonstration kit from County Extension Agent office and return to office immediately following meeting, unless otherwise instructed.
5. Prepare necessary illustrative material.
6. Keep records and make reports of meetings held and work done.

7. Check with chairman on arrangement of room.
 - a. Have sitting room for all members; allow no one to stand.
 - b. Have group seated in such a way that they face away from light in windows.
 - c. For demonstration, arrange group in semicircle; for discussion, around a table or in a semicircle.
 - d. Have room well ventilated.
8. Some demonstrations entail time in setting them up; be ready when meeting is called to order at regular time.
9. Check on all equipment needed.
10. Check on mimeographs and circulars for distribution at meeting.

Members

Duties:

1. Attend every meeting of the unit possible and take an active part in business meetings, programs, and recreational features.
2. Attend county meetings.
3. Assist in the planning of the year's program.
4. Participate in community and county project undertakings.
5. Pass on the information gained to others in the community.
6. Cooperate by carrying out in the home the teachings of the Extension Service.
7. Keep records and make reports.
8. Interest new members.
9. Be on time.
10. Accept committee or program responsibilities cheerfully.
11. Strive to grow mentally and spiritually.
12. Be loyal to self and fellow members. Discourage destructive criticism.

Etiquette:

1. Stand when addressing the chair, as in making a motion, discussing a question before the house, or making a committee report. After addressing chair, wait for recognition. (In small groups this formal procedure is not necessary.)
2. Address chair as "Madam Chairman."
3. Never stand to get recognition from the chair while another member has the floor.

4. Be considerate of others; show officers and project leaders an appreciation of their efforts. Refrain from whispering and talking during business meeting or program.
5. Refrain from hand work during business meeting, or any other part of program unless it is part of the program.
6. Consider assembly as a whole and speak loudly enough to be heard by all.

Order of Business

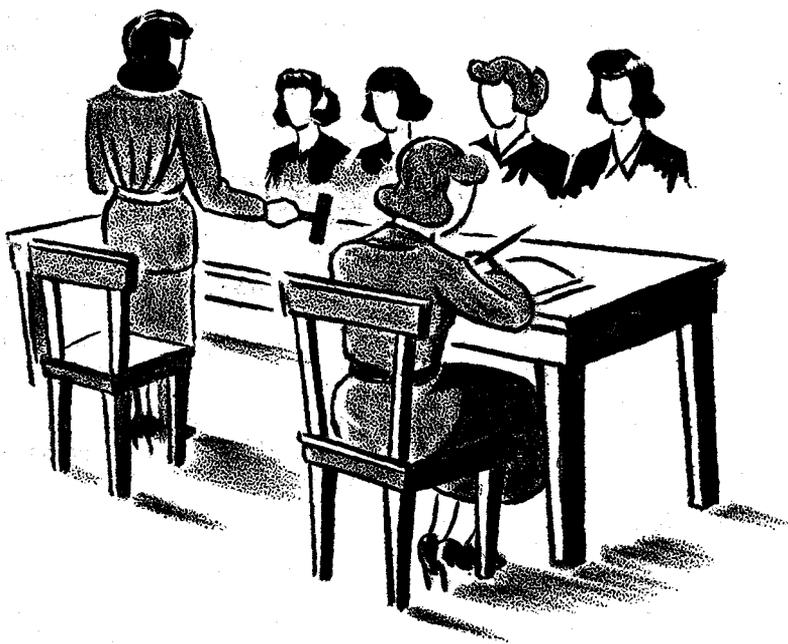
Every well-conducted organization has an accepted order of business. Following is the usual order of regular meetings:

- Call to order and purpose of day
- Roll call
- Reading of minutes of previous meeting (approval, if not previously done)
- Report of treasurer
- Report of standing committees
- Report of special committees
- Report of project leaders
- Unfinished business
- Communications and bills
- New business
- Program
- Announcements
- Adjournment

Note: The time of the business meeting varies in different organizations. For example, some Extension Units open the morning session with the business, then proceed to the project demonstration or discussion; while others hold the business meeting following the luncheon hour and in the middle of the morning and afternoon demonstration; while still other groups hold the demonstration or discussion first and close with the business session. The time of the business session depends on the local group.

Detailed Procedure of a Business Meeting

1. Call to order CHAIRMAN (*stands*): "The meeting will please come to order." If it is not a regular meeting, she should state the purpose.
2. Roll call CHAIRMAN: "We shall have the secretary call the roll." The secretary rises. Each member responds when her name is called. Roll call may be omitted entirely.



3. Reading minutes
of previous meeting

CHAIRMAN: "The secretary will read the minutes of the last meeting." Secretary rises and reads the minutes. If they have been approved at previous meeting, they are read for instruction only. If they have not been approved, when she has finished the secretary resumes her seat and the Chair says, "You have heard the minutes. Are there any additions or corrections?" Corrections may be made by members of the assembly upon standing and addressing the chair, or by the chairman who instructs the secretary as to what changes should be made. The secretary then makes the changes and, if they are numerous, the minutes should be reread as corrected. If the minutes are approved now and an error is noted later, a vote is then required to amend them. For example of minutes, see page 27.

CHAIRMAN: "Are there any corrections?"
 (pause) "There being none, the minutes stand approved as read." Or, if corrections have been made, the Chair says, "The minutes stand approved as corrected."

4. Treasurer's report CHAIRMAN: "We shall now have the treasurer's report." Treasurer stands and reads report which should include balance at given time, itemized expenditures, amount received and sources of it, balance. For example, see page 28.

CHAIRMAN: "Thank you. Are there any questions about the treasurer's report? (If questions, these are clarified.) The report will be accepted as read."* Motion is made to adopt audited financial report; no action is taken on unaudited report.

5. Report of Standing Committees
 Report of Special Committees
 Only such committees need to be called on as have a report to make at this time. In each case the chairman calls upon the chairman of the committee to make the report. Officers and committee chairmen seated at front table or on platform speak from that point. Those seated in house may speak from that point if all can hear. For example:

CHAIRMAN: "May we now have the report of the membership committee?" (standing committee)

CHAIRMAN OF COMMITTEE: "Madam Chairman, the membership committee presents the following report. Total membership New members since last report (give names). Number of visitors present" This report, since it is that of a standing committee and contains nothing controversial nor recommendations, may be treated in the following way:

CHAIRMAN: "You have heard the report of the committee. If there are no objections, the work of the membership committee will

* If a report is accepted before being audited, accepting this report is automatically subject to the correction of an auditor.

be accepted as read." If committee report contains recommendations, reporting member (usually chairman of committee) moves that the report be adopted. (Seconded by member of committee.) See pages 17 and 18 for action. Any expression of appreciation of committee's work may be given by the chairman of the organization.

6. Report of Project Leaders

The report of project or lay leaders may take the form on which action is needed, or it may be in the form of plans for the next project leader meeting. If action is needed, see pages 17 and 18.

7. Unfinished business

This includes any business left over from a previous meeting. For example:
CHAIRMAN: "We shall now consider business postponed from the last meeting. You will recall that a motion was offered that the chairman appoint a committee to make a survey of undernourished children in our schools. Some of our members questioned whether this was feasible and a motion was made to postpone action on the appointment of such a committee until this meeting. You have had time to consider the matter and are now able to discuss and vote upon it. The secretary will read the motion."

Secretary reads motion. If no second from floor, the chair asks, "Is there a second to this motion?" If no second, the motion is lost. If seconded, the chair proceeds to open up discussion and take vote in customary way.

Each item of unfinished business must be disposed of separately before the house can take up new business.

8. Communications and Bills

CHAIRMAN: "Will the secretary read the communications." The corresponding secretary reads all letters or communications, whether acknowledgments, invitations, appeals, or bills. If there is only one secretary, she performs the duties of both re-

- cording and corresponding secretary. If action is needed, proceed in usual way, see page 18.
9. New Business CHAIRMAN: "Has anyone any new business to present before this meeting?" Chair recognizes first person to stand. The new business may be presented in the form of a resolution, or a simple motion from the floor. A motion must be presented and seconded, then opened to discussion before voting. See pages 15-17.
10. Program CHAIRMAN: "The demonstration today (or discussion) will be on . . . and will be led by Mrs. . . ."
11. Announcements CHAIRMAN: "Are there any announcements?"
12. Adjournment If a definite time has been set for adjournment, the chairman may say, "The time for adjournment has arrived. The meeting is adjourned." If no time has been set, the chairman says, "If there is no further business, motion for adjournment is in order."
MEMBER: "Madam Chairman, I move we adjourn."
CHAIRMAN: "Is there a second to this motion?"
MEMBER: "I second the motion."
CHAIRMAN: "It has been moved and seconded that we adjourn. All in favor signify by saying Aye, contrary, No. Meeting stands adjourned."

Simple Parliamentary Procedure

Matters may be brought before the house for deliberation in three ways: motions, committee reports, and communications.

1. By main motion

- ▶ Bringing motion before the house (obtain the floor):

This is done by standing and addressing the chairman, by saying, "Madam Chairman." The chairman then recognizes the speaker by saying, "Mrs. . . ."

► Stating the Motion:

A motion is stated in some such form as "I move that" or "I move the adoption of the following resolution"

► Seconding the motion:

The motion cannot be discussed until seconded, and unless it receives a second it is lost. Any member, other than the one who made it, may second the motion. She need not rise to do so, but say, "I second the motion."

► Putting the question:

Motion must be repeated in full by chairman. "The motion has been made and seconded that . . . ; is there any discussion?"

► Discussion:

All desiring to participate in the discussion must first rise and be recognized by the Chair. Only one member may have the floor at one time. After the floor has been thus assigned to a member, he cannot be interrupted by a call for the "question," or by a motion to adjourn, or for any other purpose by either the Chair or any member *except* to have entered on the minutes a motion "to reconsider" and except a call for the "orders of the day" or a "question of privilege." The chairman recognizes speakers for both sides of the question. No member should dominate the discussion.

► Closing debate:

A member may call for "previous question," commonly called "Question." The chairman may close the discussion by saying, "Are you ready for the question?" The call of "question" does not compel the Chair to take the vote if there are others who desire to speak on the question. This is a very common error. The correct procedure is to address the Chair, and after recognition to say, "I move the previous question." This motion must be seconded. After it has been seconded, the Chair will say, "Shall the previous question be now put? All in favor . . ." If there is a two-thirds affirmative vote the motion at issue is put to a vote at once; but if the "previous question" does not carry, the motion at issue is still open for discussion. Also if the "previous question" is laid on the table, the motion at issue before the house can be debated.

The action to "put the previous question" applies to whatever motion is under discussion at the time. For ex-

ample, if the question before the house has amendments, and the "previous question" is called and approved, the vote must be taken at once beginning first with the amendments. If the "previous question" is specifically called on an amendment, and approved, however, the vote is on the amendment only, and the main question remains open for debate and further amendment.

► Taking the vote :

The chairman repeats the motion with any amendment that may have been added. Voting methods :

- a. Acclamation—by "Aye" and "No."
- b. Standing or by raising the hand.
- c. Roll call.
- d. Balloting.
- e. Vote of chairman. In most cases the chairman does not vote. If the vote of the chairman will make a tie and she is a member of the body and has not voted, however, she may cast her vote and thereby cause a tie. The motion is then lost. If the vote is a tie without the vote of the chairman, she may, if she wishes, cast her vote in the affirmative and thus carry the motion. When voting is by ballot, the chairman must vote with the other members and then has no deciding vote.

► Announcing vote :

CHAIRMAN : "The Ayes have it and the motion has been adopted." "The No's have it and the motion is lost." Or if method b, c, or d is used, the number for and against is announced by the chairman.

2. By committee reports

Committee reports may be of three kinds, reports of :

- a. Recommendations or resolutions
- b. Work done and recommendations or resolutions
- c. Work done or statement of fact for information.

Ways of presenting reports :

CHAIRMAN OF COMMITTEE : "Madam Chairman, the committee on . . . submits the following report" : (reads report). The report should be signed by the entire committee or by the name and title of the chairman of the committee and the report handed to the secretary.

Methods of acting on reports:

a. By motion

If a report carries recommendations, or work done and recommendations, the chairman of the committee should move the adoption of the report before sitting down, by saying, "Madam Chairman, I move the adoption of this report." Another member of the committee should second the motion. (Resolutions are treated the same as recommendations.)

CHAIRMAN: "The report of the . . . Committee has been moved and seconded, any discussion?" Following discussion the action is carried through by voting.

If the Committee Report involves recommendations or resolutions on a diversity of subjects, then the chairman automatically considers each recommendation or resolution individually. No motion is required for individual consideration.

If the report involves several recommendations or resolutions on the same subject they are considered together unless there is a motion to divide and consider separately. A common error is to vote that the report be accepted when the intention is only to have the report up for consideration.

b. By silent consent

If no comments are made and the report carries no recommendations, the chairman may say, "If there is no objection, this report will be accepted as read." This procedure is a time saver and may be used to good advantage but it should not bar discussion.

3. By communications

The secretary, not the chairman, reads any communications that should be brought before the body. If they embody recommendations or resolutions, they should be handled as questions. If not understood, they may be informally discussed and then acted upon.

Motions

A "motion" is the accepted name applied to the procedure of getting a matter before a group. The motion under consideration is often called "the question."

There are two major types of main motions, depending upon the form in which they are presented. There are simple motions and resolutions. After being presented to the assembly, they are both considered in the same manner. Simple motions are usually short and presented before the assembly without much previous thought. Resolutions are often long and usually the result of careful thought and planning. They are always written and take such form as:

"Whereas, this community has a large group of boys and girls of 4-H club age

"Be it resolved"

There are four kinds of motions: (1) Main or principal motions; (2) Subsidiary motions; (3) Incidental motions; and (4) Privileged motions.

1. **Main or principal motion** (may be in form of either simple motion or resolution) is made to bring any particular subject before the group for its consideration. While this is pending or until it has been adopted, rejected, or otherwise disposed of, no other *main motion* may be introduced. It is one of the lowest values and yields to all other motions. See diagram.
2. **Subsidiary motions** are those used to modify the main motion or dispose of it in some other way than by direct vote. They must be decided before the main motion to which they are applied is acted upon. They are considered after Incidental and Privilege motions, however. (See diagram.) Each subsidiary motion takes precedence over those below it. They are defined following order in chart, from lowest to highest.

TO POSTPONE INDEFINITELY. The object is to defeat the measure. It is debatable. It may be reconsidered.

AMENDMENT. A change made in the previous motion. An amendment is debatable and may be reconsidered.

Amendments must be related to the motion. They may be by:

- (1) Addition of words
- (2) Substitution of words
- (3) Elimination of words

Form of stating amendments:

"Madam Chairman, I move that the motion be amended by adding (or substituting, or eliminating) the words"

TO AMEND THE AMENDMENT. The second amendment must relate to the first amendment. Only two amendments may be under consideration by an assembly at one time; an amendment to a question, and an amendment to the amendment. If there is a question with two such amendments, the vote is taken first on the amendment to the amendment, and if that carries, then on the amendment as amended; and if that carries, then on the original motion as thus amended. If the amendment to the amendment carries but the first amendment loses, then only the original motion is left. If the second amendment loses and first amendment carries, then the original motion with the *first* amendment of course remains. After the assembly has disposed of one or both of the amendments pending, other amendments may be offered. If the "previous question" is approved on an amendment it means that a vote on the amendment must be taken at once, but the original question is still open for debate.

REFER TO A COMMITTEE. The usual form of the motion is to "refer the matter to a committee," and it is well to name in the motion the committee, if a standing one, or the method to be used in selecting the committee. This is discussed under "committees." Such a motion is debatable, and may be amended by altering the committee, or by giving it more specific instructions.

TO POSTPONE TO A DEFINITE TIME. The object is to postpone consideration of the question to a certain time. The question should then be taken up at the specified time. Its only amendment possible is that of changing the time. It is debatable.

PREVIOUS QUESTION. Its object is to bring the question which is under consideration before the assembly for vote without further debate. It cannot be debated and cannot be amended. It requires a two-thirds vote for its adoption.

LAY ON THE TABLE. The purpose is to postpone consideration to a more convenient time. This is often considered a polite way of defeating a motion with the assumption that it is to lie on the table permanently. If carried, a motion to "lay on the table" usually takes with it everything concerned with the question. It is not debatable, and cannot be amended.

3. **Incidental motions** are motions that arise incidentally in considering other motions and must be disposed of before the main motion or subsidiary motion can be acted upon. (See diagram.) These motions are listed in order of their importance; that is "question of order" takes precedence over all those listed underneath it. (See diagram.)

Requests growing out of business pending :

- a. *Parliamentary inquiry.* Any member not understanding the parliamentary procedure may rise and request chair for explanation.
- b. *Requests for information.* Any member not understanding question before house may request information.
- c. *Withdraw a motion.* Permitting a previous motion to be withdrawn. It is not debatable, cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who made it with the consent of the person who seconded it, if done before stated by the Chair. If it has been stated by the Chair it cannot be withdrawn without consent of the members of the Assembly. If anyone objects, it must either go to a vote, or a motion must be made to withdraw it. Consent is usually determined by the Chair asking the question, "Mrs. . . . desires to withdraw her motion. Are there any objections?"
- d. *Reading of papers.* Every member has the right to hear papers read once before he is compelled to vote on them. When thus requested, the chairman may ask that the papers be read, or may put the question to a vote of the assembly. Such a motion cannot be debated or amended.
- e. *To be excused from duty.* Any member may request to be excused from duty but should state the reason why.

DIVIDE A MOTION. A motion should have one main idea involved. If two or more main ideas are involved, the motion should be divided and action taken on each.

OBJECTION TO CONSIDERATION OF A QUESTION. The object of this motion is to avoid consideration of a question which is irrelevant or otherwise improper. Such an objection may be made to any principal motion, but only

when it is first introduced and before it is debated. It cannot be made when another member has the floor, and does not require a second. It cannot be debated or amended. The chairman may decide the point, or may put the question, "Will the assembly consider it?" If decided in the negative by a two-thirds vote, the matter is dismissed.

SUSPEND THE RULES. Used in urgent cases to save time. Usually resorted to only by unanimous consent. Cannot be amended or reconsidered.

APPEAL FROM DECISION OF CHAIR. Any member disagreeing with a decision of the chairman may thus put the matter to a vote of the assembly. This is in order, even though another member has the floor. The member rises saying, "I appeal from the decision of the Chair." If the appeal is seconded, the chairman must say, "Shall the decision of the Chair be sustained?" It cannot be amended but may be reconsidered. A tie vote sustains the Chair.

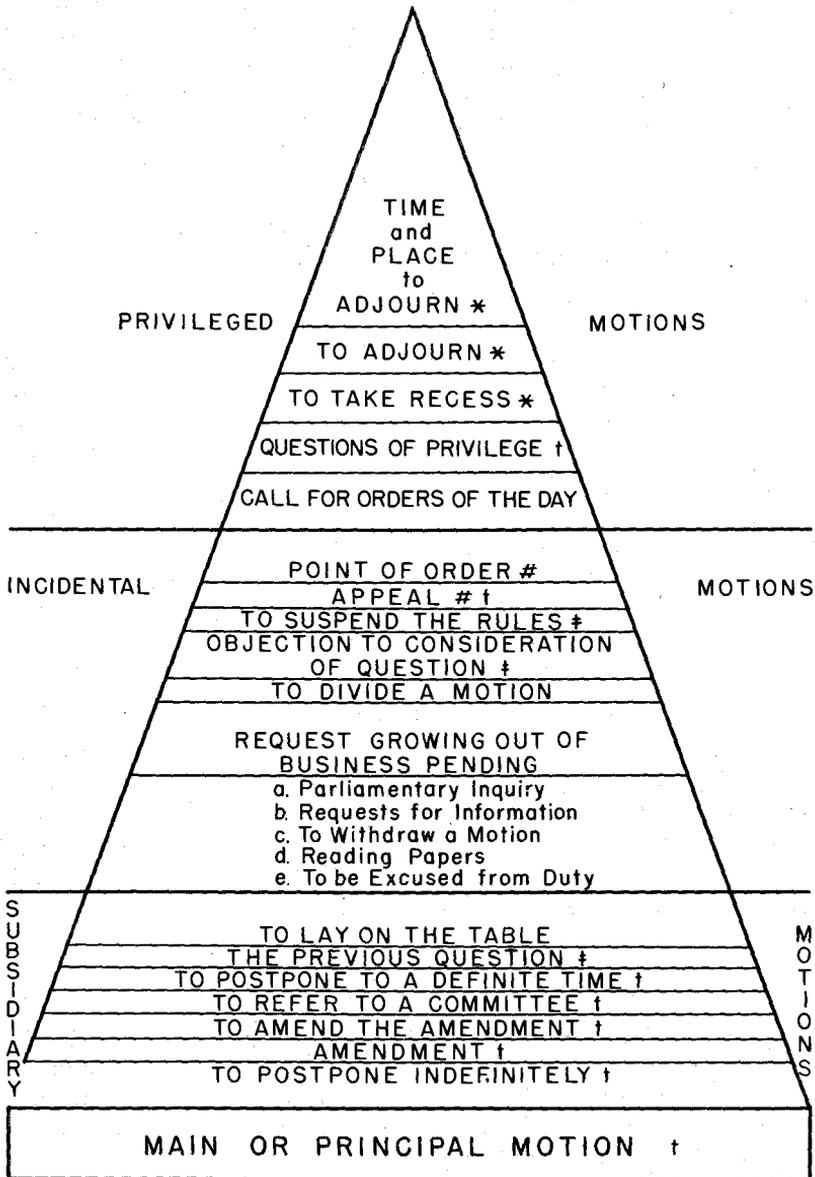
POINT OF ORDER. To correct disorder in the proceedings or in the deportment of members. Any member may obtain the floor and say, "I rise to a point of order." The member then states the point, and the chairman decides whether it is well taken. It does not require a second, and cannot be debated except that the chairman may ask for the opinions of others before giving his decision. Neither can it be amended, but it may be reconsidered.

4. **Privileged motion** is one relating to the well-being of the group or any of its members. It takes precedence over all other questions. (See diagram.) These privileged motions are listed in accordance with their importance. For example, a motion to fix "time and place to adjourn" takes precedence over all others.

ORDERS OF THE DAY. This commonly refers to the order in which the assembly has decided to take up certain matters of business. To change this order of business after the time for consideration of each question is once set, requires a vote of the assembly.

QUESTIONS OF PRIVILEGE. Concerned with the health or well-being of the members. The form is: "Madam Chairman, I rise to a question of privilege." The chair-

DIAGRAM OF PARLIAMENTARY MOTIONS



- * Not always privileged
- † Debatable motions
- ‡ Motions requiring two-thirds vote
- # To lay on the table has precedent

ok

man then says, "The speaker will state his question of privilege." The chairman then decides on the merits of the case. Although another member may have the floor, the question is in order, and requires no second. It is debatable, may be amended, and may be reconsidered.

TAKE A RECESS. Used to secure for the members a resting period or intermission without adjourning the meeting. If the time to resume the meeting is named in the motion to take a recess, it cannot be amended or debated. If the time is not named, however, it may be debated or amended.

TO ADJOURN. If order of business has fixed time for adjournment, the chairman may say, "The time of adjournment has arrived. The meeting is adjourned." If no set time has been stated, the chairman may ask for a motion for adjournment. Or a member may move for adjournment at any time except:

- a. When a speaker is speaking from the floor.
- b. When the assembly is engaged in voting.
- c. When the Chair is stating or putting the question.
- d. During the verification of a vote.

Resignations

A resignation is handled as a main motion; or it may be referred to a committee which is instructed to ask the member to reconsider. If handled as a motion, the chairman should say, "You have heard the resignation, the question is on its acceptance. Is there any discussion?" (pause) "All those in favor say Aye, opposed, No. The Ayes have it and the resignation is accepted."

Committees

Committees may be appointed by the chairman or elected by the body, or selected by the chairman of the committee. The motion to form a committee should state the number of members and method of their selection, and the work of the committee. For example of a motion to form a committee:

Member: "I move that the chairman appoint a committee of three to investigate the cost of building a stage in the hall and report at the next meeting."

Committees are of three different kinds: (1) Standing; (2) Special; and (3) Committee of the whole.

1. **Standing.** Serving throughout the year.
Example: Membership Committee, Finance Committee.
2. **Special.** Serving for a short time for a specific purpose with or without time limit. Example: Fair Committee.
3. **Committee of the whole.** When by motion of a member, the group becomes a committee of the whole, the chairman appoints some member to take her place as chairman pro tem and leaves the chair. Each member may speak as frequently as she desires. A report is formulated, the meeting again convenes, the chairman returns to the chair, and the chairman pro tem reports as chairman of the committee. The action taken is the same as for any other committee report.

Nominations and Elections

Nominations may be made in three ways: (1) by committee, (2) from the floor, or (3) by ballot.

1. Nominations by committee

A nominating committee saves time and should insure careful selection. The committee should be appointed or elected one month in advance of the election of officers. Persons whose names appear on the ballot should have been interviewed and should have given their consent to be considered as candidates.

The committee reports as follows: "Madam Chairman, the nominating committee submits the following report: The following persons have consented to permit the use of their names as candidates for the several offices of this organization for the ensuing year:

"Chairman—Mrs. S.

"Vice Chairman—Mrs. G.

"Secretary-Treasurer—Mrs. M.

"Respectfully submitted,

.....
.....

"Committee on Nominations"

CHAIRMAN: "Are there any other nominations for chairman? (pause) for vice chairman? (pause) for secretary?"

If other nominations are made, names are voted on separately. If no other nominations are made and the constitution provides no definite method, the secretary may be asked to ballot.

CHAIRMAN: "If there are no other nominations the secretary will cast one ballot for the ticket as read." The secretary after writing the names on the ballot hands it to the chairman saying, "I hereby cast the unanimous ballot of the organization for the candidates for the several offices of this organization for the ensuing year."

The chairman announces the vote by saying, "The persons recommended by the nominating committee are unanimously elected." (Reads names.)

2. Nominations from the floor

CHAIRMAN: "Nominations are in order for chairman." Nominations are made from the floor and written on board if available.

CHAIRMAN: "Are there any other nominations? (pause) If not, I declare the nominations closed and appoint Mrs. X. and Mrs. Y. as tellers."

Tellers' duties:

- a. Distribute and collect ballots
- b. Count votes and record them
 - (1) Total number of votes cast
 - (2) Number necessary to elect
 - (3) Number of votes cast for each person

The vote report is handed to Chair, who announces results.

CHAIRMAN: "Mrs. A, having received the majority of all votes cast, is duly elected chairman of this unit." The same procedure is followed in electing all other officers.

3. Nomination by ballot

Tellers distribute ballots and members write name of candidate desired. Tellers write out report and announce result. A *second vote* by ballot must be taken to *elect* as a nominating ballot cannot be made an election ballot. Nominations from the floor cannot be made.

Methods of Voting

Voting may be done by any of the methods described on page 17.

Order of Minutes

Good minutes are a valuable asset to any organization. They are an accurate account of what is done in the business meeting. They should be in ink and in a bound book. In writing minutes the following order should be used:

1. Kind of meeting (regular, special)
2. Name of organization
3. Date and hour
4. Place
5. Presence or absence of regular officers and members
6. Action on minutes (whether the minutes of the previous meeting were approved or this action dispensed with)
7. Treasurer's report
8. Reports

Standing committees:

Name of committee, with its chairman, is recorded.
Synopsis of reports of standing committees is included.

Entire report is placed on file.

Special committees:

Entire report of special committees with recommendations is usually entered on minutes.

Delegates and project leaders.

Note: Copies of all reports should be given to secretary.

9. Motions and resolutions

All motions and resolutions are recorded but if withdrawn at same meeting they need not be kept in record.

Name of maker of motion is recorded.

The form of recording motions is as follows:

"Mrs. A moved that . . ." Seconded and adopted.

Record number of negative and affirmative votes if rising vote is taken.

10. Statements

All important statements are recorded even though action on them is not taken.

11. Brief summary of program of day.

12. Indicate approval of minutes by writing "Approved."

Sample of Treasurer's Report

The financial report is given for information of members. The following brief report is a form usable when finances are a very minor part of the work.

Report of the treasurer of the.....
 Extension Unit for the quarter ending.....

RECEIPTS

Balance on hand, January 1.....	\$	\$ 3.00
One-act plays	10.00	
Members' dues	3.00	13.00

Total		\$16.00

DISBURSEMENTS

Rent of hall	\$ 3.00	\$
Programs50	
Flowers for	1.00	
County Committee dues	1.00	5.50

Balance on hand, March 31		10.50

Total		\$16.00

.....
 Treasurer

Common Parliamentary Terms

Both officers and members familiarizing themselves with terms commonly used in parliamentary procedure will be better able to conduct and participate in a business meeting.

1. **ACCEPTING A REPORT** is the same as adopting it.
2. **ACCLAMATION.** A method of voting, page 17.
3. **ADJOURN.** To close the meeting or session. It is a privilege motion.
4. **ADOPT.** Used interchangeably with accept.
5. **APPEAL.** An incidental motion. See page 22.
6. **AMEND.** To change a motion by means of another motion. This proposed change is called an amendment. To amend is a subsidiary motion. See page 19.
7. **AMENDMENT.** A change made in a previous motion. See page 19. Such an amendment is debatable and may be reconsidered.
8. **ASSEMBLY.** The group of eligible voters gathered to transact the business of the organization.
9. **BALLOT.** A method of voting.
10. **CHAIRMAN OR THE CHAIR.** The person who presides at the meeting.
11. **CONVENE.** To meet, or call to order.
12. **DEBATABLE.** The discussion of a motion or question according to the rules of order.
13. **DISCUSSION.** The debating or talking about a motion or question. It must always follow the accepted rules of order.
14. **FLOOR.** Any place in the formal assembly room, other than the chairman's desk.
15. **HOUSE.** The organization or club.
16. **MAJORITY.** More than half the votes cast.
17. **MEETING.** The time an assembly remains together without adjournment. A call to order after an adjournment constitutes another meeting.
18. **MINUTES.** The written records of the proceedings of the meetings, as kept by the secretary (discussed, page 27).
19. **MOTION.** The accepted name applied to the procedure of getting a matter before a group or assembly (discussed under "Motions," page 18).
20. **NEW BUSINESS.** Matters which have not been formally discussed before, but are brought up for the first time (discussed under "Order of Business," page 11).
21. **NOMINATION.** Suggesting the name of a person for an office, to be used at the time of election. It is not a motion, and requires no second (discussed under "Nominations and Elections," page 25).
22. **OBTAIN THE FLOOR.** Securing the right to speak, either to make or discuss a motion (discussed under "Simple Parliamentary Procedure," page 15).
23. **PARLIAMENT.** The law-making body of England. The source from which the term "parliamentary practice" has been derived.

24. **PENDING AND IMMEDIATELY PENDING.** A question is said to be pending when it has been stated by the Chair and has not yet been disposed of, either permanently or temporarily. When several questions are pending, the one last stated by the Chair, and therefore the one to be disposed of first is said to be the immediately pending question.
25. **PLURALITY.** The person receiving the greatest number of votes. It is not necessarily the majority, although it may be.
26. **PROXY VOTE.** Vote cast for an absent member by some one authorized to act as her substitute.
27. **QUESTION.** The motion before the assembly is called "the question." When members wish to close the discussion and put the matter to a vote they may call "question—question."
28. **QUORUM.** A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the constitution.
29. **RECEIVE A REPORT.** Means to listen to it; it does not mean that the assembly approves the report or takes any official action on it.
30. **RECOGNITION.** A member is recognized by the chairman when the latter announces the member's name, or in small groups, nods to him.
31. **RECOMMENDATION.** A formal type of principal motion (discussed under "Motions," page 18).
32. **RECONSIDER.** "To reconsider" is a means whereby a decision once made and which later seems wrong, may be corrected or changed. It must be made by some person who voted on the affirmative side of the question. It cannot be amended or reconsidered. If carried, the original question is again put before the assembly. It usually takes the order of a principal motion.
33. **REPORTS.** The records of findings of officers or committees (preferably in written form) which are submitted for consideration and approval at a meeting of the main body.
34. **RESCIND.** A motion to rescind is designed to nullify a former action of a group or assembly when it is too late to reconsider the action. It may come up at any meeting as a new motion and has no privileges. If sentiment is exceedingly strong, a motion may be made to "strike from the records" the rescinded action. If carried, the secretary writes across the material in the records "stricken from the records by order of the assembly, (date)."
35. **RESOLUTION.** A formal type of principal motion (discussed under "Motions," page 18).
36. **SECOND.** An indication that at least a second person approves of the motion.
37. **SPECIAL COMMITTEE.** A committee chosen for some particular purpose (discussed under "Committees," page 24). When its object is attained, the special committee is usually discontinued automatically. A special committee, when it has not completed its work, however, may ask permission of the main body to "sit again."
38. **STANDING COMMITTEE.** A committee appointed for a long period of time, often a year (discussed under "Committees," page 24). Such committees are frequently named in the constitution.

39. UNANIMOUS BALLOT. A ballot cast by the secretary or clerk for a candidate when he is the only person nominated for a particular office, and no one objects to him for that office. The usual form is for the chairman to instruct the secretary to "cast a unanimous ballot" for the candidate for the certain office. If anyone objects, however, the balloting must be done in the usual way.
40. UNFINISHED BUSINESS. Motions that have not yet been decided, and have been left over from preceding meetings (discussed under "Detailed Procedure of a Business Meeting," page 14).
41. ROBERT'S RULES OF ORDER. A manual of rules of order for deliberative assemblies. This is a standard and authoritative source. It should be consulted regarding many detailed points which could not be included in this circular; likewise, as the authority for many statements which have been included.

References

- Robert's Rules of Order*, revised, Scott, Foresman and Company, New York.
The Parliamentarian, by Trow, Gregg Publishing Company, New York.
Textbook on Parliamentary Law, by Alta B. Hull and Alice Sturgis, Macmillan Publishing Company, New York.