

## Presentation Notes

Presentation Parliamentary Procedures Lesson 2.2

Notes from Presentation:

- Most common authority in proper meeting format
- Framework of rules for making decisions as a group
- Designed to: maintain order, allow everyone a voice, + helps meetings run smoothly
- Made up of a variety of motions and rules
- Someone facilitates the meeting
- Discusses only one main motion at a time
- Decisions based on majority rule
- A motion is a statement or idea for the group to consider
- Start with “I move..”
- A motion should be properly presented to the presiding officer- address the chair, receive recognition, then state your motion
- Most motions require a second
- Demonstrates a group willingness to entertain the motion beyond the maker of the motion
- Without a second, a motion is not discussed
- The chair will ask for debate/ discussion
- The maker of the motion has the first right to debate/ discuss
- All debaters must address the chair + receive recognition before discussing
- Discussion may be for or against the motion
- After the debate has ended, a vote is taken
- Successful motions require a majority vote-  $\frac{1}{2}$  members present +1
- Results of the vote determine the action taken on the motion
- Stand and address the chair
- Wait for recognition
- Motion is correctly stated
- Motion is seconded
- Chair will repeat the motion
- Chair will ask for discussion
- Motion is discussed
- Chair restates motion
- Motion is voted on
- Chair states the outcome of the vote
- Used to introduce new business to the group
- Cannot be negative
- Actions must be legal
- Ex. “I move that school starts at 9am on Fridays.”
- Amendments- change the motion slightly either to clarify, add, or remove a part of the original motion
- The original intent of the motion must remain intact
- Stated “I move to amend the main motion by..”

- If the amendment passes, the amended portion of the motion is now included in the main motion
- Types- adding or inserting/ removing or subtracting/ strike out and insert

# AFNR Reflection Page

List five key points that are important to remember from this presentation.

1. Proper meeting format
2. Facilitator of the meeting
3. Second the motions
4. Majority rule
5. The maker of the motion has the first right to debate/ discuss

List three ideas or concepts that this new information has in common with previous things learned.

1. Rules on speaking
2. Polite
3. Maintain order

List questions or ideas that remain unclear about the information presented that should be asked for clarity at the appropriate time.

N/A