

Presentation Notes

Presentation parliamentary produces

Lesson 2.2

Notes from Presentation:

- Most common authority in proper meeting format
- follows a framework of rules for making decisions as a group
- designed to

-maintain order

-allow everyone a voice

-helps meeting run smoothly

- made up of a variety of motions and rules
- appoints a chair, president, or presiding officer to facilitate the meeting
- discusses only one main motion at a time
- decisions are based on a majority rule

- what is a motion?
- statements/ideas 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 of willingness to entertain the motion beyond the maker of the motion
- without a second a motion is not discussed
- debate/discussion
- the chair will ask for debate or discussion
- the maker of the motion has the first right to debate/discuss
- all debaters must address the chair and receive recognition before discussing
- discussion may be for or against the motion

"AYE" or "NAY"

- after debate has ended, a vote is taken
- successful motions require a majority vote ($\frac{1}{2}$ members + 1)
- results of the vote determine the action taken on the motion

"Steps in handling a motion"

1. stand and address the chair
2. wait for recognition
3. motion is correctly stated
4. motion is seconded
5. chair will repeat the motion
6. chair will ask for discussion
7. motion is discussed
8. chair restates motion

9. motion is voted on
10. chair states the outcome of the vote

Main Motions:

- Used to introduce new business to the group
- cannot be negative
- actions must be legal
- example: "I move that schools 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

-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. parliamentary procedures help maintain order
2. and also gives everyone a voice
3. there are more than one kind of amendments
4. how to handle a motion
5. "Aye" or "Nay"

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

1. main motions
2. how to keep a meeting organized and running smoothly.
3. most motions require a second.

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

none.