

## Presentation Notes

Presentation Parliamentary Procedures

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

### Components

- 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

### 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

### "I second that motion"

- Most motions require a second
- Without a second a motion is not discussed

### Debate/Discussion

- The chair will ask for debate/discussion
- The maker of the motion has the first right to debate/discuss
- 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 present +1

### 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

### Types of Amendments

- Strike out and insert

# AFNR Reflection Page

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

1. Components
2. Debate/Discussion
3. Motion
4. None
5. None

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

1. Teaching how to properly presentate.
2. None
3. None

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

None