

## Presentation Notes

Presentation \_\_\_\_\_ Lesson 2.2

Notes from Presentation:

Parliamentary Procedure-

- Most common authority in proper meeting format
- Follows a framework of rules for making decisions as a group
- Designed to
  - o Maintain order
  - o Allow everyone a voice
  - o Helps meetings run smoothly

Parliamentary Procedure Components-

- Made up in 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 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
  - o Address the chair, receive recognition, then state your motion

"I Second That Motion"

- Most motions are required a second
- Demonstrates a group 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/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
  - o  $\frac{1}{2}$  members present + 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 and actions must be legal

#### Amendments

- Change the motion slightly either to clarify, and, 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 of Amendments

- Adding or inserting
  - I move to amend the main motion by adding “in November” to the end of the motion so that the main motion if amended would read that “school start at 9am on Fridays in November”
- Removing or subtracting
  - o I move to amend the main motion by removing “on Fridays” so that the main motion if amended would state that “school starts at 9am”
- Strike out and insert
  - o I move to amend the main motion by striking out “9am” and inserting “10am” so that the main motion would state that “school start at 10am on Fridays”

# AFNR Reflection Page

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

1. The parliamentary procedure steps.
2. How to state a motion.
3. The steps in handling a motion.
4. Types of amendments.
5. The components to the parliamentary procedure.

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

1. You say "Aye" when answering a motion.
2. What a motion is.
3. You always need someone to second a motion.

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

None