

## Presentation Notes

Presentation Parliamentary ProceduresLesson 2.2

Notes from Presentation:

Parliamentary Procedures:

- Common authority in proper meeting format
- Framework of rules for decision making
- Maintain order, Allow everyone to have a voice, Helps meeting run smoothly

Parliamentary Procedure Components:

- Variety of motions and rules
- Appoints chair, president, or presiding officer to ease the meeting
- One motion discussed at a time
- Majority rule based decisions

What is a motion?:

- Statements/Ideas for the group to consider
- Start with "I move to..." or "I move that..."
- Properly presented by the presiding officer...address the chair, receive recognition, then state your motion

I Second That Motion:

- Most motions require a second.
- Demonstrates a group willingness to entertain the motion
- Without a second a motion is not discussed.

Debate/Discussion:

- Chair will ask for debate/discussion
- Motion maker has first right to debate/discuss
- Debaters must address chair and receive recognition
- Discussion may be for or against motion

"Aye or "Nay":

- After debate, vote is taken
- Majority vote...  $\frac{1}{2}$  of members present + 1
- Vote results determine action taken on motion
- Types of Votes: Voice, Rising, Secret Ballot, Roll Call

Step in Handling a 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

# AFNR Reflection Page

## Main Motions:

- Introduces new business
- Not negative
- Legal
- Ex: "I move that school starts at 9 A.M. 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 of amendments:

Adding or Inserting

Removing or subtracting

Strike out and insert.

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

1. It is important to address a motion properly.
2. All motions need to have a second.
3. Everyone has a voice in a motion.
4. Everyone must vote on a motion.
5. Everyone has the chance to amend a motion.

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

1. All motions need a second to pass a motion.
2. Debates and discussions allow all members of the chapter to have a voice.
3. Debates are a chance for people to explain why they do or do not want the motion to be approved.

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

N/A