

Parli-Pro

FOR
DUMMIES

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Responsibilities

- Well versed in Robert's Rules of Order: Newly revised
 - **See "Types of Voting Procedure"
 - **See "Types of Voting Methods"
- Outline expectations of delegates
 - Up to discretion
 - Presentation, pamphlets, etc.
- Keep control of the room
 - Utilize region parliamentarians if present
 - If a microphone is needed for delegates they can set this up or bring it to the speakers
 - *Series of short taps of the gavel can accomplish this*
- Coordinate with AAS NBC to determine who will run each joint meeting/session
 - Utilize area parliamentarians if present
- Run business sessions
 - **See "How Meetings Run"

Types of Voting

Procedures

- Five Procedures
 - Majority
 - Two-Thirds
 - Majority of Entire Membership
 - Plurality

- Majority
 - More than half of the votes cast
 - Excludes abstentions and absences
- Two-Thirds
 - Two-thirds of present voters required to pass a motion utilizing this vote
 - Excludes abstentions
- Majority of Entire Membership
 - Majority of those allowed to vote
 - Includes abstentions and absences
- Plurality
 - *Not approved voting procedure by RRoO:NR*
 - When voting on three or more options and the “winning” option has the highest number of votes, but still not a majority
 - Vote again for a majority
 - May not be specifically allowed, but removing the lowest scoring option can assist this issue for next majority vote

Methods

- Five Types
 - Voice Vote
 - Standing Vote
 - Show of Hands Vote
 - Counted Vote
 - Ballot Vote

- Voice Vote
 - *Majority*
 - “The question is on the adoption of the motion that...”
 - “Those in favor of the motion, say aye”
 - Assembly will respond
 - “Those opposed, say nay”
 - Assembly will respond
 - “The ayes have it and the motion is adopted” or “The nays have it and the motion is lost” *tap gavel once*

- Standing Vote/Show of Hands Vote
 - *Majority or Two-Thirds*
 - “The question is on the adoption of the motion that...”
 - “Those in favor of the motion will raise the right hand”
 - Assembly will respond
 - “Those opposed will raise the right hand”
 - Assembly will respond
 - *Majority Vote:*
 - “The affirmative has it and the motion is adopted” or “The negative has it and the motion is lost” *tap gavel once*
 - *Two-Thirds Vote:*
 - “There are two-thirds in the affirmative and the motion is adopted” or “The are less than two-thirds in the affirmative and the motion is lost” *tap gavel once*

- Counted Vote (show of hands or standing)

- *Majority Vote* or *Two-Thirds Vote* or *Majority of Entire Membership Vote*
 - “The question is on the adoption of the motion that...”
 - “Those in favor of the motion will (raise the right hand and keep it raised until counted) (stand and remain standing until counted)”
 - Assembly will respond
 - “Those opposed will (raise the right hand and keep it raised until counted) or (stand and remain standing until counted)”
 - Assembly will respond
 - “There are ___ in the affirmative and ___ in the negative”
- *Majority Vote:*
 - “The affirmative has it and the motion is adopted” or “The negative has it and the motion is lost” *tap gavel once*
- *Two-Thirds Vote:*
 - “There are two-thirds in the affirmative and the motion is adopted” or “There are less than two-thirds in the affirmative and the motion is lost” *tap gavel once*
- *Majority of Entire Membership Vote:*
 - In order to utilize this type of vote, the chair must know how many in membership are eligible to vote
 - “Having an entirety of ___ members eligible to vote, and having ___ members vote in the affirmative; the affirmative has it and the motion is adopted” or “Having an entirety of ___ members eligible to vote, and having ___ members vote in the negative; the negative has it and the motion is lost” *tap gavel once*
- **Ballot Vote**
 - *Majority Vote* or *Two-Thirds Vote* or *Majority of Entire Membership Vote*
 - “The question is on the adoption of the motion that...”
 - “Delegates use this time to mark your ballots and prepare to bring them forward to be counted”

- *Majority Vote:*
 - “Each delegate must now come forward with their ballot, be their vote affirmative or negative”
 - “The affirmative has it and the motion is adopted” or “The negative has it and the motion is lost” *tap gavel once*
- *Two-Thirds Vote:*
 - “Each delegate must now come forward with their ballot, be their vote affirmative or negative”
 - “There are two-thirds in the affirmative and the motion is adopted” or “The are less than two-thirds in the affirmative and the motion is lost” *tap gavel once*
- *Majority of Entire Membership Vote:*
 - “Each delegate must now come forward with their ballot, be their vote affirmative, negative, or abstaining”
 - “Having an entirety of ___ members eligible to vote, and having ___ members vote in the affirmative; the affirmative has it and the motion is adopted” or “Having an entirety of ___ members eligible to vote, and having ___ members vote in the negative; the negative has it and the motion is lost” *tap gavel once*

What's the Point?

Point of Information

- Used to request information about the motion
 - This is only used to obtain relevant information regarding the matter or business being discussed
- Question directed towards the chair or another member
 - Directed towards the chair
 - Member: “Point of Information”
 - Chair: “The member will state the point”
 - Member: *asks question*
 - Directed towards another member
 - Member A: “Point of Information”
 - Chair: “The member will state the point”
 - Member A: “Will the member yield for a question?”
 - Member B: “Yes” (Can refuse)
 - Member A: *asks question*
- Not to be confused with debate or point of inquiry

Point of Inquiry

- Used to request information regarding parliamentary procedure
- Question directed towards the chair
 - Member: “Point of Inquiry”
 - Chair: “The member will state the inquiry”
 - Member: *asks question*
- Question can be deferred, at discretion of the chair, until the floor has been yielded

Point of Order

- Used to bring attention to a breach of parliamentary procedure

- Statement directed towards the chair
 - Member: “Point of Order”
 - Chair: “The member will state the point”
 - Member: *makes statement*
- Must be raised promptly at the time of the breach

Point of Privilege

- Used to bring attention to environmental concerns
 - Noise
 - Temperature
 - Etc.
- Statement directed towards the chair
 - Member: “Point of privilege”
 - Chair: “The member will state the point”
 - Member: *states problem and request*
 - i.e. the noise in the hallway makes it hard to hear the proceedings, can we close the door?
- This can often be avoided by members taking initiative to solve issues without disrupting the general assembly

How Meetings Run

- Basics
 - Meeting is called to order
 - Attendance is taken
 - Each new section/presentation is announced
 - Unfinished (Old) Business
 - From a previous meeting, or on the schedule
 - New Business
 - This allows the General Assembly to bring something to the floor
 - Meeting is adjourned

- Call the meeting to order
 - “I call this meeting to order, the time is ____”
 - *Rap gavel twice*
- Determine attendance
 - Joint responsibility
- Announce each new part
 - I.e. brief, speaker, voting, unfinished business, new business, etc.
 - synopsis/introduction can be completed by ARCOP - but each new portion of the meeting must be announced
- Unfinished (Old) Business
 - Proposing Resolution
 - “We will now be voting of resolution ____”
 - Read resolution
 - Now we will have the sponsor of the resolution, _____, come forward to further explain the resolution
 - Sponsor explains
 - “Are there any questions”
 - Sponsor fields questions
 - “Is there any debate”

- Debate will likely happen
 - If there is none precede directly to the voting verbiage
 - “Is there any (further) debate?”
- Amendment to a Resolution
 - If this happens it is likely to happen within the debating period
 - A delegate must make a motion to amend the resolution
 - The amendment must be seconded
 - “Are there any questions”
 - “Is there any debate”
 - When there seem to be no more delegates who wish to debate address the assembly, “Is there any further debate?”
 - Only utilize this if there is prior debate
- Voting on an Amendment to a Resolution
 - “Seeing no (further) debate, the question is on the adoption of the amendment to the motion that...”
 - “Those in favor of the amendment, say aye”
 - Delegate body responds
 - “Those opposed to the amendment, say nay”
 - Delegate body responds
 - “The ayes have it, the amendment is adopted” or “The nays have it, the amendment is lost” *tap gavel once*
 - “We will now return to debate on the previous question”
- Voting on a Resolution
 - “Seeing no (further) debate, the question is on the adoption of the motion that..”
 - “Those in favor of the motion, say aye”
 - Delegate body responds
 - “Those opposed to the motion say nay”
 - Delegate body responds
 - “The ayes have it and the motion is adopted” or “The nays have it and the motion is lost” *tap gavel once*
- Types of voting
 - Generally you will ONLY use *majority* and *two-thirds* voting

- *Majority Vote*
 - Introduce motion
 - Amendment
 - Commit or Refer something to a Committee
 - Postpone a motion or amendment
 - Postpone a motion or amendment indefinitely/to an unspecified time
 - Recess
 - Adjourn
 - *Two-Thirds Vote:*
 - Limit debate
 - End debate/request immediate vote
- New Business
 - “Is there any new business?”
 - This is an opportunity for the assembly to bring forward anything they wish to discuss that is not on the agenda
 - If someone wishes to bring something forward they will state “I move that...” - this will require a second
 - “Seeing a second, will the sponsor please come forward to further explain their motion”
 - “Not seeing a second, this motion will not be considered”
 - “Moving forward, is there any other new business”
 - You may or may not have to ask this, delegates may step forward without being prompted
- Adjourning the meeting
 - “Seeing no further unfinished business or new business, the time is ____, this meeting is adjourned”
 - *Tap gavel once*

Final Notes

- General proficiency in Parliamentary Procedure allows for expedient and successful business sessions
- Further proficiency allows for members to control the floor and accomplish goals
- For more information see Robert's Rules of Order: Newly Revised
- Contact the National Business Chair with further questions

