

Basic Parliamentary Procedures

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For over 20 years I have served as a parliamentarian, a presiding officer, a secretary an instructor, and an expert witness. I have also written and revised bylaws, written parliamentary opinions, and judged parliamentary competitions. I have performed these services for parliamentarians, professionals, veterans, churches, avocations, schools, universities, condominiums, local governments, local government agencies and local communities.

National Association of Parliamentarians (NAP)

- Professional Registered Parliamentarian (PRP) 2000
- Delegate to the National Convention 2003, 2005, 2007, 2011, 2015
- Presenter at the National Training Conference 2008
- Presenter National Convention 2015
- Commission Credentialing 2016
- Professional Development Committee 2017
- Professional Course Trainer 2018
- Instructor Professional Renewal Course 2019

Maryland Association of Parliamentarians (MAP)

- Chairman Membership Committee 2003-2005
- Treasurer 2003-2005
- President 2005-2009, 2011-2013
- Vice-President 2009-2011
- Institute Coordinator 2009-2017
- Director 2013-2015

American Institute of Parliamentarians (AIP)

- Teacher Designation (T) 2000
- President, C & PP Chapter 2002-2005
- Certified Professional Parliamentarian (CPP) 2007
- CP Examiners Division Chair 2013-2016
- Presenter East Coast Practicum 2013, 2017
- Faculty Teacher Certification Course 2015
- Presenter West Coast Practicum 2015, 2017

United States Department of Transportation

- Certified Trained Facilitator 2001
- Served in the Greater Baltimore - Washington Area 2001-2005

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Requirements for a Meeting to be Valid

- 1 Call of the Meeting, to notify members.
- 2 The presence of a quorum, to validly conduct business.
- 3 A presiding officer, duly elected, to direct the meeting.
- 4 A secretary, duly elected, to record the action taken.

Quorum

- 1 Number of voter who must be present to validly transact business.
- 2 The individual voting member is counted as one of the quorum.
- 3 Count the voting members to determine the presence of a quorum.
- 4 The office has no bearing on the count; the definition does not include officer.
- 5 The quorum should be the number of members who usually attend meetings.

Minutes of a Meeting

- 1 Record of what was done at the meeting, not what was said by the members.
- 2 When approved, minutes should be signed and dated by the secretary.
- 3 The minutes do not become the record of the proceedings until approved.

A presiding officer should _____

- 1 Remain impartial or relinquish the chair.
- 2 State each motion clearly and completely to the assembly.
- 3 Restate each motion before taking the vote and announcing the result.
- 4 Address only agenda headings with business to conduct.
- 5 Assist the members in exercising their rights and insist upon decorum.
- 6 Stifle out-of-order non-germane discussion or derogatory comments.

A Secretary should _____

- 1 Sit next to the chair for discrete communications on the order of business.
- 2 Have the controlling documents, reports, minutes and correspondence.
- 3 Record in the minutes of the meeting what was done, not what was said.

A Member should _____

- 1 Address the presiding officer by title.
- 2 Speak only to the presiding officer and be seated after speaking.
- 3 Limit remarks to the immediately pending question itself.
- 4 Remain silent when another member has the floor.

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A Committee should _____

- 1 Be formed as prescribed by the bylaws or rules of order.
- 2 Be empowered to act for the association only on specific instructions.
- 3 Follow bylaws, special rules of order, parliamentary authority and standing rules.
- 4 Not adopt their own rules except as authorized in the bylaws or instructions.

A Committee's Instructions should _____

- 1 Specify standing or special.
- 2 Specify the chair and the members.
- 3 Specify the task as: consider, investigate, take action or all three.
- 4 Specify the reporting date.

Majority Vote

- 1 A majority is more than half.
- 2 A majority vote is more than half the ballots cast, excluding blanks and abstentions...
- 3 A tie vote on a motion means the motion is lost or there is no election.
- 4 With more than two options, a plurality is not a majority and neither adopts or elects.

Two-thirds Vote

- 1 A two-thirds vote is at least two-thirds of the ballots cast, excluding blanks and abstentions...
- 2 Doubling the "no" votes gives the minimum "yes" vote required for adoption.

Counting Votes

- 1 Count yes votes, no votes and announce the result.
- 2 Count yes votes, no votes, voting members present and announce the result.
- 3 Count yes votes, no votes, voting members on roster and announce the result.
- 4 Count yes votes, no votes, and voting positions and announce the result.
- 5 Count was not followed by the word "abstentions" in the four statements above.

~~Unanimous~~ **General** Consent

- 1 Avoids unnecessary votes on routine, non-contentious and non-critical business.
- 2 A motion is adopted or an action taken without putting the question to a vote.
- 3 In cases where unanimous consent is apparent, the chair may assume it.
- 4 The form is:

The chair asks "Is there any objection to _____."

pauses and if no one calls out "objection!"

states "There being no objection we will _____."

- 5 If anyone objects, follow the normal procedure for handling the motion.

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No motion no debate

- 1 Discussion of a subject is permitted only with reference to a pending motion.
- 2 A member obtains the floor while no motion is pending to immediately make a motion.
- 3 This rule requires firm enforcement.
- 4 This rule against discussion without a motion is a tool for keeping "on track."
- 5 This rule is important in making a meeting rapidly moving.

To handle a motion _____

- 1 A member rises and when recognized offers a motion, "I move..."
- 2 Another member, anonymously, seconds the motion for the chair's guidance.
- 3 The chair repeats the motion, "It is moved and seconded to..."
- 4 The members debate the motion.
- 5 The chair puts the motion to a vote.
- 6 The chair announces the result.

To handle the motion, the chair _____

- 1 Repeats a ranked motion with a lower number as in order.
- 2 Rules a ranked motion with a higher number, not in order at this time.
- 3 Repeats an incidental motion that applies to the situation as in order.
- 4 Assures the incidental motion is decided immediately before business proceeds.
- 5 Rules immediately on a point of order or submits it to the assembly for decision.
- 6 Takes the vote on the remaining motions in the reverse order from which they were made.

To assign the floor, the chair recognizes _____

- 1 The member who made the motion and has not spoken.
- 2 The member who has not spoken.
- 3 The member who has spoken one time.
- 4 The member who rose and addressed the chair first, after the floor was yielded.
- 5 The members alternately both pro and con as much as possible.

Members can limit debate for _____

- 1 the meetings by adopting a special rule of order limiting debate at the meetings.
- 2 this meeting by adopting a motion limiting debate during this meeting.
- 3 the motion by adopting a motion limiting debate for the motion.
- 4 the speakers by adopting a motion limiting debate for the members.
- 5 the time used by adopting a motion to end debate...

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Long meetings? Limit debate!

Madam Chairman, I move that debate be limited to _____ minutes _____.

	Order of Business	10 mins	2 mins	1 min
•	Call to Order	00:00:20	00:00:20	00:00:20
# ¹	Opening Ceremonies	00:03:00	00:03:00	00:03:00
# ¹	Roll Call of Officers and Directors	00:01:20	00:01:20	00:01:20
1	Reading and Approval of the Minutes	00:03:00	00:03:00	00:03:00
2	Reports of Officers, Boards and Standing Committees			
	President	00:02:00	00:02:00	00:01:00
	Vice President	00:02:00	00:02:00	00:01:00
	4th Vice President, Member A speaks (1)	00:10:00	00:02:00	00:01:00
	Treasurer	00:02:00	00:02:00	00:01:00
	Membership Committee, Chair Member B	00:02:00	00:02:00	00:01:00
	Publicity Committee, Chair Member C	00:02:00	00:02:00	00:01:00
	Bylaws Committee, Chair Member A speaks (2)	00:10:00	00:02:00	00:01:00
	Finance Committee, Chair Member I	00:02:00	00:02:00	00:01:00
	Community Services Committee, Chair Member N	00:02:00	00:02:00	00:01:00
3	Reports of Special Committees			
	Building Committee, Chair Member K	00:02:00	00:02:00	00:01:00
	Fund Raising Committee, Chair Member R	00:02:00	00:02:00	00:01:00
4	Special Orders			
5	Unfinished Business and General Orders			
	No unfinished business, Member A speaks (3)	00:10:00	00:02:00	00:01:00
	General Order, postponed motion, Member A, speaks 1 st time (4)	00:10:00	00:02:00	00:01:00
	General Order, postponed motion, Member B, speaks 1 st time	00:02:00	00:02:00	00:01:00
	General Order, postponed motion, Member J, speaks 1 st time	00:02:00	00:02:00	00:01:00
	General Order, postponed motion, Member A, speaks 2 nd time (5)	00:10:00	00:02:00	00:01:00
6	New Business			
	Motion to purchase lawn mower Member A speaks, 1 st time (6)	00:10:00	00:02:00	00:01:00
	Member B speaks, 1 st time	00:02:00	00:02:00	00:01:00
	Member C speaks 1 st time	00:02:00	00:02:00	00:01:00
	Member A speaks, 2 nd time (7)	00:10:00	00:02:00	00:01:00
	Member B speaks, 2 nd time	00:02:00	00:02:00	00:01:00
	Motion to purchase laptop Member A, speaks 1 st time (8)	00:10:00	00:02:00	00:01:00
	Member D speaks, 1 st time	00:02:00	00:02:00	00:01:00
	Member A speaks, 2 nd time (9)	00:10:00	00:02:00	00:01:00
	Member E speaks, 1 st time	00:02:00	00:02:00	00:01:00
# ¹	Good of the Association			
	Member A comments (10)	00:10:00	00:02:00	00:01:00
	Member F comments	00:02:00	00:02:00	00:01:00
•	Adjourn	00:00:20	00:00:20	00:00:20
	Call Meeting to Order at	07:00:00	07:00:00	07:00:00
	The meeting lasts	02:22:00	01:02:00	00:35:00
	Adjourn Meeting at	09:22:00	08:02:00	07:35:00

¹ The symbol "#" indicates an optional heading in the order of business.

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Hierarchy of Governing Documents

- 1 Statutory law**, that applies to corporations and associations.
- 2 Articles of Incorporation**
 - a An agreement between the Association and the State.
 - b Creates a separate legal entity of the state.
 - c Meet the State's requirements of incorporation.
 - d Amended according to the State Corporation Laws.
- 3 National Charter, National Bylaws**
 - a An agreement between the Association and a National Association.
 - b Creates a local unit in the National Association.
 - c Meets National's requirements for chartering a local unit.
 - d Amended according to National's rules.
- 4 Bylaws**
 - a An agreement between the members.
 - b Structure the association.
 - c Contain fundamental rules considered too important to be suspended.
 - d Amended by previous notice and two-thirds vote or as prescribed.
- 5 Special Rules of Order**
 - a An agreement between the members.
 - b Specify procedural rules to supplement or modify those in the Rule Book.
 - c Contain special rules and exceptions to those in the Rule Book.
 - d Amended by previous notice and two-thirds vote or as prescribed.
 - e Suspended by a two-thirds vote.
- 6 Rules of Order**, Parliamentary Authority, Rule Book
 - a *Robert's Rules of Order Newly Revised* adopted by the Association.
 - b Provides a standard reference book for the Association.
 - c Contains rules and procedures for all types of situations.
 - d Superseded by adopting Special Rules of Order.
- 7 Standing Rules**
 - a An agreement between the members.
 - b Detail the administration of the Association.
 - c Contain rules dealing with the administration of the Association.
 - d Amended by a two-thirds vote or a majority vote with previous notice.
 - e Suspended by a majority vote.
- 8 Board Policies**
 - a An agreement between the members and the directors
 - b Detail the administration of the board.
 - c Contain rules dealing with the administration of the board.
 - d Amended by a two-thirds vote or a majority vote with notice.
- 9 Staff Policies**
 - a An agreement between members and the staff.
 - b Detail administration of the staff.
 - c Contain rules dealing with the administration of the staff.
 - d Amended by a two-thirds vote or a majority vote with notice

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Local Benevolent Association, Inc.

Articles of Incorporation for a Non-stock Corporation

FIRST: The undersigned Member Johnson, whose mailing address is 246 Main Street, Baltimore, 21203 MD; Member Langdon whose mailing address is 173 Side Street, Baltimore, 21203 MD and Member Gilman whose mailing address is 15 Cluster Circle, Baltimore 21203 MD being at least eighteen years of age, do hereby form a corporation under the laws of the State of Maryland.

SECOND: The name of the corporation, which is hereinafter called "Corporation" is the Local Benevolent Association, Inc.

THIRD: The purposes for which the Corporation is formed are as follows: To perform charitable acts toward others; to promote the general welfare of the community; and to provide athletic programs for the youth of the community.

FOURTH: The street address of the principle office of the Corporation in Maryland is The Community Recreation Center, 3412 Olive Road, Baltimore 21203 MD.

FIFTH: The name of the resident agent of the Corporation in Maryland is: Member Hamilton, 4523 Roundtoit Avenue, Baltimore 21223 MD.

SIXTH: The Corporation has no authority to issue stock.

SEVENTH: The number of directors of the Corporation shall be three which number may be increased or decreased pursuant to the bylaws of the Corporation. The names of the directors who shall act until the first meeting or until their successors are duly chosen and qualified are:
Janet Leclair, John Hendrix and Roberta Sundre.

EIGHTH: _____.

IN Witness WHEREOF, I have signed these articles and acknowledge the same to be my act.

I hereby consent to my designation in this document as resident agent for this corporation.

SIGNATURES OF INCORPORATORS:

SIGNATURE OF RESIDENT AGENT LISTED FIFTH:

Member Johnson
Member Langdon
Member Gilman

Member Hamilton

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LBA Bylaws

Article I

Name

The name of the association is the *Local Benevolent Association, Inc.* as stated in the Articles of Incorporation and is hereinafter referred to as the Association.

Article II

Purpose

The purposes of the Association are those prescribed by the Articles of Incorporation.

Article III

Members

§1 Membership. Any adult resident of the local community shall be eligible for membership.

§2 Dues. The annual dues shall be ten dollars per person.

Article IV

Officers

§1 Officers. The officers of the Association shall be a president, a vice president, a secretary, and a treasurer.

§2 Duties. Officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted.

§3 Ballot Election, Term of Office, Removal from Office. Officers shall be elected by ballot to serve for one year or until their successors are elected and qualified, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers may be removed from office at the pleasure of the membership as provided in the parliamentary authority.

§4 Office Holding Limitations. No member shall hold more than one office at a time.

Article V

Meetings

§1 Regular Meetings. The regular meetings of the Association shall be held on the first Thursday of each month.

§2 Annual Meeting. The regular meeting on the first Thursday of January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for other business that may arise.

§3 Special Meetings. Special meetings may be called by the president and shall be called upon written request of five members of the Association. The purpose of the meeting shall be stated in the call.

§4 Quorum. Fifteen members of the Association shall constitute a quorum.

Article VI

The Board of Directors

§1 Board Composition. The officers of the Association shall constitute the Board of Directors.

§2 Board's Duties and Powers. The Board shall make recommendations to the Association, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

§3 Board Meetings. Meetings of the Board may be called by the president and shall be called upon written request of two members of the Board.

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Article VII Committees

- §1 Membership Committee. A Membership Committee of two members shall be appointed by the president promptly after the annual meeting whose duty it shall be to issue numbered membership cards.
- §2 Public Affairs Committee. A Public Affairs Committee of three members shall be elected at the annual meeting, whose duty it shall be to inform the public of the Association's actions.
- §3 Audit Committee. One auditor shall be elected at the annual meeting to replace the senior auditor of the three member Audit Committee, whose duty it shall be to audit the books and records of the Association quarterly.
- §4 Such other committees, standing or special, shall be appointed by the president as the Association or Board of Directors shall from time to time deem necessary to carry on the work of the Association.

Article VIII Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Association may adopt.

Article IX Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

End Bylaws as Amended January 6, 2000

Special Rules of Order

- 1 The order of business at a regular meeting shall be:
 - Call to Order
 - 1 Approval of the minutes
 - 2 Reports of Officers, Boards and Standing Committees
 - 3 Reports of Special (Select, or ad hoc) Committees
 - 4 Special Orders
 - 5 Unfinished Business and General Orders
 - 6 New Business
 - Adjourn
- 2 The motion to "Lay on the Table" shall not be permitted at any meeting of the Association.
- 3 The motion to "Reconsider" shall not be permitted at any meeting of the Association.
- 4 No motion requires a second.

End Special Rules of Order as Amended May 6, 1999.

Standing Rules

- 1 The regular monthly meeting as prescribed in the bylaws shall be held at the Community Recreation Center Hall, 3412 Olive Road, Baltimore, Maryland 21203.
- 2 The regular monthly meetings shall start a 7:00 p.m., and adjourn at 8:00 p.m.

End Standing Rules as Revised September 2, 1999.

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Local Benevolent Association, Inc. Minutes July 6, 2000

- Call to order

A quorum being present President Gorham called the regular meeting of the Local Benevolent Association to order on July 6, 2000 at 7:00 p.m.

1 Approval of the Minutes

- The minutes of the June 1 meeting were approved as distributed.

2 Reports of Officers, Boards and Standing Committees

- Financial report

Starting Balance June 1 st	\$12,376
Receipts	\$ 4,422
Disbursements	\$ 1,792
Ending Balance June 30 th	\$15,003

A detailed report was submitted to the secretary.

- Member ~~Johnson~~ chair of the membership committee reported we signed up *Morris* two new members in June and we now have 175 members on the roster.

3 Reports of Special Committees

- Member Read chair of the special committee assigned to paint the president's office reported the job was completed last Sunday.

6 New Business

- Motion by Member Bedford to purchase a new lawn mower for \$295.87 was adopted. The president directed Member Bedford to pick up a check from the treasurer, purchase the mower and submit the receipt.
- Motion by Member Jenifer to purchase a new laptop at a cost not to exceed \$1000 was postponed until the next meeting.
- Motion by Member Pinckney to prepare a membership directory to be sold at \$5.00 a copy.
- Motion by Member McHenry to adjourn. Adopted.
- President Gorham adjourned the meeting at 7:45 p.m.
- Secretary Franklin took the minutes.
- Adjourn

Approved

August 3, 2000

Member Franklin

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Detailed Financial Report

Local Benevolent Association, Inc. Financial Report June 1- 30, 2000					
DATE	CHK	FOR	RECEIPTS	DISBURS	BALANCE
1		Brought Forward			\$12,376.15
3		2 nd Quarter United Donations	\$ 3,200.00		\$15,576.15
3	3183	Trophy & Awards Company		(\$ 450.00)	\$15,126.15
4	3184	Local Telephone Co		(\$ 27.53)	\$15,098.62
4	3185	Long Distance Telephone Co		(\$ 39.99)	\$15,058.63
12		Bank Service Charge		(\$ 18.32)	\$15,040.31
15	3186	George Luver		(\$ 90.00)	\$14,950.31
20	3187	Food Supplier Co		(\$ 1,120.00)	\$13,830.31
21		Dues	\$ 120.00		\$13,950.31
24		Sponsor Donations	\$ 752.00		\$14,702.31
27	3188	Stationary Store		(\$ 47.38)	\$14,654.93
30		Association Sponsor	\$ 350.00		\$15,004.93
30		Ending Balance			\$15,004.93
Totals			\$ 4,422.00	(\$ 1,792.22)	
CHECKBOOK RECONCILIATION					
		Checkbook Ending Balance			\$15,004.93
		Charges/Debits not in book		(\$ 12.35)	
		Interest/Credits not in book	\$ 11.32		
		Adjusted Checkbook Balance			\$15,003.90
BANK STATEMENT RECONCILIATION					
		Statement Ending Balance			\$14,693.89
		Checks/Debits not on statement		(\$ 39.99)	
		Deposits/Credits not on statement	\$ 350.00		
		Adjusted Statement Balance			\$15,003.90

Items listed on the detailed financial report are supported by documents such as:

- deposit slips, sales receipts, returned checks, bank statements
- entrees in the Association's minutes
- entrees in the Association's adopted budget

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Auditors' Report

Local Benevolent Association, Inc. 2000, 2 nd Quarter Auditors' Report			
Third Year Auditor:	<i>Member Franklin</i>		
Second Year Auditor:	<i>Member Brearley</i>		
First Year Auditor:	<i>Member Wilson</i>		
Audit Period From:	April 1, 2000	To:	June 30, 2000
1 Obtain all of the Association's records which include:			
a Checkbook		h Cash on Hand	
b Bank Statements		i Savings Records	
c Financial Reports		j Investment Records	
d Cash Receipts		k Checks	
e Disbursement Records		l Membership Roster	
f Copy of the Budget		m Financial Policies	
g Secretary's Minutes		n Articles of Incorporation, Bylaws, etc.	
2 Check for accuracy and completeness:			
Take the ending balance established by the last audit and verify it equals the opening balance for the current period.			
Balance Established by the Last Audit		\$ 15,236.47	
Opening Balance for the Current Audit		\$ 15,236.47	
3 Total Line Items Receipts for the audit period:			
Line Item 01 Sponsors		\$ 3,480.00	
Line Item 02 Donations		\$ 1,100.00	
Line Item 03 Distributors Rebates		\$ 175.47	
Line Item 04 Fund Raisers & Bazaar		\$ 2,650.43	
Line Item 05 Food & Beverages		\$ 2,175.37	
Line Item 06 Other (<i>Explanation</i>)		\$ 00.00	
Line Item 07 Grants		\$ 2,500.00	
Line Item 08 Dues		\$ 1,325.00	
Total Line Item Receipts		\$ 13,406.27	
4 Total Line Items Disbursements for the audit period:			
Line Item 09 Stationary / Postage / Office		\$ 373.29	
Line Item 10 Heating Fuel		\$ 1,450.00	
Line Item 11 Food & Beverage Distributor		\$ 2,225.57	
Line Item 12 License Fees		\$ 675.00	
Line Item 13 SDAT Fees		\$ 646.50	
Line Item 14 Building Maintenance		\$ 4,793.32	
Line Item 15 Uniforms & Equipment		\$ 3,136.27	
Line Item 16 Telephone		\$ 337.86	
Line Item 17 Other (<i>Explanation</i>)		\$ 00.00	
Total Line Item Disbursements		\$ 13,637.81	
5 Calculate the Balance on Hand:			
Opening Balance Current Period		\$ 15,236.47	
Add Total Line Item Receipts		\$ 13,406.27	
Subtract Total Line Item Disbursements		(\$13,637.81)	
Result is Balance on Hand		\$ 15,004.93	

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Local Benevolent Association, Inc. 2000, 2 nd Quarter Auditors' Report	
6 Reconcile the Checkbook:	
Checkbook Ending Balance	\$15,004.93
Subtract charges/debits not in checkbook	(\$ 12.35)
Add interest/credits not in checkbook	\$ 11.32
Result is Adjusted Checkbook Balance	\$15,003.90
7 Reconcile the Bank Statement	
Statement Ending Balance	\$14,693.89
Subtract checks/debits not on statement	(\$ 39.99)
Add deposits not on statement	\$ 350.00
Result is Adjusted Statement Balance	\$15,003.90
8 Calculate the Savings & Investments Present Value:	
CD Value Established by the Last Audit	\$ 5,136.76
Interest accrued over the audit period	\$ 359.57
Result is CD Present Value	\$ 5,496.33
9 Calculate the Total Assets:	
Balance on Hand	\$ 15004.93
CD Present Value	\$ 5,496.33
Cash on Hand	\$ 375.87
Result is Total Assets	\$20,877.13
10 Complete the Report:	
Auditors' Report	
The financial report reflects fairly the current financial condition and results of the operations of the Association, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding audit. The disbursements and other transactions were supported by authorizing documents, bills and receipts.	
Auditors' Procedure	
Using the Audit Form, the auditors:	
1 Review the Association's controlling documents listed in section 1, and verify that each disbursement was authorized in the bylaws or minutes of the meetings and accompanied by a bill or receipt.	
2 Insure the opening balance for the current period equals the balance established by the previous audit and note this in section 2.	
3 Total all the monies received, by line item and title, as shown in section 3.	
4 Total all the disbursements, by line item and title, as shown in section 4.	
5 Calculate the balance on hand as shown in section This should agree with the treasurer's financial reports and the bank balance plus any cash on hand.	
6 Reconcile the bank statement with the checkbook balance in the usual manner.	
7 Reconcile the checkbook balance with the bank statement in the usual manner.	
8 Calculate the present value of any savings and investments such as certificates of deposit.	
9 Calculate the total assets as shown in section 9, which include any cash on hand.	
10 Complete the report which should be short and to the point. State what your review included, what you found, your opinion of the book balances and any recommendations you may have.	
11 Submit the report to the Secretary.	

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Tellers' Report

Local Benevolent Association, Inc. January 6, 2000 Tellers' Report		
President		
Number of votes cast for president		68
Number of votes necessary for election		35
1	Number of votes cast for Member Gorham	37
2	Number of votes cast for Member Bedford	28
3	Number of votes cast for	
Explanation of illegal votes cast for president		
Mickey Mouse (ineligible, not on the roster)		2
Explanation of rejected votes		
One ballot containing two votes		1
Vice President		
Number of votes cast for vice president		62
Number of votes necessary for election		32
1	Number of votes cast for Member McHenry	19
2	Number of votes cast for Member Blair	42
3	Number of votes cast for	
Explanation of illegal votes cast for vice president		
John Doe (ineligible, not on the roster)		1
Explanation of rejected votes		0
Secretary		
Number of votes cast for secretary		53
Number of votes necessary for election		27
1	Number of votes cast for Member Franklin	32
2	Number of votes cast for Member Spaight	21
3	Number of votes cast for	
Explanation of illegal votes cast for secretary		0
Explanation of rejected votes		0
Treasurer		
Number of votes cast for treasurer		67
Number of votes necessary for election		34
1	Number of votes cast for Member Clymer	50
2	Number of votes cast for Member Hamilton	17
3	Number of votes cast for	
Explanation of illegal votes cast for treasurer		0
Explanation of rejected votes		0

The Basic Parliamentary Procedures

Local Benevolent Association, Inc. January 6, 2000 Tellers' Report		
Public Affairs Committee Members		
Number of votes cast for public affairs committee members		67
Number of votes necessary for election		34
1	Number of votes cast for Member Brearley	27
2	Number of votes cast for Member King	38
3	Number of votes cast for Member Langdon	51
4	Number of votes cast for Member Basset	24
5	Number of votes cast for Member Broom	34
6	Number of votes cast for	
Explanation of illegal votes cast for public affairs committee members		0
Explanation of rejected votes		0
Audit Committee Member		
Number of votes cast for audit committee members		60
Number of votes necessary for election		31
1	Number of votes cast for Member Wilson	42
2	Number of votes cast for Member Baldwin	18
3	Number of votes cast for	
Explanation of illegal votes cast for audit committee members		0
Explanation of rejected votes		0
1 st Teller	<i>Member Few</i>	
2 nd Teller	<i>Member Williamson</i>	
3 rd Teller	<i>Member Morris</i>	
Tellers' Procedure		
A The tellers:		
1 Distribute the ballots to those persons entitled to vote.		
2 Collect the ballots.		
3 Count all the ballots for each office including illegal votes.		
4 Calculate the votes necessary for election which is a majority or more than half the ballots cast for each office.		
5 Do not credit illegal votes to any candidate.		
6 Count the votes cast for each candidate.		
7 Complete the tellers' report..		
B The chair of tellers, addressing the chair, reads the report and hands it to the Presiding officer without declaring the result.		
C The presiding officer, reading the tellers' report, declares who is elected to each office.		

The Basic Parliamentary Procedures

The presiding officer

- 1 Opens the meeting on time by taking the chair and calling the meeting to order, having determined that a quorum is present.
- 2 Announces in sequence the business that comes before the assembly in accordance with the order of business, agenda, or program.
- 3 Recognizes members who are entitled to the floor.
- 4 Repeats and puts to vote motions that come before the assembly, and announces the result of each vote; or, if a motion is not in order, rules it not in order.
- 5 Protects the assembly from dilatory motions by refusing to recognize them.
- 6 Enforces the rules relating to debate, to order and to decorum.
- 7 Expedites business in every way compatible with the rights of members, and uses unanimous consent and assumed motions when appropriate.
- 8 Decides questions of order, subject to appeal, and when in doubt, refers the question to the assembly for decision.
- 9 Responds to inquiries relating to parliamentary procedure or factual information bearing on the business, and assists members with the wording of motions.
- 10 Declares the meeting adjourned when the assembly so votes or at the time prescribed in the program, or at the conclusion of business.

The presiding officer has at hand

- 1 articles of incorporation, bylaws, special rules of order, standing rules, etc.
- 2 *Robert's Rules of Order Newly Revised* 11th Edition
- 3 list of standing and special committees and their members
- 4 complete order of business, listing matters that are to come up, shown in proper sequence under the correct headings
- 5 script & referral cards
- 6 gavel
- 7 timepiece & timer
- 8 calendar

The Basic Parliamentary Procedures

Order of Business → Agenda

The order of business... **as amended**

- Call to Order
- 1 ~~Reading and Approval~~ of the minutes
- 2 Reports of officers, board, and ~~standing~~ committees **listed in the bylaws & given in the order listed**
- 3 Reports of ~~special~~ committees **assigned a one time task & given in the order created**
- 4 ~~Special orders~~ **bylaw requirements or motions made special orders**
- 5 ~~Unfinished business~~ **motions cutoff at the previous meeting**
- 5 ~~General orders~~ **postponed motions or motions for which previous notice was given**
- 6 New Business **motions**
- Adjourn

Optional Headings

Opening ceremonies, if any, which is not business in the order of business.

Roll call

Consent calendar

Good of the _____ no business conducted

Announcements

Program

Order of business

An association adopts an order of business or adopts RONR that specifies the first six items in the order of business above as standard for one-meeting sessions of ordinary societies.

Agenda

The order of business with items of business for the current session is the agenda, and is adopted, at the beginning of the meeting, by a majority vote if it does not create any special orders and does not conflict with the existing order of business; otherwise, a two-thirds vote is required.

Conducting a meeting.

Following the order of business we will conduct a monthly meeting of the Local Benevolent Association (LBA) using the scripts on pages 19 through 38.

Practice your presiding skills by taking the part of the member on the left hand column, [following the gray directions in brackets], and **reading aloud the bold black type**.

The Basic Parliamentary Procedures

A script for a meeting

Chair **A quorum being present the regular meeting of the Local Benevolent Association will come to order.**

Chair **The question is on the adoption of the agenda as distributed.**

Chair **If there is no objection, we will adopt the agenda?** [Pause for response]

Chair **There being no objection, the agenda is adopted.**

Chair **Are there any corrections to the minutes as distributed?**
[Pause for response]

Chair **There being no corrections, the minutes are approved as distributed.**

Chair **The treasurer will give the financial report.**

Clymer [Stand up]

Clymer **Starting Balance July 1st \$15003**

Receipts \$3,127

Disbursements \$2,478

Ending Balance July 31st \$15,652

I submitted a detailed report to the secretary. [Sit down]

Chair **Are there any questions on the financial report?** [Pause for response]

Chair **The chair recognizes Member Johnson chair of the membership committee for a report.**

Johnson [Stand up]

Johnson **A new member joined in June; we now have 176 members.**
[Sit down]

Chair **The chair recognizes Member Langdon, chair of the public affairs committee, for a report.**

Langdon [Stand up]

Langdon **The committee arranged for NPR to announce our Fall Food Drive throughout the month of October.** [Sit down]

Chair **The chair recognizes Member Gilman, chair of the special committee on carpeting the office, for a report.**

Gilman [Stand up]

Gilman **The committee purchased and installed the carpet for \$235.25. The receipts and remaining \$14.75 were turned in to the treasurer.** [Sit down]

The Basic Parliamentary Procedures

- Chair **Under unfinished business the question is on the adoption of the motion, interrupted by adjournment of the previous meeting, to prepare a directory for sale at \$5.00 each.**
- Chair **Are you ready for the question?**^{2&3} [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Members [A majority say aye.] **Aye!**
- Chair **Those opposed say no.** [Pause for response]
- Members [A minority say no.] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair [Direct the secretary to carry out the order]
- Chair **The secretary will prepare a membership directory to be sold at \$5.00 a copy.**
- Chair [Proceed to the next business in the order of business]
- Chair **Under general orders the question is on the adoption of the motion, postponed at the previous meeting, to purchase a new laptop at a cost not to exceed \$1000.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Members [A minority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause for response]
- Members [A majority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The noes have it, and the motion is lost.**
- Chair **We will not purchase a new laptop.**
- Chair **Under new business, does anyone have a motion to offer?**
[Pause for response]
- Chair [When no one responds, adjourn the meeting]
- Chair **There being no further business, the meeting is adjourned.**

² The chair is asking the members if they are ready to vote on the motion, if they want to debate a debatable motion, or if they want to offer another motion.

³ As an alternative, the chair may ask "Is there any debate?"

The Basic Parliamentary Procedures

A script for an objection to unanimous consent

A member feels the motion requires more consideration and a vote.

- Call to order

Chair [Call the meeting to order on time]

Chair **A quorum being present the regular meeting of the Local Benevolent Association will come to order.**

Chair [Proceed to the first business in the order of business]

Chair **The question is on the adoption of the agenda.**

Chair **If there is no objection, we will adopt the agenda?** [Pause for response]

Member [Call out from your seat] **Objection!**

Chair **There is an objection.**

Chair [Repeat the motion to the assembly]

Chair **The question is on the adoption of the agenda.**

Chair **Are you ready for the question?** [Pause for response]

Bassett [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Bassett**

Bassett **Why is there no consent calendar on this month's agenda?**
[Sit down]

Chair **No motions were submitted in July for a consent calendar.**

Chair **Are you ready for the question?** [Pause for response.]

Chair **The question is on the adoption of the agenda.**

Chair **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the agenda is adopted.**

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for a correction to the minutes

A member noticed a mistake in the minutes.

1 Reading and approval of the minutes

Chair **Are there any corrections to the minutes as distributed?**
[Pause for response]

Mifflin [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Mifflin.**

Mifflin **The membership committee report was given by Member Morris not the committee chair Member Johnson. Johnson was out sick last month.** [Sit down]

Chair [Direct the secretary to make the correction]

Chair **The secretary will make the correction.**

Franklin [Inform the chair]

Franklin **Madam chairman the minutes are corrected.**

Chair **Are there any other corrections to the minutes?** [Pause for response]

Chair **There being no other corrections, the minutes are approved as corrected.**

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for a question on a report,

A member doesn't know the reason for something in a report.

2 Reports of officers, board, and standing committees

Chair [Direct the treasurer to give the financial report]

Chair **The treasurer will give the financial report.**

Clymer [Stand up]

Clymer **Starting Balance July 1st \$15003**

Receipts \$3,127

Disbursements \$2,478

Ending Balance July 31st \$15,652

I submitted a detailed report to the secretary. [Sit down]

Chair **Are there any questions on the financial report?** [Pause for response]

Hamilton [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Hamilton.**

Hamilton **Last month's disbursements seem higher than usual; why is that?** [Sit down]

Chair [Direct the treasurer to answer the question]

Chair **The treasurer will answer the question.**

Clymer [Stand up]

Clymer **Last month we had over two weeks of record high temperatures that ran our air conditioning bill up higher than normal.** [Sit down]

Chair **Are there any other questions on the financial report?**
[Pause for response]

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for refer to committee

President Gorham arrives from an important engagement.

A member thinks the motion is too complex to consider at a meeting.

5 Unfinished business and general orders

Gorham [Introduce general orders and state the motion scheduled]

Gorham **Under general orders the question is on the adoption of the motion, postponed at the previous meeting, to purchase a laptop at a cost not to exceed \$1000.**

Gorham **Are you ready for the question?** [Pause for response]

Paterson [Stand up and call out] **Madam President!**

Gorham [Recognize the member]

Gorham **The chair recognizes Member Paterson.**

Paterson **I move to refer the motion to a committee.** [Sit down]

Member [Call out from your seat] **Second!**

Gorham [Repeat the motion to the assembly]

Gorham **It is moved and seconded to refer the motion to a committee.**

Gorham [Inform the members to include the necessary details]

Gorham **The motion to refer is incomplete. It needs to include the committee's size, authority, and reporting date.**

Gorham **The question is on the adoption of the motion to refer the motion to a committee.**

Gorham **Are you ready for the question?**

Dayton [Stand up and call out] **Madam President!**

Gorham [Recognize the member]

Gorham **The chair recognizes Member Dayton.**

Dayton **I move to amend the motion to refer by adding the words, "of three members to select the best options, and report at the next meeting." [Sit down]**

Member [Call out from your seat] **Second!**

Gorham [Repeat the motion to the assembly]

Gorham **It is moved and seconded to add the words, "of three members to select the best options, and report at the next meeting."**

The Basic Parliamentary Procedures

Gorham **If adopted the motion will be to refer the motion to purchase a computer at a cost not to exceed \$1000 to a committee of three members to select the best options, and report at the next meeting.**

Gorham **The question is on the adoption of the motion to add the words, "of three members to select the best options, and report at the next meeting."**

Gorham **Are you ready for the question?** [Pause for response]

Gorham **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Gorham **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Gorham [Announce the result of the vote]

Gorham **The ayes have it, and the amendment is adopted.**

Gorham [State the motion as amended]

Gorham **The question is on the adoption of the motion to refer the motion to purchase a computer at a cost not to exceed \$1000 to a committee of three members to select the best options, and report at the next meeting.**

Gorham **Are you ready for the question?** [Pause for response]

Gorham **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Gorham **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Gorham [Announce the result of the vote]

Gorham **The ayes have it, and the motion to purchase a computer at a cost not to exceed \$1000 is referred to a committee of three members to select the best options, and report at the next meeting.**

Gorham [Appoint the committee chair]

Gorham **The chair appoints Members Franklin, Mifflin, and Bedford to the committee to select the best options.**

Gorham [Proceed to the next business in the order of business]

President Gorham departs for an important engagement.

The Basic Parliamentary Procedures

A script for a main motion, new business, and an amendment

A member has an idea that we take an action?

6 New business

Chair [Ask if a member has a main motion, new business. This is not an invitation for someone to just start talking about something]

Chair **Is there any new business?** [Pause for response]

Read [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Read.**

Read **I move that we serve doughnuts and coffee at the meetings.** [Sit down]

Member [Call out from your seat] **Second!**

Chair [Repeat the motion to the assembly]

Chair **It is moved and seconded we serve doughnuts and coffee at the meetings.**

Chair **Are you ready for the question?** [Pause for response]

A member has a related idea that we take an action.

Bedford [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Bedford.**

Bedford **I move to amend the motion by inserting the words "with cream and sugar" after the word "coffee."** [Sit down]

Member [Call out from your seat] **Second!**

Chair [Repeat the motion to the assembly]

Chair **It is moved and seconded to amend the motion by inserting the words "with cream and sugar" after the word "coffee."**

Chair **If adopted the motion will be that we serve doughnuts and coffee with cream and sugar at the meetings.**

Chair **The question is on the adoption of the motion to insert the words "with cream and sugar."**

Chair **Are you ready for the question?** [Pause for response]

The Basic Parliamentary Procedures

- Madison [Stand up and call out] **Madam Chairman.**
- Chair **The chair recognizes Member Madison.**
- Madison **This is a good idea because not every member drinks their coffee black.** [Sit down]
- Chair **Is there any further discussion?** [Pause for response]
- Chair **There being none; those in favor say aye.** [Pause for response]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no** [Pause for response]
- Members [A minority say no] **No!**
- Chair **The ayes have it, and the amendment is adopted.**
- Chair **The question is on the adoption of the main motion as amended, that we serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause for response]
- Members [A minority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**
- Chair [Direct the Sergeant-at-Arms to carry out the order]
- Chair **The chair directs the Sergeant-at-Arms to carry out the order.**
- Chair **Is there any other new business?** [Pause for response]
- Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for the previous question

A member feels debate on a motion has been going on long enough and is at a stand still.

6 New business

Chair [A member realizes debate on a motion is at a standstill]

Chair **Are you ready for the question?** [Pause for response]

Jenifer [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Jenifer.**

Jenifer **I move the previous question on all pending motions.** [Sit down]

Member [Call out from your seat] **Second!**

Chair [Repeat the motion to the assembly]

Chair **It is moved and seconded to order the previous question on all pending motions.**

Chair **Are you ready for the question?** [Pause for response]

Chair **The question is on the adoption of the motion to order the previous question on all pending motions.**

Chair **Those in favor raise your hand.** [Pause for response]

Members [Two-thirds or more raise their hands]

Chair **Hands down.**

Chair **Those opposed raise your hand.** [Pause for response]

Members [One-third or less raise their hands]

Chair **Hands down.**

Chair **There are two-thirds in the affirmative; the previous question is ordered on all pending motions.**

The Basic Parliamentary Procedures

Chair **The question is on the adoption of the motion to amend by inserting the words, "with cream and sugar" after the word "coffee."**

Chair **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Chair **The ayes have it, and the motion is adopted.**

Chair **The question is on the adoption of the motion to serve doughnuts and coffee with cream and sugar at the meetings.**

Chair **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Chair **The ayes have it, and the motion is adopted.**

Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**

Chair [Direct the Sergeant-at-Arms to carry out the order]

Chair **The Sergeant-at-Arms will carry out the order.**

Chair **Is there any other new business?** [Pause for response]

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for a division of the assembly

A member doubts the announced result of a vote.

6 New business

Chair **The question is on the adoption of the motion to amend by adding the words, "with cream and sugar" after the word "coffee."**

Chair **Are you ready for the question?** [Pause for response]

Chair **Those in favor say aye.** [Pause for response]

Members [Half of the members say aye] **Aye!**

Chair **Those opposed say no.** [Pause for response]

Members [Half of the members say no] **No!**

Chair [Announce the result of the vote]

Chair **The noes have it, and the amendment is lost.**

Member [Call out from your seat] **Division!**

Chair **A Division is called for.**

Chair **Those in favor raise your hand.** [Pause for response]

Members [A majority raise their hands]

Chair **Hands down.**

Chair **Those opposed raise your hand.** [Pause for response]

Members [A minority raise their hands]

Chair **Hands down.**

Chair **The ayes have it, and the amendment is adopted.**

Chair **The question is on the adoption of the motion to serve doughnuts and coffee with cream and sugar at the meetings.**

Chair **Are you ready for the question?** [Pause for response]

Chair **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Chair **The ayes have it, and the motion is adopted.**

Chair **We will serve doughnuts and coffee with cream and sugar at the meetings.**

Chair [Direct the Sergeant-at-Arms to carry out the order]

Chair **The chair directs the Sergeant-at-Arms to carry out the order.**

Chair **Is there any other new business?** [Pause for response]

Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for creating a blank & filling a blank

A motion with amounts of money is offered, and the chair assumes the motion to create a blank. This is used for money, names, dates, colors, etc.

6 New business

Chair **Is there any new business?** [Pause for response]

Carroll [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Carroll.**

Carroll **I move that we give Member Madison \$500 to help cover convention expenses.** [Sit down]

Member [Call out from your seat] **Second!**

Chair **It is moved and seconded that we give Member Madison \$500 to help cover convention expenses.**

Chair **Are you ready for the question?** [Pause for response]

Blair [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Blair.**

Blair **I move to amend the motion by striking \$500 and inserting \$600.** [Sit down]

Member [Call out from your seat] **Second!**

Chair [Suggest creating a blank]

Chair **Without objection, a blank will be created by striking out \$500.** [Pause for response]

Chair **There being no objection, the blank is created.**

Chair **The question is on the adoption of the motion that we give Member Madison blank dollars to help cover convention expenses.**

Chair **The amounts of \$500 and \$600 are suggested.**

Chair **Are there any other suggestions for filing the blank?** [Pause for response]

Members [Call out from your seats] **\$750! \$1000!**

The Basic Parliamentary Procedures

- Chair [When members stop calling out, explain the procedure]
- Chair **The question is on the adoption of the motion to fill the blank with one of the amounts suggested.**
- Chair **We will vote on the amounts in order starting with the lowest amount.**
- Chair **The amounts are \$500, \$600, \$750, and \$1000.**
- Chair **The chair reminds the members it is important to vote yes for the amount you prefer and no for each amount you do not prefer. The first amount receiving a majority vote will fill the blank.**
- Chair **The question is shall the blank be filled with \$500?** [Pause for response]
- Chair **Those in favor of filling the blank with \$500 say aye.** [Pause for response]
- Members [A minority say aye] **Aye!**
- Chair **Those opposed to filling the blank with \$500 say no.** [Pause for response]
- Members [A majority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The noes have it, and the blank is not filled with \$500.**
- Chair **The question is shall the blank be filled with \$600?** [Pause for response]
- Chair **Those in favor of filling the blank with \$600 say aye.** [Pause for response]
- Members [A minority say aye] **Aye!**
- Chair **Those opposed to filling the blank with \$600 say no.** [Pause for response]
- Members [A majority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The noes have it, and the blank is not filled with \$600.**

The Basic Parliamentary Procedures

- Chair **The question is shall the blank be filled with \$750?** [Pause for response]
- Chair **Those in favor of filling the blank with \$750 say aye.** [Pause for response]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed to filling the blank with \$750 say no.** [Pause for response]
- Members [A minority say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the blank is filled with \$750.**
- Chair **The question is on the adoption of the motion that we give Member Madison \$750 to help cover convention expenses.**
- Chair **Are you ready for the question?** [Pause for response]
- Chair **Those in favor say aye.** [Pause for response]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause for response]
- Members [A minority of members say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **We will give Member Madison \$750 to help cover convention expenses.**
- Chair **The treasurer will issue a check for \$750 to Member Madison.**
- Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for postpone indefinitely

A member thinks it best to avoid voting on a motion of a delicate nature.

6 New business

Chair **Is there any new business?**

Blount [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Blount.**

Blount **I move that the LBA⁴ go on record supporting the SBA⁵ president in the upcoming election.** [Sit down]

Member [Call out from your seat] **Second!**

Chair **It is moved and seconded that the LBA go on record supporting the SBA president in the upcoming election.**

Chair **Are you ready for the question?**

Rutledge [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Rutledge.**

Rutledge **Members are loyal to the state president, but want to support the nominee of their choice. If members vote no on the motion it might appear to be a repudiation of our president. Let's avoid this delicate situation altogether.** [Sit down]

Spaight [Stand up and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Spaight.**

Spaight **I move to lay the motion on the table.** [Sit down]

Member [call out from your seat] **Second!**

⁴ Local Benevolent Association

⁵ State Benevolent Association

The Basic Parliamentary Procedures

- Chair [Explain the correct procedure]
- Chair **The chair reminds the members it is out of order to lay the motion on the table if the intent is to kill or avoid dealing with the measure.**
- Chair **The question is on the adoption of the motion to postpone indefinitely.**
- Chair **Postpone indefinitely is debatable and avoids a direct vote on the main motion.**
- Chair **Are you ready for the question?**
- Butler [Stand up and call out] **Madam Chairman!**
- Chair [Recognize the member]
- Chair **The chair recognizes Member Butler.**
- Butler **I have no qualms about our supporting the president. I suggest we vote yes on the main motion.** [Sit down]
- Baldwin [Stand up and call out] **Madam Chairman!**
- Chair [Recognize the member]
- Chair **The chair recognizes Member Baldwin.**
- Baldwin **The speaker who said it's a delicate issue is right. Let's vote yes on the indefinite postponement and avoid an awkward situation.** [Sit down]
- Chair **Are you ready for the question?** [Pause for response]
- Chair **The question is on the adoption of the motion to postpone the main motion indefinitely.**
- Chair **Those in favor say aye.** [Pause for response]
- Members [A majority say aye] **Aye!**
- Chair **Those opposed say no.** [Pause for response]
- Members [A minority of members say no] **No!**
- Chair [Announce the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **The main motion is postponed indefinitely.**
- Chair [Proceed to the next business in the order of business]

The Basic Parliamentary Procedures

A script for an executive session

A member offers a motion on a confidential matter.

6 New Business

Chair Chair **Is there any new business?**

Few [Stand and call out] **Madam Chairman!**

Chair [Recognize the member]

Chair **The chair recognizes Member Few.**

Few **The bottom is falling out of the housing market; I move the Local Benevolent Association sell its properties as soon as possible.** [Sit down]

Pinckney [Stand up and call out] **Madam president, question of privilege!**

Chair [Address the member]

Chair **The member will state the question.**

Pinckney **We need to consider this in secret. I move we go into executive session.** [Sit down]

Member [Call out from your seat] **Second!**

Chair **The chair rules that the question is one of privilege to be entertained immediately.**

Chair **It is moved and seconded that we go into executive session.**

Chair **The question is on the adoption of the motion to go into executive session.**

Chair **Are you ready for the question?** [Pause for response]

Chair **Those in favor say aye.** [Pause for response]

Members [A majority say aye] **Aye!**

Chair **Those opposed say no.** [Pause for response]

Members [A minority say no] **No!**

Chair [Announce the result of the vote]

Chair **The ayes have it, and the motion is adopted.**

The Basic Parliamentary Procedures

- Chair [Inform the non-members to leave the hall]
- Chair **During the executive session only members are permitted to remain, and all attendants are obligated to secrecy.**
- Chair **The members will please remain while the Sergeant-at-Arms directs the non-members to clear the hall.**
- Chair [When the Sergeant-at-Arms gives the word, continue]
- Chair **The chair reminds the members we are in executive session; attendants are obligated to secrecy.**
- Chair **It is moved and seconded that the Local Benevolent Association sell its properties as soon as possible.**
- Chair [Recognize the member who made the motion]
- Chair **The chair recognizes Member Few.**
- Chair [After debate and amendment on the issue, the chair announces the result of the vote]
- Chair **The ayes have it, and the motion is adopted.**
- Chair **The Local Benevolent Association will put each of its properties on the market for \$110,000, accept no bid for less than \$85,000, and remove the properties from the market if not sold within ninety days.**
- Chair [Remind the members of their obligation]
- Chair **The chair reminds the members this business was conducted in executive session and they are obligated to secrecy.**
- Chair **The members may divulge the fact that the properties will be offered for \$110,000 each.**
- Chair **The executive session is ended.**
- Chair [Proceed with the next business in the order of business]

“It ain’t what you don’t know that gets you into trouble.
It’s what you know for sure that just ain’t so.”

Mark Twain

Motions & Characteristics

Rank	Motion	4 Second	5 Debate	6 Amend	7 Vote	8 Reconsider
Incidental Motions						
0	point of order	no	no	no	chair rules	no
0	parliamentary inquiry	no	no	no	chair advises	no
0	request for information	no	no	no	chair directs	no
0	appeal from decision of chair	yes	unless ⁶	no	majority or tie ⁷	yes
0	suspend the rules of order	yes	no	no	two-thirds	no
0	choose the method of voting	yes	no	yes	majority	yes
0	division of a question	yes	no	yes	majority	no
0	division of the assembly	no	no	no	one	no
0	object to consideration	no	no	no	two-thirds neg ⁸	if sustained
0	request permission withdraw motion	if maker	no	no	majority	if lost
0	consider by paragraph	yes	no	yes	majority	no
0	blank, to create by striking out	yes	no	no	majority	no
0	Request permission to read paper	if maker	no	no	majority	yes
Privileged Motions						
1	fix the time to which to adjourn	yes	no	yes	majority	yes
2	adjourn	yes	no	no	majority	no
3	recess	yes	no	yes	majority	no
4	raise a question of privilege	no	no	no	chair rules	no
5	call for the orders of the day	no	no	no	one	no
Subsidiary Motions						
6	lay on the table	yes	no	no	majority	if lost
7	previous question	yes	no	no	two-thirds	yes
8	limit debate	yes	no	yes	two-thirds	yes
9	postpone to a certain time	yes	yes	yes	majority	yes
10	refer to committee	yes	yes	yes	majority	yes
11	amend the amendment	yes	if motion	no	majority	yes
12	amend the motion	yes	if motion	yes	majority	yes
13	postpone indefinitely	yes	yes	no	majority	if adopted
Main Motion						
14	main motion	yes	yes	yes	majority	yes
Motions that bring a question again before the assembly						
-	take from the table	yes	no	no	majority	no
-	rescind (or repeal, or annul)	yes	yes	yes	two-thirds	if lost
-	amend previously adopted	yes	yes	yes	two-thirds	if lost
-	discharge a committee	yes	yes	yes	two-thirds	if lost
-	reconsider	yes	if motion	no	majority	no

- A motion with a **lower number** than the motion stated by the chair is **in order** at this time.
- A motion with a **higher number** than the motion stated by the chair is **not in order** at this time.
- An applicable **incidental** motion is **in order** and decided before proceeding with business.

⁶ Unless it relates to (a) indecorum, (b) priority of business, (c) made when undebatable motion is pending or involved in the appeal

⁷ Majority or tie sustains the decision of the chair

⁸ Two-thirds against consideration sustains objection.