



Ladies Ancient Order of Hibernians Inc.
Friendship, Unity & Christian Charity



Rules of Order and Procedure Workshop

New York State LAOH Board
Meeting
- November 7, 2015

Parliamentary Procedure

- Definition
 - Correct rules for conducting a successful meeting.
- Four goals of Parliamentary Procedure
 - Extend courtesy to everyone.
 - Focus on one thing at a time.
 - Observes the rule of the majority.
 - Ensures the rights of the minority.

Parliamentary Procedure

- Official Rule Book is *Robert's Rules of Order*.
- Written by U.S. Army general Henry Martyn Robert.
- He wrote the manual in response to his poor performance in leading a church meeting



The Order of Business

- Calling the Meeting to Order (Ceremony/Ritual)
- Reading and Approval of Minutes
- Reports of Officers, Standing Committees
- Reports of Special Committees
- Unfinished Business (Business leftover from the previous meeting)
- New Business (Presented by members in the form of motions)
- Adjournment & Closing Ceremony/Ritual

The Role of Committees

- Standing Committees
 - Executive, Education, Membership (Screening)
 - Public Relations, Social and Reception,
- Nominating
- Chaired a Club Officer
- Special Committees
- Appointed for Specific Tasks
- Dissolved when task complete

Parliamentary Procedure Terms

- What is a quorum?
 - $\frac{1}{2}$ of the members in a club plus 1.
 - Minimum number of members that must be present at a meeting for legal business to be transacted.
- What is a majority?
 - $\frac{1}{2}$ of members present at any meeting plus 1.
 - Minimum number of members that must vote for a motion for it to pass.

Parliamentary Procedure Basics

- Presiding Officer referred to as:
 - Madam President
 - Madam Chairperson
- Everyone gets a chance to voice their opinion or debate.
- Everyone gets the chance to vote
 - Must be a yes or no vote.
 - May abstain

Parliamentary Procedure Basics

- There are four methods of voting.
 - Voice
 - Standing
 - Roll Call
 - Secret Ballot
- Can the chairman vote?
 - YES, in order to force a tie or to break one if they are a member of the group.

Parliamentary Procedure Basics

- Only one topic at a time can be discussed.
- The person who makes a motion has the right to discuss it first.



Parliamentary Procedure Basics

- The Gavel
 - A symbol of power and authority.
 - Used by the presiding officer to give instructions to the members.
 - The number of taps have a specific meaning.



Taps of the Gavel

- One Tap
 - Follows the announcement of adjournment.
 - Completion of a business item.
 - Members to be seated.
- Two Taps
 - Call the meeting to order.
- Three Taps
 - All members to stand.
- Series of Taps
 - Restores order to a meeting.

Order the Business

- A meeting should have a set agenda.
- Purpose is of the Order of Business (Agenda) is to keep the meeting moving forward.
- The agenda forms the framework for the development of a good business meeting

Order of Business

- How does one conduct the meeting as it is laid out in the order of business (Agenda)?
 - Order of Business (Agenda) handled by using various motions and rules governing them which are part of parliamentary law.

Types of Motions

- Main Motions
- Subsidiary Motions
- Privileged Motions
- Incidental Motions
- Motions That Bring a Question Again Before the Assembly

Main Motions

- Purpose:
 - Used to introduce new ideas to the meeting.
- Must be stated in the form:
 - I move that
 - I move to
- Cannot be in a negative form.
- Requires a second.
- Amendable
- Debatable
- Majority Vote

Main Motions

- Main Motions that are not legal:
 - Break any local, state, or national law
 - Is in direct conflict with an LAOH National By-law.
 - One that brings up a previously failed motion.
 - Items that are out of the power of the group.

Main Motions

- The person who makes a motion cannot speak against it.
- Main motions can be reconsidered.
- Cannot interrupt another speaker.
- Proper Example:
 - Madam President, I move that the division contribute \$100.00 to the ABC fund.

Steps to Handling a Main Motion

- Stand
- Ask to be recognized by the President.
- President recognizes you by name.
- Motion is correctly stated.
- Motion is seconded.
- Motion is repeated by President.
- Motion is discussed.
- President restates motion.
- Motion is voted upon.
- Results of vote announced by President.

Subsidiary Motions

- Lay on the Table
- Previous Question
- Limit or Extend Debate
- Postpone Definitely
- Refer to Committee
- Amend
- Postpone Indefinitely

Motions That Bring a Question Again Before the Assembly

- Reconsider
- Rescind
- Take from the Table

Privileged Motions

- Fix Time to Which to Adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for the Orders of the Day
- Parliamentary Inquiry
- Point of Order
- Suspend the Rules
- Withdraw a Motion

Incidental Motions

- Appeal
- Division of the Assembly
- Division of a Question
- Objection to the Consideration of a Question

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Motions That Bring a Question Again Before the Assembly

Reconsider

- Purpose:
 - To reevaluate a decision made earlier.
- Requires a second
- Not amendable
- Debatable
- Majority Vote
- Cannot interrupt another speaker
- If passed, the motion to be reconsidered is handled as if it were never voted on.
- Can only be made by a person who voted on the winning side.

Reconsider

- If passed, the motion is handled immediately if:
 - Only a main motion with amendments is on the floor.
- Handled after the current business if:
 - Discussion on refer to committee or postponement has been started.

Reconsider

- Motions that can be reconsidered:
 - Main Motions
 - Amendments
 - Refer to Committee
 - Postpone Definitely
 - Previous Question
 - Extend/Limit Debate
 - Appeal
 - Fix Time to Adjourn

Reconsider

- Motions that can be reconsidered if passed:
 - Postpone Indefinitely
- Motions that can be reconsidered if the failed:
 - Object to Consideration of Question
 - Rescind
- Proper Example:
 - Mr. President, I move to reconsider the motion to have a cookout on March 1st for all FFA members.

Rescind

- Purpose:
 - To repeal a previous action.
- Requires a second
- Amendable
- Debatable
- 2/3 Majority Vote without prior warning
- Cannot interrupt another speaker
- Proper Example:
 - Mr. President, I move to rescind the motion adopted at the January meeting have a cookout on March 1st for all FFA members.

Take from the Table

- Purpose:
 - To take a motion that is on the table off of the table.
- Requires as second.
- Not amendable
- Not debatable
- Majority Vote
- Cannot interrupt another speaker
- Proper Example:
 - Mr. President, I move to take the motion that the chapter have a cookout for the members off the table.

Helpful Resources

- Robert Rules for Dummies
- The official Roberts Rules of Order Website
 - robertrules.com
- Robert rules online
 - <http://www.rulesonline.com/>