

## **Parliamentary Procedure**

Parliamentary procedure, also known as Robert's Rules of Order, is a widely recognized set of rules used to conduct meetings. Knowing and using parliamentary procedure with your club or organization will be a skill you can use long after your time at Gettysburg College.

### **Order of Business**

Meetings usually follow a fixed agenda, such as:

1. Call to order
2. Attendance
3. Read and approve minutes of the previous meeting
4. Officer reports
5. Old Business
6. New Business
7. Announcements
8. Adjournment

### **Motions**

Members can make motions to bring a topic to the entire body for review.

- To bring business before assembly (a main motion)
  - You say: "I move that (or "to")..."
    - People can't interrupt
    - Must be seconded
    - Can be debated
    - Can be amended
    - Needs a majority vote to pass
  
- To modify the wording of a motion
  - You say: "I move to amend the motion..."
    - People can't interrupt
    - Must be seconded
    - Can be debated
    - Can be amended
    - Needs a majority vote to pass
  
- To limit or extend a debate
  - You say: "I move that debate be limited to....."
    - People can't interrupt
    - Must be seconded
    - Cannot be debated

- Can be amended
  - Needs a 2/3 vote to pass
- To enforce rules
  - You say: "Point of order."
    - People can interrupt
    - Does not need to be seconded
    - Cannot be debated
    - Cannot be amended
    - Does not need a vote
- To take a matter from the table
  - You say: "I move to take from the table..."
    - People can't interrupt
    - Must be seconded
    - Cannot be debated
    - Cannot be amended
    - Needs a majority vote to pass