

Parliamentary Procedure Basics

Parliamentary procedure is a system of rules used to conduct fair and efficient meetings and used to facilitate group decision making. Parliamentary procedure ensure that participants leave a meeting feeling that: they had their say; their opinion was respected, and the work got done. Parliamentary procedure is a code of rules for working together in meetings.

Principles:

- Parliamentary procedure facilitates the transaction of business and promotes cooperation.
- All members have equal rights, privileges and obligations.
- The will of the majority must be carried out, and the rights of the minority must be preserved.
- A quorum must be present for the group to act. A quorum is a majority of the eligible members.

What is it	What do you say	What does it mean	Does it need a second	Can it be amended	Is it debatable	What vote is needed to pass
Main Motion	"I move that..."	We should do this.	Yes	Yes	Yes	50% + 1 (majority)
Amendment	"I move to amend the motion by..."	I have an idea to make this motion better.	Yes	Yes	Yes	50% + 1 (majority)
Close Debate	"I move the question..."	I think that we should vote.	Yes	No	No	2/3
Unanimously Close Debate	"I call the question..."	Let's vote – we've all had enough discussion.	No	No	No	100% (consensus)
Correction	"Point of information..."	There's something we should all know about.	No	No	No	No Vote
Complaint	"I raise a point of personal privilege."	We need to resolve the following problem.	No	No	No	No Vote
Confusion	"Point of clarification..."	I'm confused...explain this situation more clearly.	No	No	No	No Vote
Rules Suspension	"I move to suspend the rule(s) in order to..."	To make things easier, let's forget about the rules for a moment.	Yes	No	No	2/3
Table	"I move to table this motion until..."	We need more time to think about this.	Yes	No	No	50% + 1 (majority)
Remove from the Table	"I move to take up from the table..."	Let's talk about this again.	Yes	No	No	50% + 1 (majority)
Refer to a Committee	"I move to refer this issue to a committee."	This needs some detailed study outside of this group.	Yes	Yes	Yes	50% + 1 (majority)
Order	"I raise a point of order."	We need to follow process and procedure.	No	No	No	No Vote