

**DELTA SIGMA THETA SORORITY, INC.**

**DELTA INTERNAL DEVELOPMENT  
PARLIAMENTARY PROCEDURE**

**Participant Manual**



**NATIONAL LEADERSHIP ACADEMY**

# Introduction

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Small group meetings can be conducted without the formal procedure necessary for large groups; however, whether your group consists of 3 or 300 persons, basic ground rules are very important if you want the meeting to be fair and effective. The meeting should be conducted in such a manner that all opinions are respected, and the work gets done. Small groups may function very informally as long as there is respect for each other and the major focus is on the agenda. On the other hand, when the group is large and the meetings are dealing with a variety of interests and ideas, demanding issues, and strong opinions, the organization will need to use parliamentary procedure.

Formal procedure are necessary for standards of actions and conduct. Parliamentary principles are designed to protect the rights of the minority to be heard while expressing and carrying out the will of the majority. This workshop is designed to familiarize participants with those basic principles that lead to orderly, fair and effective discussions and decisions during meetings.

# Agenda

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- Introductions
- Meditation
- Icebreaker
- Purpose/Objectives
- Definitions
  - Parliamentary Procedure
  - Rules of Order
- Learning Activity 1
- Principals of Parliamentary Procedure
- Delta's Governing Documents
- Key Players
- Learning Activity 2
- Order of Business
- How Members Express Themselves
- Types of Motions
- Learning Activity 3
- Questions Pertaining to Motions
- Presenting Motions
- Questions/Answers
- Wrap-up and Evaluation
- Evaluation
- Closing

# Objectives

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At the completion of this workshop, you should be able to:

- Define parliamentary procedure and identify the reasons for using it
- Define rules of order
- Identify and describe the steps in presenting and disposing of motions
- Classify notions into classes of privileged, incidental, subsidiary, unclassified and main
- Describe the purpose of the most often used procedure such as:
  - main motion
  - amend
  - refer to committee
  - point of order, adjourn, lay on the table and others
- Identify whether certain motions require a second
  - whether they are debatable and/or amendable
  - the vote necessary for passage
  - whether the motion may be reconsidered and/or rescinded
  - and other significant information

# Definitions

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**Parliamentary Procedure** \_\_\_\_\_

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**Rules of Order** \_\_\_\_\_

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# General Principles of Parliamentary Procedure

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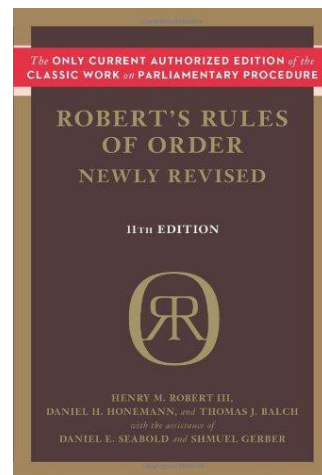
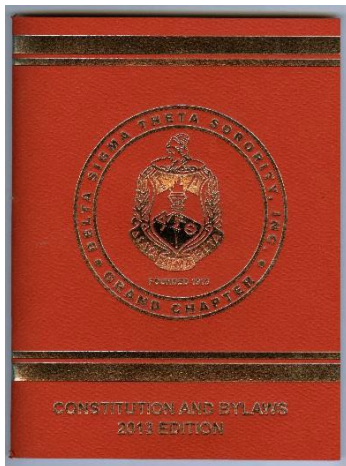
- The rights of the sorority supersede the rights of individual sorors.
- All members have equal rights, privileges, and obligations; rules must be administered impartially.
- The minority has rights which must be protected.
- A quorum must be present to do business or to vote.
- The majority rules
- Silence is consent. The chair should not call for abstentions.
- Two-thirds vote rules.
- Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
- One question at a time and one speaker at a time.
- Debatable motions must receive full debate.
- Once a question is decided, it is not in order to bring up the same motion or one essentially like it at the same meeting.
- Personal remarks in debates are always out of order.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

# Governing Documents

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What governing documents do we use to provide order in the chapter's operations?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



# Key Players in Parliamentary Procedure

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What are their duties?

**President** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Secretary** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parliamentarian** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Member** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Order of Business (Agenda)**

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- **Call to Order**
- **Roll Call**
- **Reading of Minutes**
- **Officers Reports**
- **Committee Reports**
- **Unfinished Business**
- **New Business**
- **Announcements**
- **Adjournment**

**Notes:**

## How Members Express Themselves during a Meeting

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Members express themselves in the form of motions.

A motion is a proposal that all members take action or take a stand on an issue.

Individual members can:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Notes:

# Basic Types of Motions

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Main Motions

Subsidiary Motions

Privileged Motions

Incidental Motions

Restorative Motions

# Amendments

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The motion to amend is the most frequently used and most important of the subsidiary motions. The motion to Amend also can cause the most confusion in a group. To amend a motion means to change the wording of a motion to make it clearer, more complete, or more acceptable *before* voting upon the motion. The amending process allows the group to change the proposed motion to more clearly represent the will of the group. Robert's Rules of Order calls this "perfecting the motion." An amendment must be germane to the motion on the floor to be in order. New business may not be introduced under the pretext of an amendment.

There are three ways to amend a motion:

- To add words or phrases.
- To strike out words or phrases.
- To substitute by:
  - Striking out and inserting words;
  - Substituting an entire motion or paragraph.

An amendment may also be amended. The first amendment is called a primary amendment and the amendment to the amendment is called a secondary amendment.

Only two amendments may be pending at any one time. (In other words, an amendment to an amendment to an amendment is not in order; otherwise, the members would become hopelessly confused.)

The process of amending an amendment:

- First vote on: the amendment to the amendment (the secondary amendment).
- Next vote on: the original amendment (the primary amendment)
- Finally vote on: the main motion (which may or may not have been amended).

# Questions Relating to Motions

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## **Is it in order?**

Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

## **May I interrupt the speaker?**

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

## **Do I need a second?**

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

## **Is it debatable?**

Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

## **Can it be amended?**

Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

## **What vote is needed?**

Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

## **Can it be reconsidered?**

Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

## How Motions are Presented

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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

# **RESOURCES/ACTIVITIES**

**Parliamentary Motions at a Glance**

**Parliamentary Procedure – Activity 1**

**Parliamentary Terms – Activity 2**

**Parliamentary Motions Match-Up – Activity 3**

**Parliamentary Terms**

## PARLIAMENTARY MOTIONS AT A GLANCE

<b>PRIVILEGED MOTIONS</b>	<b>Requires Second</b>	<b>May be Amended</b>	<b>May be Debated</b>	<b>Require Vote</b>	<b>May be Reconsidered</b>	<b>May Interrupt Speaker</b>
1. Fix time of next meeting	Yes	Yes	No	Majority	No	No
2. Adjourn meeting	Yes	No	No	Majority	No	No
3. Recess	Yes	Yes	No	Majority	No	No
4. Question of privilege	No	No	No	Chairman	Yes	Yes
5. Request for information	No	No	No	No	No	Yes
<b>SUBSIDIARY MOTIONS</b>	<b>Requires Second</b>	<b>May be Amended</b>	<b>May be Debated</b>	<b>Require Vote</b>	<b>May be Reconsidered</b>	<b>May Interrupt Speaker</b>
6. Lay on the table	Yes	No	No	Majority	No	No
7. Previous Question	Yes	No	No	2/3	Yes	No
8. Limit debate	Yes	Yes	No	2/3	Yes	No
9. Postpone to a certain time	Yes	Yes	Yes	Majority	Yes	No
10. Refer to a committee	Yes	Yes	Yes	Majority	Yes	No
11. Amend	Yes	Yes	(1)	Majority	Yes	No
12. Postpone indefinitely	Yes	No	Yes	Majority	Yes	No
<b>MAIN MOTIONS</b>	<b>Requires Second</b>	<b>May be Amended</b>	<b>May be Debated</b>	<b>Require Vote</b>	<b>May be Reconsidered</b>	<b>May Interrupt Speaker</b>
13. Main motion for general business	Yes	Yes	Yes	Majority	Yes	No
14. Take from the table	Yes	No	No	Majority	No	No
15. Reconsider	Yes	No	(2)	Majority	No	Yes
16. Rescind	Yes	Yes	Yes	Majority	Yes	No
17. Make special order of business	No	No	No	2/3		Yes
<b>INCIDENTAL MAIN MOTIONS</b>	<b>Requires Second</b>	<b>May be Amended</b>	<b>May be Debated</b>	<b>Require Vote</b>	<b>May be Reconsidered</b>	<b>May Interrupt Speaker</b>
18. Suspend rules	Yes	No	No	2/3	No	No
19. Withdraw a motion	No	No	No	Majority	Yes	No
20. Object to a consideration	No	No	No	2/3	Yes	Yes
21. Point of order	No	No	No	Chairman	No	Yes
22. Appeal from Chairman's decision	Yes	No	Yes	Chairman or Majority	Yes	Yes
23. Division (verify a voice vote)	No	No	No			Yes
24. Roll call	Yes	No	No	Majority		Yes

(1) Only if the motion to be amended is debatable.

(2) Only if the motion to be reconsidered is debatable



**Parliamentary Procedure - Activity 1**

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Test your knowledge of parliamentary procedure by completing the exercise below. Place an X in front of the correct answer.

1. \_\_\_\_\_ is used to obtain information about meeting procedure.

- \_\_\_\_\_ a) Parliamentary Inquiry
- \_\_\_\_\_ b) Point of Information
- \_\_\_\_\_ c) Point of Order

2. Previous Question means \_\_\_\_\_.

- \_\_\_\_\_ a) call for the assembly to return to the agenda
- \_\_\_\_\_ b) if adopted by a two-thirds vote, debate ends and a vote is immediately taken
- \_\_\_\_\_ c) a request for the secretary to read the motion aloud

3. Other than the Articles of Incorporation, the highest body of rules in an organization is \_\_\_\_\_.

- \_\_\_\_\_ a) Robert's Rules of Order
- \_\_\_\_\_ b) bylaws
- \_\_\_\_\_ c) standing rules

4. A quorum is \_\_\_\_\_.

- \_\_\_\_\_ a) the largest number that can be expected to attend a meeting, except in bad weather
- \_\_\_\_\_ b) a majority of the members present
- \_\_\_\_\_ c) the minimum number of members who must be present for business to be transacted

5. A main motion \_\_\_\_\_.

- \_\_\_\_\_ a) brings business before the assembly
- \_\_\_\_\_ b) cannot be amended
- \_\_\_\_\_ c) is the highest ranking motion

6. If a member makes a motion that is not in order, \_\_\_\_\_.

- \_\_\_\_\_ a) s he should be
- \_\_\_\_\_ b) s he should be ruled out of order by the
- \_\_\_\_\_ c) the chair may suggest an alternate motion

## Parliamentary Procedure - Activity 1

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**7. If the bylaws require an election to be by ballot,\_\_\_\_\_.**

- \_\_\_\_ a) a voice vote can be used if there is no objection and there is only one nominee for each office
- \_\_\_\_ b) this provision can be suspended by unanimous consent, and a rising vote used instead
- \_\_\_\_ c) this provision cannot be suspended, even by a unanimous vote

**8. Division of the question means\_\_\_\_\_.**

- \_\_\_\_ a) to separate a motion into two or more parts, each capable of standing as separate motions
- \_\_\_\_ b) to retake a voice vote by a rising vote
- \_\_\_\_ c) to have members who favor a motion and those who oppose it to move to opposite sides of the room

**9. The motion to Lay on the Table can be used to\_\_\_\_\_.**

- \_\_\_\_ a) kill a motion
- \_\_\_\_ b) temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration
- \_\_\_\_ c) postpone consideration of a motion until the next meeting, in order to find out additional information

**10. A meeting at which the proceedings are secret is called\_\_\_\_\_.**

- \_\_\_\_ a) a convention of delegates
- \_\_\_\_ b) an executive session
- \_\_\_\_ c) a mass meeting

### Parliamentary Terms – Activity2

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1. Addressing the chair \_\_\_\_\_ A proposal by a member, in a meeting, that the assembly takes a particular action.
2. Agenda \_\_\_\_\_ A vote by having members stand.
3. Ad Hoc Committee \_\_\_\_\_ Committee established for a specific purpose.
4. Adjourn \_\_\_\_\_ A procedure by which the vote of each member is formally recorded in the minutes.
5. Chairwoman \_\_\_\_\_ To repeal, annul, cancel, or revoke formally.
6. Division of the assembly;  
a division \_\_\_\_\_ A vote taken for the purpose of verifying a voice vote or show of hands.
7. Division of the question \_\_\_\_\_ Closely related, relevant; amendments and debate must be germane to the question at hand.
8. Ex-officio \_\_\_\_\_ Having been recognized by the chair to speak.
9. Germane \_\_\_\_\_ A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.
10. Having the floor \_\_\_\_\_ Getting the chair's attention by saying, "Madam Chairwoman," or "Madam President."
11. Majority \_\_\_\_\_ In an election, the largest number of votes given a candidate when three or more candidates are running; a plurality that is not a majority never elects anyone to office except by virtue of special rule previously adopted.
12. Motion \_\_\_\_\_ Request for information concerning a motion.
13. Orders of the day \_\_\_\_\_ Agenda for a meeting.
14. Parliamentarian \_\_\_\_\_ Presiding officer for the time being.
15. Plurality \_\_\_\_\_ More than half of the votes cast by persons legally entitled to vote, excluding abstentions.

## Parliamentary Terms - Activity2

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16. Request for information \_\_\_\_\_ To end a meeting.
17. Question of privilege \_\_\_\_\_ A device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency, e.g., a motion to turn the air conditioner up or a motion to close the windows so that people can hear.
18. Quorum \_\_\_\_\_ The minimum number of members who must be present at a meeting for business to be legally transacted.
19. Rescind \_\_\_\_\_ By right of office.
20. Rising vote \_\_\_\_\_ To indicate support for consideration of a motion.
21. Roll call vote \_\_\_\_\_ Order of business; program of a business meeting.
22. Second \_\_\_\_\_ Parliamentary adviser to the presiding officer.
23. Unanimous (or general) consent \_\_\_\_\_ A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the chair simply calling for objections, if any. If no objection is heard, the motion is adopted; and if even one member objects, the motion is brought to a formal vote by the usual procedure.



## Parliamentary Terms

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<b>Addressing the chair:</b>	Getting the chair's attention by saying, e.g., "Madam Chairwoman," "Mr. Chairman," "Madam President," or "Mr. Moderator."
<b>Agenda:</b>	Order of business; program of a business meeting.
<b>Ad Hoc Committee:</b>	Committee established for a specific purpose, for a particular case.
<b>Adjourn:</b>	To end a meeting
<b>Announcing the Vote:</b>	In announcing the vote on a motion, the chair should: report on the voting itself, stating which side has prevailed, declare that the motion is adopted or lost; and state the effect of the vote or order its execution.
<b>Ballots:</b>	Slips of paper for voting
<b>Carried:</b>	Passed or adopted; used in referring to affirmative action on a motion.
<b>Caucus:</b>	Private session in advance of a scheduled meeting.
<b>Chair:</b>	The chair, chairman, chairwoman: To preside over; the presiding officer.
<b>Chairperson Pro Tem:</b>	Presiding Officer for the time being
<b>Commit:</b>	To refer to a committee.
<b>Committee of the Whole:</b>	Designation of all of the members of an assembly present at a meeting as members of an ad hoc committee; working as a committee of the whole allows an assembly to function informally (e.g., to have unlimited debate).
<b>Convene</b>	To open a session.
<b>Division of the Assembly:</b>	A vote retaken for the purpose of verifying a voice vote or show of hands; a division may be ordered by the chair or by a single member.
<b>Division of the Question:</b>	A vote retaken for the purpose of verifying a voice vote or show of hands; a division may be ordered by the chair or by a single member.
<b>Election by Acclamation:</b>	Election by unanimous consent; used when only one person has been nominated for an office.
<b>Ex-Officio:</b>	By right of office.

## Parliamentary Terms

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<b>Expunge:</b>	To eliminate part of a motion by crossing out or drawing a line around words; one never erases, since the original text may be needed for the minutes.
<b>Germane:</b>	Closely related, relevant; amendments and debate must be germane to the question at hand.
<b>Having the Floor:</b>	Having been recognized by the chair to speak.
<b>Immediately Pending Question:</b>	The last motion stated by the chair.
<b>In Order:</b>	Correct according to rules of parliamentary procedure.
<b>Main Motion:</b>	A motion which brings before the assembly some new subject upon which action of the assembly is desired.
<b>Majority:</b>	More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
<b>Minutes:</b>	Written record of business transacted.
<b>Motion:</b>	A proposal by a member, in a meeting, that the assembly take a particular action.
<b>Nominate:</b>	To propose an individual for office.
<b>Obtaining the Floor</b>	Securing permission to speak.
<b>Orders of the Day:</b>	Agenda for meeting.
<b>Parliamentarian:</b>	Parliamentary adviser to the presiding
<b>Pending Question:</b>	A motion awaiting decision.
<b>Plurality:</b>	In an election, the largest number of votes given a candidate when three or more candidates are running; a plurality that is not a majority never elects anyone to office except by virtue of a special rule previously adopted.
<b>Precedence:</b>	Priority in rank; to

## Parliamentary Terms

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<b>Previous Question:</b>	Motion which, if adopted, orders an immediate vote.
<b>Proxy:</b>	A person authorized to vote for another.
<b>Question of Privilege:</b>	A device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency, e.g., a motion to turn the air conditioner up or a motion to close the windows so that people can hear.
<b>Quorum:</b>	The minimum number of members who must be present at a meeting for business to be legally transacted
<b>Recess:</b>	A short intermission.
<b>Recognize:</b>	To allow someone to obtain the floor in order to speak.
<b>Request for Information:</b>	Request for information concerning a motion.
<b>Rescind:</b>	To repeat, annul, cancel, or revoke formally.
<b>Resolution:</b>	Motion used to express the sentiment of a group, usually beginning with the words "resolved that...."
<b>Rising Vote:</b>	A vote taken by having members stand.
<b>Roll Call Vote</b>	A procedure by which the vote of each member is formally recorded in the minutes. Second: To indicate support for consideration of a motion by saying: "I second the motion."
<b>Slate:</b>	List of candidates.
<b>Unanimous Consent</b>	A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the chair's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.
<b>Voice Vote:</b>	A vote taken by having members call out "aye" or "no" at the chair's direction.
<b>Yield:</b>	To give the floor to the chair, to another speaker, or to a motion taking precedence over that being considered.



## Resources

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- Jim Slaughter, Certified Professional Registered Parliamentarian
- National Association of Parliamentarians
- “Parliamentary Procedure at a Glance”
- *Robert’s Rules of Order Newly Revised* (11<sup>th</sup> Edition)
- The a-b-c’s of Parliamentary Procedure
- <http://www.csuchio.edu/parliament.htm>
- <http://www.robertsrules.org/rulesintro.htm>
- [www.jimslaughter.com](http://www.jimslaughter.com)
- [www.parliamentarians.org](http://www.parliamentarians.org)



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