

## 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
<b>Main Motion</b>	"I move that..."	We should do this.	Yes	Yes	Yes	50% + 1 (majority)
<b>Amendment</b>	"I move to amend the motion by..."	I have an idea to make this motion better.	Yes	Yes	Yes	50% + 1 (majority)
<b>Close Debate</b>	"I move the question..."	I think that we should vote.	Yes	No	No	2/3
<b>Unanimously Close Debate</b>	"I call the question..."	Let's vote – we've all had enough discussion.	No	No	No	100% (consensus)
<b>Correction</b>	"Point of information..."	There's something we should all know about.	No	No	No	No Vote
<b>Complaint</b>	"I raise a point of personal privilege."	We need to resolve the following problem.	No	No	No	No Vote
<b>Confusion</b>	"Point of clarification..."	I'm confused...explain this situation more clearly.	No	No	No	No Vote
<b>Rules Suspension</b>	"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
<b>Table</b>	"I move to table this motion until..."	We need more time to think about this.	Yes	No	No	50% + 1 (majority)
<b>Remove from the Table</b>	"I move to take up from the table..."	Let's talk about this again.	Yes	No	No	50% + 1 (majority)
<b>Refer to a Committee</b>	"I move to refer this issue to a committee."	This needs some detailed study outside of this group.	Yes	Yes	Yes	50% + 1 (majority)
<b>Order</b>	"I raise a point of order."	We need to follow process and procedure.	No	No	No	No Vote