



Rules of Parliamentary Procedure

The book, *Robert's Rules of Order*, is the recognized authority on Parliamentary Procedure for the Association. It should be used as a guide for conducting meetings in an orderly fashion. Parliamentary procedure is based on common sense and courtesy. It is intended to transact business efficiently, protect the rights of individuals, and preserve a spirit of harmony. The rules of parliamentary law state:

- Only one person speaks at a time.
- Each member has equal rights.
- Each item presented is entitled to discussion time.
- The decisions of the majority are upheld. However, the right of the minority to offer dissenting opinions and differing views are respected.

Progress of a Motion

1. Presenting the motion (by any member of the assembly).
2. Seconding the motion (by any other member of the assembly).
3. Restating the motion (by the chairperson immediately following the second).
4. Discussing the motion (except when the motion is not debatable).*
5. Voting on the motion (both affirmative and negative votes must be taken).
6. Announcing the results (by the chairman immediately following the vote).

*Amendments may be made to a motion during discussion, if the amendment does not substantially change the original motion. If the amendment is a substantial change to the original motion, the motion must be voted on first, before the change can be presented.

To purchase your copy of *Robert's Rules of Order*, check any book retailer or Amazon.com.